



District Consultation Council Meeting

May 23, 2022

2:00 p.m.

Zoom Teleconference | Meeting ID: 976 5725 0668

<https://nocccd-edu.zoom.us/j/97657250668>

AGENDA

MEETING SUMMARY

- | | |
|---------------------------|---------------|
| 1. April 25, 2022 Summary | Action |
|---------------------------|---------------|

STRATEGIC GOALS & PLANNING

- | | |
|--|--------------------|
| 1. Governor's May Revision to the 2022-23 Budget | Information |
| 2. One-time Funding Discussion | Action |
| 3. 5-Year Cyber Security Plan | Action |
| 4. Districtwide Distance Education Taskforce | Information |
| 5. Survey Overview | Information |

OPERATIONAL REVIEW

- | | |
|---|---------------|
| 1. Cruz Reynoso Naming of 200 Building at Fullerton College | Action |
|---|---------------|

POLICY

- | | |
|---|--------------------|
| 1. Revised BP 2725, Board Member Compensation &
Revised AP 7240-10, Management Employees – Salary Provisions | Action |
| 2. New AP 3722, Data Security Standards for End Users | Action |
| 3. Revised AP 7130-2, District Health and Welfare Benefits Plan | Action |
| 4. Revised AP 7120-4, Management Employee Hiring | Information |

OTHER ITEMS

- | | |
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| 1. | |
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DISTRICT CONSULTATION COUNCIL
April 25, 2022

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Tonya Cobb, Jennifer Combs, Gil Contreras, Damon De La Cruz, Carlos Diaz, Jean Foster, Craig Goralski, Raine Hambly, Geoff Hurst, Erin Lacorte, Cherry Li-Bugg, Arturo Ocampo, Fola Odebunmi, Jeremy Peters, Alex Porter (for JoAnna Schilling), Valentina Purtell, Irma Ramos, Jeanette Rodriguez, Melissa Serrato, Pamela Spence, and Fred Williams.

VISITORS: Simone Brown Thunder, Danielle Davy, Julie Kossick, and Kashu Vyas.

Chancellor Byron D. Clift Breland called the Zoom teleconference meeting to order at 2:00 p.m.

TELECONFERENCE RESOLUTION & SUMMARY

Teleconference Resolution: There was consensus to approve Resolution No. 21/22-02 to authorize remote teleconference DCC meetings for 30 days.

Summary: The summary of the March 28, 2022 meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

Fiscal Crisis & Management Assistance Team Enrollment Presentation: Fred Williams, Vice Chancellor of Finance & Facilities, shared a copy of the “What can we learn from TK-12 enrollment trends?” presentation by the Fiscal Crisis & Management Assistance Team (FCMAT) which highlighted that the TK-12 decline in enrollment will ultimately translate to fewer students attending community colleges. He expressed concern about enrollment noting that no community college in the State has enrollment that is higher than its pre-pandemic levels.

DCC also reviewed data specific to Orange County which showed that K-12 enrollments are expected to decline by approximately 10% (equivalent to almost 50,000 students) and high school graduates are expected to decline by almost 18% (6,649 students) by 2030-31. Vice Chancellor Williams emphasized that with the current structural deficit, enrollment must increase in order for the District to be sustainable, but cautioned that it won't be an easy task with less people, more competition, and a lower number of students in the K-12 system. Chancellor Clift Breland noted that the K-12 decline will directly impact the District because at some point the State will realize that community colleges have less students and will provide less funding.

During the discussion, members requested enrollment data for 18-20 year old students for the last 5-10 years and a breakdown of demographics in order to pinpoint the dips among certain groups and to identify interventions. Cherry Li-Bugg, Vice Chancellor of Educational Services & Technology, shared that DCC members have access to enrollment dashboards that display the requested data and asked that members contact her if they do not have access.

Analysis of FTES at P-2: Vice Chancellor Fred Williams shared that P-2 report was due on April 20 and provided an update and summary of what was reported: the District is down 15.18% from its targets, down 20.80% from the prior year, and down 25.24% from pre-pandemic numbers. The District will see a substantial increase in hold harmless funding since emergency conditions

were not claimed. He reported that he expects to continue to receive hold harmless funding for three years and cautioned that after it is phased out, the District's new floor will be that three-year average and it will not include COLA.

One-time Funding: Vice Chancellor Williams reported that at the most recent Council on Budget and Facilities (CBF) meeting there was discussion about moving funds from the holding account to the campuses in order to provide enrollment support. Chancellor's Staff has also discussed methods to support the campuses in the current climate where the K-12 system is also experiencing a decline in enrollment. He reported that he anticipates continued one-time funding from the State that's above the District's structural deficit amount and that the District has approximately three years to address the structural deficit.

During the discussion, members expressed appreciation for the campus support and also encouraged participation at the Resource Allocation Model Workshop on April 26 and in the on-going Gensler survey for faculty, staff, and students in order to provide data points for the District. Faculty representatives reported that since the COVID-19 booster requirement announcement students have informed them that they are leaving the District and going to neighboring colleges instead and that will be detrimental to fall enrollment. Chancellor Clift Breland noted the importance of determining how substantial the number of students is in order to assist in the on-going vaccine hurdle discussions.

POLICY

New Administrative Procedure 3721, District Password Procedure: DCC received a second reading of AP 3721, District Password Procedure. Members had no questions and **there was consensus to approve AP 3721 and post it to the District website.**

New AP 3722, Data Security Standards for End Users: DCC received a first reading of AP 3722, Data Security for End Users which was developed in order to define data standards, especially for the end users, as a component of the District's data governance framework and to promote the proper and secure use of the District's data in all forms.

During the discussion, members inquired about software or programs to scan existing files for PPI, how the practices outlined in the AP would affect the ability to work from home, and whether employee training would be provided to help move in this direction.

AP 3722 will return to a future meeting for consideration.

Revised AP 7130-2, District Health and Welfare Benefits Plan: DCC received a first reading of AP 7130-2, District Health and Welfare Benefits Plan which was revised to reflect updates consistent with collective bargaining agreements and side letters of understanding. The changes include the District contribution toward dependent care medical premiums, fringe benefits allowance paid as compensation, date changes consistent with CalPERS medical requirements, and requiring new employee to have 50 years of service credit to be eligible for retiree benefits.

During the discussion, members requested additional time to review the proposed language revisions and Julie Kossick, Associate Vice Chancellor of Human Resources, asked members to send her any questions which she would be glad to address.

AP 7130-2 will return to a future meeting for consideration.

Revised AP 7120-4, Management Employee Hiring: DCC received a first reading of AP 7120-4, Management Employee Hiring which was revised as part of Human Resources' continuous improvement goals. The revisions were a result of a "Kaizen" two-day workshop that included participants from across the District and whose recommendations included process changes, reduction of steps, and other efficiencies. Simone Brown Thunder, District Manager of Human Resources, led a presentation which included a background overview and highlighted the proposed changes.

During the discussion, members expressed the following concerns:

- If Adjunct Faculty United does not appoint a representative United Faculty would lose the ability to fill that second position or it would go vacant. Irma Ramos, Vice Chancellor of Human Resources, noted that it is critical to have representation from all groups and Human Resources would work with AdFac to facilitate that.
- Serious concern about dramatically reducing the number of people involved in some of the decision making. Simone Brown Thunder clarified the reduced number did not involve committee participation, but rather the process to approve the position.
- Concern about the role of the search committee in general due to their lack of involvement in the job announcement development and selection of the chairperson which results in perspectives being reduced. Simone Brown Thunder noted that the responsibilities will still be shared, but the intent was that the hiring manager would develop what it takes for the person to be successful in the job.
- Efficiencies should not come at the expense of faculty participation.
- Whether diversification of the committee composition was being addressed. Simone Brown Thunder pointed out that language in Section 3.0 was added to address that.
- Concern regarding the Equal Employment Opportunity (EEO) representative being a non-voting member which is not consistent with other employee classification hiring practices.
- Ensuring that the EEO representative has no conflicts or undue influence from other committee members noting that there was previous language about the EEO representative not being in the department that is hiring.
- AP 7120-4 is missing some protected classes from a few categories; it was suggested that it be edited to mirror the categories included in AP 3410, Unlawful Discrimination.
- Any efforts to prevent a committee seat from being lost due to a replacement?
- Members expressed the need to share the proposed revisions with their constituencies due to the major changes, and requested additional time to continue the conversation and a copy of the presentation.

Chancellor Clift Breland thanked Simone Brown Thunder and the group for their work on the revisions and noted that AP 7120-4 would continue to be placed on future DCC agenda in order to have the needed discussion.

New AP 7120-13, Employee Records: Gender Identity, Gender Expression, and Chosen Name: DCC received a first reading of AP 7120-13 which was developed by Human Resources after the District adopted AP 5041, Student Records: Gender and Chosen Names in order to have a similar policy for employees so they have the option to identify via their chosen name on records and documents where legal names are not required by law or District policy. Simone Brown Thunder shared that AP 7120-13 mirrors the student chosen name policy and has been shared with the management team, Chancellor's Staff, and the Gay & Lesbian Association of District Employees (GLADE) President who will be sharing it with internal LGBTQ+ groups.

During the discussion, members shared they were pleased to see language about use of pronouns and suggested including guidance and training about the use of pronouns. Arturo Ocampo, District Director of Diversity & Compliance, noted that training opportunities can be made available by contacting his office. Discussion also included disappointment with the lack of notice provided to the GLADE President about the proposed AP, and as a result the lack of feedback from the group, which does not promote an inclusive process.

AP 7120-13 will return to a future meeting for consideration.

OTHER

May 23 DCC Meeting: Chancellor Clift Breland stated that members would be polled for availability to determine if there would be the necessary quorum for a May 23 DCC meeting.

Return to Workplace/Campus Strategies: Chancellor Clift Breland shared several updates including his desire to have DCC develop a strategy for engagement that includes a review of student spaces on campus; he noted that the 4/10 summer schedule and fall schedule are being discussed; that it appears that fall course offerings will be 50/50 between in-person and online modalities; that surveys will be shared this week and he looks forward to gaining information from them and the student forums; the need to create an organization we want to have in the next decade; and his plans to begin the next steps this summer with classified and managers.

Members inquired about the possibility of having some leeway for students who are not boosted and allow them to test so they are not dropped from classes. Dr. Clift Breland pointed out that the current District policy only allows for exemptions, not testing. Others noted that there appears to be a double standard when the community is welcome on campus for events, but students are not allowed on campus for services if they are not fully vaccinated.

Vice Chancellor Fred Williams also announced that beginning April 25 there will be no more federal funding for COVID testing. Higher Education Emergency Relief Fund (HEERF) dollars can be used to cover the \$37 cost per test, but moving forward the District will be billed directly.

ADJOURNMENT: The meeting adjourned at 4:02 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2022

From: Fred Williams, Vice Chancellor, Finance & Facilities

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Governor’s May Revision to the 2022-23 Budget

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

To provide the Council with information on the provisions in the May Revise. Please find the Joint Analysis on the Governor’s 2022-23 May Revise attached. Additional information related to our District will be provided at the meeting.

5. RECOMMENDATION:

Members are asked to receive and review the information on the Governor’s May Revise.

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

Joint Analysis

Governor's 2022-23 May Revision

May 13, 2022



California Community Colleges



ACBO.ORG
ASSOCIATION OF CHIEF BUSINESS OFFICIALS



ASSOCIATION OF CALIFORNIA
COMMUNITY COLLEGE ADMINISTRATORS



COMMUNITY COLLEGE
LEAGUE OF CALIFORNIA

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Purpose of Report

This analysis was prepared by the California Community Colleges Chancellor’s Office (Chancellor’s Office) with support from the:

- Association of California Community College Administrators (ACCCA),
- Association of Chief Business Officials (ACBO), and
- Community College League of California (League).

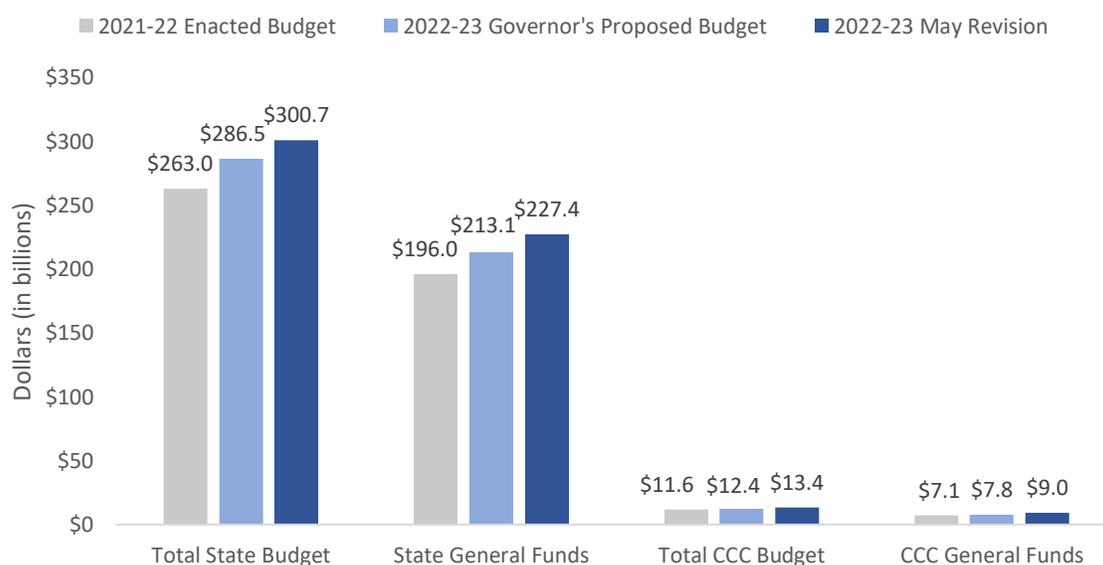
Its purpose is to provide information about the Governor’s May Revision as a common resource for each organization’s further analyses and advocacy efforts. Over the next several months, updated analyses will describe any proposed trailer bills and the enacted budget.

Summary of Key Budget Changes

Today, Governor Newsom released the May Revision for the 2022-23 fiscal year. Following are some key changes in the proposal compared to the enacted budget for 2021-22 and the Governor’s Proposed Budget for 2022-23.

- Under the May Revision, the overall state budget would be higher than proposed in January, increasing over the 2021-22 enacted budget by about 5% overall to \$300.7 billion. General Fund spending increases by about 15%, to \$227.4 billion.

Figure 1: May Revision for 2022-23 budget reflects surplus of **\$49.2 billion** (dollars in billions).

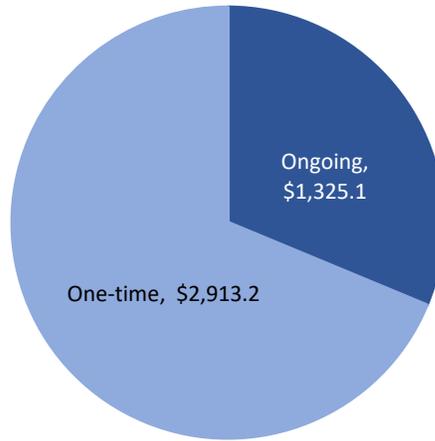


- The revised budget proposals for each segment of higher education are based on multi-year frameworks. The proposal for the California Community Colleges’ “road map” includes a refined set of metrics and goals focused on equity and student success, aligned to the *Vision for Success* goals. Key goals and expectations in the roadmap include increased collaboration across segments and sectors to enhance

timely transfer; improved completion rates and reduction in excess units; closure of equity gaps; and better alignment of the system with K-12 and workforce needs.

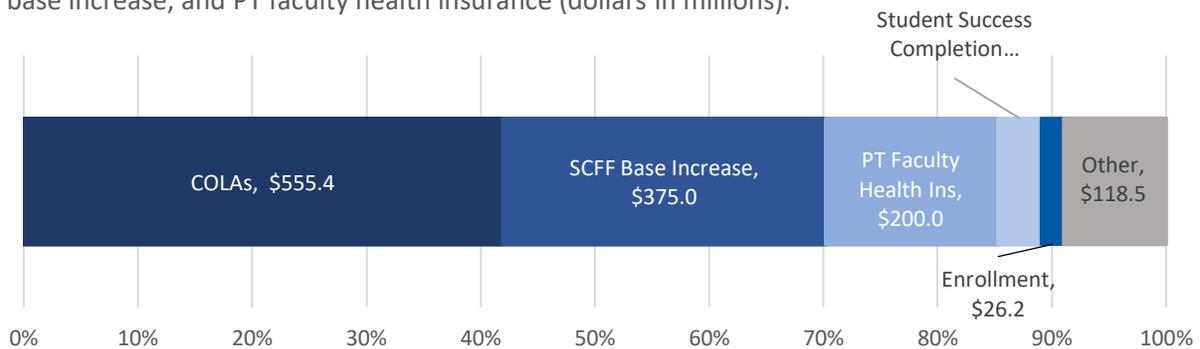
- The proposed budget for 2022-23 provides about \$4.2 billion in Proposition 98 augmentations over the prior year, including \$1.3 billion (31%) in ongoing spending and \$2.9 billion (69%) in one-time funding.

Figure 2: Majority of new Proposition 98 funding for 2022-23 represents one-time investments (dollars in millions).



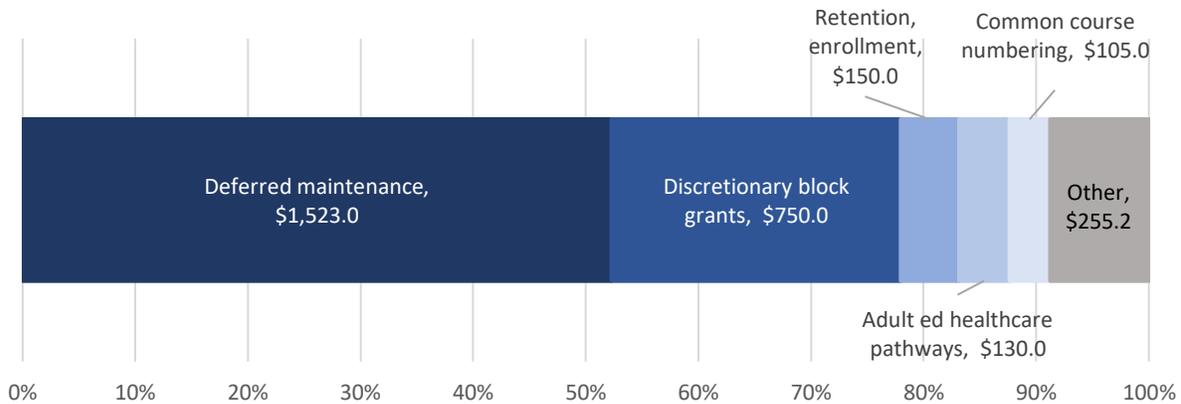
- The proposal for additional ongoing spending includes \$375 million to increase the base of the Student Centered Funding Formula (SCFF). The revised budget also includes a larger cost-of-living adjustment (COLA) for community college apportionments than proposed in January, at 6.56% rather than 5.33%, with the COLA also applied to various categorical programs. The proposal also includes \$200 million for part-time faculty health insurance and \$26.2 million to sustain systemwide enrollment growth of 0.5%. Additional ongoing funds are proposed to support technology modernization, to increase support for NextUp, and to establish a Classified Employee Summer Assistance Program.

Figure 3: Proposed new ongoing investments for 2022-23 include COLAs, SCFF base increase, and PT faculty health insurance (dollars in millions).



- One-time funding proposals in the revised budget include over \$1.5 billion for deferred maintenance and energy efficiency projects and \$750 million for discretionary block grants to address issues related to the pandemic and to reduce long-term obligations. One-time funds are also dedicated to student retention and enrollment efforts, implementation of common course numbering, technology modernization, and several investments focused on education pathways.

Figure 4: Proposed one-time investments for 2022-23 of \$2.9 billion include deferred maintenance and discretionary block grants (dollars in millions).



^a A portion of the funding for Adult Ed programs goes to community colleges, with the remainder going to K-12.

- The Governor’s proposal includes \$403 million in capital outlay funding from Proposition 51 to support the preliminary plans, working drawings and construction phases for 22 continuing projects (up from \$373 million in the Governor’s Budget).
- The revised budget proposal includes an additional \$3.9 million in state operations to support 26 new positions in 2022-23, a considerable increase over the \$1.4 million proposed in the Governor’s Budget (for 9 new positions). The added resources are intended to support modernization efforts and increased state operations capacity to lead the system in achieving its *Vision for Success* goals and other state priorities.

Changes in Overall Budget Framework

In January, the administration projected a \$45.7 billion surplus for 2022-23, nearly matching the record \$47 billion surplus in the 2021-22 budget that resulted from a large increase in income among California’s wealthy residents during the pandemic. With that trend continuing into 2022, the administration’s May Revision now projects a discretionary budget surplus of \$49.2 billion. The spending proposals plan to use 94% of the surplus on one-time expenditures given the economic volatility and potential for declines in capital gains, which now account for nearly 10% of personal income tax revenues, approaching the levels seen during the “dot com bust” of 2000. The

administration projects \$37.1 billion in reserves, including \$23.3 billion in the state's Rainy Day Fund.

SURPLUS DUE TO HIGHER-THAN-EXPECTED REVENUES

The improved budget outlook is related to higher-than-expected revenues in recent months, with revenues expected to be between \$33 billion and \$39 billion higher than estimated in the Governor's Budget, [according to the Legislative Analyst's Office](#) (LAO). However, the LAO notes that lawmakers will have to consider the implications of the State Allocation Limit (SAL or Gann Limit), approved as a constitutional amendment by the voters in 1979 to limit state spending. The SAL is based on tax revenue and is adjusted annually to account for economic growth and the change in population. Absent specific policy decisions to exempt spending from the SAL, half of any revenue above the limit must be returned to the taxpayers, with the other half going to K-12 and community colleges.

The May Revision summary indicates that, while the SAL was exceeded in the 2020-21 and 2021-22 fiscal years by a small margin, the proposed budget does not exceed the limit. The proposals in the May Revision reflect means to avoid exceeding the SAL (e.g., tax rebates and infrastructure spending), and continue the state's focus on recovery from the pandemic and economic upheaval. Some proposals include:

- An \$18.1 billion plan to provide fiscal relief to taxpayers, including tax rebates for vehicle owners; grants to help cities make public transit free to all riders for three months; emergency rental assistance and support for past-due utility bills; increased support for health insurance premium assistance and subsidized child care; and bonuses for healthcare workers to boost retention amid high burnout caused by the pandemic.
- An additional \$17 billion for infrastructure projects, on top of the \$20 billion proposed in January, including an additional \$1.1 billion for broadband, \$500 million for housing, \$500 million for active transportation, and \$650 million to expand efforts to build more housing for homeless individuals.
- An additional \$1.1 billion for pandemic-related expenses such as testing and vaccination efforts.

LEGISLATIVE ANALYST OFFERS CAUTIONS ABOUT LONGER-TERM OUTLOOK

Based on a recent analysis of 10,000 possible revenue scenarios, the [LAO concluded](#) the state's General Fund likely faces a budget deficit by 2025-26, regardless of the future trend in state tax revenues. Due to the SAL, continued revenue growth could increase the state's constitutional funding obligations and lead to large budget deficits. Having essentially reached the limit, each additional dollar of revenue above it actually worsens the state's budget outlook. The LAO estimates that, for every dollar of tax revenue above the SAL, California faces about \$1.60 in constitutional funding obligations for education, rebates to taxpayers, and reserve and debt payments (as required by Proposition 2 [2014]). With the possibility of a recession increasing as the Federal Reserve raises interest rates to cool inflation, the LAO describes as "worst-case scenario" a situation in which the state incurs

SAL-related obligations due to strong revenues in 2022-23 followed by a recession of average severity, which could result in depletion of the reserves within one year.

In this context, the LAO recommended that the Legislature reject \$10 billion of the Governor’s proposals that are not excludable from the SAL (i.e., expenditures for infrastructure), instead saving those funds. The intent would be to both constrain growth of the state’s spending base and increase its reserves to cover projected budget problems. In the event the Legislature wants to proceed with some increased expenditures, the LAO recommended that they be restricted to those that are excludable from the SAL, are one-time in nature, are addressing a well-defined problem in a cost-effective manner, and/or have fiscal benefits such as leveraging additional federal funds.

Changes to California Community Colleges Funding

In this section, we detail changes to proposals included in the Governor’s Budget (and described in our January analysis) and describe new proposals presented as part of the May Revision.

PROPOSITION 98 ESTIMATE INCREASES

Minimum Guarantee for Community Colleges Increases by 9%

Table 1 shows the Department of Finance’s estimates of the minimum guarantee for the current and budget years as of the May Revision. The minimum guarantee is 9% higher than projected in January, and has increased by about \$1.5 billion over 2021-22.

Table 1: California Community Colleges Proposition 98 Funding by Source (In Millions)

Source	2021-22 Revised	2022-23 Governor's Budget (GB)	2022-23 May Revision	Change From GB (Amount)	Change From GB (Percent)
ALL PROPOSITION 98 PROGRAMS					
General Fund	\$83,639	\$73,134	\$82,292	\$9,158	13%
Local property tax	26,560	28,846	28,042	(804)	-3%
Totals	\$110,199	\$101,980	\$110,334	\$8,354	8%
COMMUNITY COLLEGES ONLY ^a					
General Fund	\$8,782	\$7,827	\$8,951	\$1,124	14%
Local property tax	3,465	3,766	3,653	(113)	-3%
Totals	\$12,247	\$11,593	\$12,604	\$1,011	9%

^a CCC totals include resources that go to the K-12 system via the Adult Education, Apprenticeship, and K-12 Strong Workforce programs.

District Revenue Protections Extended in Modified Form

In response to the disruptions of the COVID-19 pandemic, providing fiscal stability was a top priority. The Administration expects the SCFF’s stability provisions to protect district

funding levels in 2022-23, especially considering recent enrollment declines. In addition, the May Revision includes an increase to the SCFF’s funding rates, discussed below.

The Governor’s January proposal to extend the revenue protections in a modified form is carried over to the May Revision, with a goal of avoiding sharp fiscal declines in 2025-26 and supporting a smooth transition to the SCFF formula over time. Under the proposal, a district’s 2024-25 funding would represent its new “floor,” below which it could not drop. Funding rates would continue to increase to reflect the statutory COLA if provided in the budget act language, but this revised hold harmless provision would no longer automatically include adjustments to reflect cumulative COLAs over time, as is the case with the current provision in effect through 2024-25.

Predictability & Stability

Provides Districts a Funding Floor That Won't Decrease



Required Transfer to Public School System Stabilization Account (PSSSA)

Proposition 2, approved by voters in November 2014, created the PSSSA, a state reserve for schools and community colleges that receives funding if several conditions are satisfied. The Governor’s Budget projected a total of \$9.7 billion in total payments to the PSSSA between 2020-21, 2021-22, and 2022-23. Although General Fund revenues are projected to increase at May Revision, capital gains revenues have decreased as a share of total funds, bringing these required payments (and the total Account balance) to a total of \$9.5 billion.

CALIFORNIA COMMUNITY COLLEGES FUNDING INCREASES

The May Revision increases funding for the California Community Colleges by about \$2 billion compared to the Governor’s Budget, as reflected in Table 2. The system would receive nearly \$500 million in additional ongoing funding and \$1.8 billion for additional one-time programs and initiatives compared to the January proposal (with some technical adjustments reducing the overall increase).

Most notable among the proposals for ongoing spending, the May Revision includes a \$375 million increase to the Student Centered Funding Formula (SCFF), including \$250 million to increase the funding rates for the base, supplemental, and success allocations and \$125 million to increase the basic allocation within the base. Among the most significant changes to one-time spending proposals are the \$1.1 billion increase to deferred maintenance and a new \$750 million proposal for discretionary block grants to districts.

Table 2: Proposed 2022-23 Changes in Proposition 98 Funding for the System (In Millions)

	Governor's Budget	May Revision	Change from Governor's Budget
POLICY ADJUSTMENTS			
Ongoing (Proposition 98)			
SCFF COLA (5.33%/6.56%)	\$409.4	\$493.0	\$83.6
SCFF Growth	\$24.9	\$26.2	\$1.3
SCFF Basic Allocation Increase	\$0.0	\$125.0	\$125.0
SCFF Base Funding Increase	\$0.0	\$250.0	\$250.0
Augment Part-Time Faculty Health Insurance Program	\$200.0	\$200.0	\$0.0
Augment Student Success Completion Grants	\$100.0	\$50.0	-\$50.0
Provide 6.56% COLA for Adult Ed	\$29.9	\$36.8	\$6.9
Modernize CCC technology and protect sensitive data	\$25.0	\$25.0	\$0.0
Increase support for NextUp Program	\$10.0	\$20.0	\$10.0
Increase support for financial aid administration	\$10.0	\$10.0	\$0.0
Implement Equal Employment Opportunity best practices	\$10.0	\$10.0	\$0.0
Provide 6.56% COLA for Extended Opportunity Programs and Services (EOPS)	\$8.3	\$10.2	\$1.9
Provide 6.56% COLA for Disabled Students Programs and Services (DSPS)	\$6.7	\$8.3	\$1.6
Provide 6.56% COLA for Apprenticeship	\$1.6	\$1.6	\$0.0
Provide 6.56% COLA for CalWORKs Student Services	\$2.5	\$3.1	\$0.6
Provide 6.56% COLA for Mandates Block Grant and Reimbursements	\$1.8	\$2.2	\$0.4
Expand African American Male Education Network and Development (A2MEND) student charters	\$1.1	\$1.1	\$0.0
Provide 6.56% COLA for Childcare Tax Bailout	\$0.198	\$0.243	\$0.045
Provide approximately 5% increase to Student Equity and Achievement program	\$0.0	\$25.0	\$25.0
Align apprenticeship Related and Supplemental Instruction (RSI) rate to SCFF credit rate rather than the noncredit rate	\$0.0	\$16.9	\$16.9
Implement Classified Employee Summer Assistance program	\$0.0	\$10.0	\$10.0
Backfill estimated decrease in federal match for Foster and Kinship Care Education programs	\$0.0	\$0.5	\$0.5

Subtotal Ongoing Policy Adjustments	\$841.4	\$1,325.1	\$483.7
One-Time (Proposition 98)			
Address deferred maintenance	\$511.0	\$1,523.0	\$1,012.0
Support retention and enrollment strategies	\$150.0	\$150.0	\$0.0
Support health-care focused vocational pathways in Adult Ed	\$130.0	\$130.0	\$0.0
Implement common course numbering systemwide	\$105.0	\$105.0	\$0.0
Modernize CCC technology and protect sensitive data	\$75.0	\$75.0	\$0.0
Implement transfer reforms of AB 928	\$65.0	\$65.0	\$0.0
Implement program pathways mapping technology	\$25.0	\$25.0	\$0.0
Provide emergency financial assistance grants to AB 540 students	\$20.0	\$20.0	\$0.0
Implement pathways grant program for high-skilled careers	\$20.0	\$20.0	\$0.0
Support Teacher Credentialing Partnership Program	\$5.0	\$5.0	\$0.0
Study Umoja Program best practices	\$0.2	\$0.2	\$0.0
Discretionary block grants to address pandemic issues	\$0.0	\$750.0	\$750.0
Implement California Healthy School Meals Pathway Program	\$0.0	\$45.0	\$45.0
Subtotal One-Time Policy Adjustments	\$1,106.2	\$2,913.2	\$1,807.0
TECHNICAL ADJUSTMENTS			
Student Centered Funding Formula (SCFF) Technical Adjustments	\$3.0	-\$312.6	-\$315.6
Subtotal Technical Adjustments	\$3.0	-\$312.6	-\$315.6
TOTAL CHANGES	\$1,950.6	\$3,925.7	\$1,975.1

^a Funding for health care pathways in Adult Ed would be spent over three years.

Table 3 reflects the final SCFF rates for 2021-22, along with estimated rates based on the proposal for 2022-23, as modified by COLA and other base adjustments. The distribution of funds across the three allocations (base, supplemental, and student success) is determined by changes in the underlying factors. Table 3 does not reflect proposed increases to the Basic Allocation.

Table 3: Proposed 2022-23 Student Centered Funding Formula Rates (rounded)

Allocations	2021-22 Rates	Estimated Proposed 2022-23 Rates ^a	Estimated Change from 2021-22 (Amount)	Estimated Change from 2021-22 (Percent)
Base Credit ^b	\$4,212	\$4,629	\$417	9.89%
Supplemental Point Value	996	1,095	99	9.89%
Student Success Main Point Value	587	645	58	9.89%
Student Success Equity Point Value	148	163	15	9.89%
Incarcerated Credit ^b	5,907	6,491	584	9.89%
Special Admit Credit ^b	5,907	6,491	584	9.89%
CDCP	5,907	6,491	584	9.89%
Noncredit	3,552	3,903	351	9.89%

^a The proposal to increase the basic allocation (college/center size rates) by \$125m is not reflected in this table of rates since this only shows the rates for FTES portion of Base allocation, and the supplemental and success point rates

^b Ten districts receive higher credit FTE rates, as specified in statute.

Appendix B compares the Governor’s May Revision to the 2022-23 Board of Governors’ budget request. Below we update information on the administration’s more significant policy decisions and related information.

MAJOR POLICY DECISIONS FRAMED AROUND MULTI-YEAR “ROAD MAP”

The May Revision continues to be shaped by a multi-year road map intended to enhance the system’s ability to equitably prepare students for California’s future, a collaborative plan developed by the Administration and the Chancellor’s Office. With a focus on equity and student success, the framework builds on existing efforts toward achieving the Vision for Success goals, while establishing expectations for the system over the next several years. To fund this collaborative plan, the budget includes additional Proposition 98 resources for the colleges as well as additional resources for the Chancellor’s Office to better support the colleges in meeting the *Vision for Success* goals and newly established expectations. The proposal is made in the context of a goal of achieving 70%

postsecondary degree and certificate attainment among working-age Californians by 2030, a recommendation of the Governor’s Council on Post-Secondary Education, which is accompanied by proposals for multi-year compacts with the University of California (UC) and California State University (CSU) along with the road map for the community college system. Included among the goals for UC and CSU is to increase undergraduate enrollment by a combined total of more than 22,000 full-time equivalent students between 2023-24 and 2026-27, and ensure CCC transfer students comprise a significant share of the new enrollment.

Road Map Includes New Goals and Expectations

Key goals and expectations in the road map include increased collaboration across segments and sectors to enhance timely transfer; improved rates of completion with reduced excess units; closure of equity gaps; and better alignment of the system with K-12 and workforce needs.

Expects Improved Student Educational Outcomes. The road map seeks to:

- Increase the percentage of students earning degrees, certificates and specific skill sets for in-demand jobs by 20% by 2026;
- Decrease the median units to completion in excess of 60 by 15%, and establish systemwide stretch goals regarding the number of students completing or transferring within the minimum amount of time necessary;
- Improve the placement and completion of students into transfer-level math and English that satisfies a requirement of the student’s intended goal within one year;
- Increase the number of transfers to the UC or CSU by 35% or in proportion to enrollment growth in those systems; and
- Annually publish, for all colleges, the 2-year associate degree graduation rate, the average units to degree, and the share of first-time students with sophomore standing when entering their second year, disaggregated for disabled, underrepresented, and Pell students.

Seeks to Advance Equity. The road map intends to:

- Improve systemwide completion rates, transfer rates, and units to degree completion among disabled, underrepresented and Pell students to meet the average of all students by 2026; and
- Compile baseline data regarding equity gaps in dual enrollment programs, along with metrics for improvement, in a new annual report (2023).

Expects Increased Intersegmental Collaboration. The road map expects:

- Full participation in the Cradle-to-Career Data System;
- Efforts to adopt a common intersegmental learning management system with UC and CSU;
- Collaboration with the UC and CSU on a higher education student success dashboard within the Cradle-to-Career framework to identify and address equity gaps;

- Efforts to establish an integrated admissions platform common to the UC, CSU and community colleges; and
- Collaboration with the UC and CSU to redesign data sharing agreements as needed to facilitate the provision of information related to transfer.

Seeks improved Workforce Preparedness. The road map intends to support workforce preparedness and high-demand career pipelines, including goals to:

- Increase the percentage of K-12 students who graduate with 12 or more college units through dual enrollment by 15%;
- Partner with K-12 to close equity gaps in access to dual enrollment;
- Establish a baseline for credit-for-prior-learning offerings and increase the offerings annually, and increase enrollment into direct-assessment competency-based education programs by 15%;
- Increase the percentage of exiting students who earn a living wage by 15%;
- Focus on establishing or expanding programs that address workforce needs in healthcare, climate response, education and early education; and
- Establish pathways in those fields from high school through university, including development of Associate Degree for Transfer and transfer pathways along with dual enrollment opportunities that ensure transfer of community college credits toward degree programs.

Apportionments Receive 6.56% COLA and 0.50% Growth

In addition to the base increase to the SCFF described earlier, the revised proposal includes \$26.2 million **ongoing** to fund 0.5% enrollment growth and \$492.9 million **ongoing** to support a 6.56% COLA for apportionments, the same COLA proposed for K-12. Decisions about any COLA were historically made by the Legislature during the annual budget process, but the budget plan in 2019-20 implemented a new policy for the K-12 system's Local Control Funding Formula (LCFF). Under this policy, LCFF receives an automatic COLA unless the minimum guarantee is insufficient to cover the associated costs. In that case, the COLA would be reduced to fit within the guarantee. The statute is silent on community college programs, but the proposed COLA for community colleges for 2022-23 matches that provided for K-12, as was the case in the Enacted Budget for the current year.

College Affordability Efforts Continue

Expands Support for Completion Grants. Related to the 2021 Budget Act's expansion of the Cal Grant entitlement program, the Governor's May Revision adjusts funding for the Student Success Completion Grant to **\$50 million ongoing** (down from \$100 million in January) to support expanded Cal Grant eligibility for community college students and to reflect updated figures on Cal Grant recipients.

Provides Emergency Financial Assistance for AB 540 Students. The proposal includes \$20 million **one-time** to support emergency student financial assistance grants to eligible AB 540 students.

Expands Support for Financial Aid Administration. The proposal includes \$10 million

ongoing to augment resources for community college financial aid offices.

Makes Other Investments in College Affordability. The Governor’s May Revision includes several other investments in college affordability, including an increase of \$632 million ongoing to begin implementation of a modified Middle Class Scholarship Program, approved as part of the 2021-22 Budget Act. The May Revision also includes an increase of \$300 million one-time for a total \$500 million commitment to the Learning-Aligned Employment Program administered by the California Student Aid Commission and \$10 million for outreach to assist student loan borrowers, programs also included in the 2021-22 budget agreement.

Addressing Student Needs Remains a Concern

Builds on Efforts to Retain and Enroll Students. The May Revision continues to include \$150 million in **one-time** funds for student retention and enrollment efforts, aiming to build on the \$120 million included in the 2021 Budget Act. The funds are intended to support high-touch strategies to increase student enrollment and retention rates.

Expands Student Support Programs. The Governor’s May Revision continues to include an increase of \$1.1 million **ongoing** to support the expansion of African American Male Education Network and Development (A2MEND) student charters to additional college districts. It increases the proposed funding for expansion of foster youth support services through the NextUp program from \$10 million to \$20 million **ongoing**. It continues to provide \$179,000 one-time for a study of the Umoja program. The May Revision includes a new proposal to increase funding for the Student Equity and Achievement program by \$25 million **ongoing**, or approximately 5%. Another new proposal provides \$500,000 **ongoing** to increase the funding for Foster and Kinship Care Education Program to backfill an estimated decrease in federal matching funds and maintain current funding levels.

Expresses Concern about Learning Disruptions. The budget proposal maintains language included in January expressing that districts should strive to meet the needs of their diverse student populations through various instructional modalities, given that some students may be best served by an online course format while others may be better served by in-person courses. The Administration expects districts to aim to offer at least 50% of lecture and laboratory course sections in-person in 2022-23, provided that approach is consistent with the district’s student demand and with public health guidelines in place at the time.

Streamlining Academic Pathways is an Enduring Priority

Invests in Common Course Numbering. To further the effort begun with a \$10 million one-time investment in the 2021 Budget Act, the Governor’s May Revision leaves in place the proposal for \$105 million **one-time** to support systemwide implementation of a common course numbering system.

Supports Transfer Reform. The proposal continues to include \$65 million **one-time** to implement the transfer reform provisions of AB 928 (Chapter 566, Statutes of 2021). Those provisions require the system to participate in an intersegmental committee charged with oversight of the Associate Degree for Transfer and to develop and implement procedures

to place students who declare a goal of transfer on the ADT pathway if one exists for their chosen major, unless they opt out.

Invests in Technology to Navigate Pathways. The proposal continues to include \$25 million **one-time** to facilitate the implementation approaches that clearly maps out intersegmental curricular pathways, in order to help students select a pathway, facilitate streamlined transfer between segments, and reduce excess unit accumulation. The proposed \$100 million (\$75 million **one-time** and \$25 million **ongoing**) to address modernization of technology infrastructure is also included in the revised budget.

Increases Support for Teacher Preparation Partnerships. The May Revision continues to include \$5 million **one-time** to support the CCC Teacher Credentialing Partnership Program, created via legislation several years ago (SB 577, Chapter 603, Statutes of 2018) and providing grants to community colleges in areas of the state with low rates of K-12 credentialed public school teachers to form partnerships with four-year institutions that have approved teacher preparation programs.

Supports Grants for High-Skilled Career Pathways. The revised budget proposal continues to include \$20 million **one-time** for a grant program to support public-private partnerships that prepare students in high school and community college for specific high-skill fields, including science, technology, engineering, and mathematics (STEM) fields; health care occupations; and education and early education.

Invests in Healthcare-Focused Adult Ed Pathways. The May Revision carries forward the proposal for \$130 million **one-time** to support healthcare-focused vocational pathways for English language learners through the Adult Education Program. The funding would be spread across three years (\$30 million in 2022-23, \$50 million in 2023-24, and \$50 million in 2024-25), and be intended to support learners across all levels of English proficiency.

Supports Apprenticeships. The May Revision includes a new proposal for \$45 million **one-time** to support the implementation of the California Healthy School Meals Pathway Program, a pre-apprenticeship, apprenticeship, and fellowship workforce training pipeline program for school food service workers. It also includes an increase of \$16.9 million **ongoing** to align the apprenticeship program Related and Supplemental Instruction (RSI) rate with the SCFF credit rate, as opposed to the noncredit rate.

Invests in K-12 Educational Pathways to Workforce and Higher Education. The Governor proposes \$1.5 billion one-time Proposition 98 for K-12 over four years to support the development of high school pathway programs focused on technology (including computer science, green technology, and engineering), health care, education (including early education), and climate-related fields. These programs would focus on developing local partnerships that bring together school systems, higher education institutions, employers, and other partners.

College Workforce and Its Diversity Receives Support

Addresses Needs of Part-Time Faculty. The May Revision leaves in place the proposal for \$200 million **ongoing** to augment the Part-Time Faculty Health Insurance Program as a means of incentivizing districts to expand healthcare coverage for their part-time faculty.

A [recent analysis](#) indicated that 39 districts currently offer some level of health benefits to adjunct faculty, with the type and scope varying greatly by district, while 33 districts provide no coverage.

Invests in Diversifying the Workforce. The proposal continues to provide \$10 million **ongoing** to support the sustainable implementation of Equal Employment Opportunity program best practices to diversify community college faculty, staff, and administrators.

Establishes Program for Classified Employees. The May Revision includes a new proposal for \$10 million ongoing to establish the Classified Employee Summer Assistance Program. For participating districts, the program would provide eligible classified employees, who regularly work 11 months or fewer in a year with regular pay up to \$62,400, to have up to 10% of their monthly pay during the school year withheld for payout during the summer recess along with a prorated state match.

Efforts to Address Deferred Maintenance Continue

Compared to the January proposal, the May Revision increases proposed funding to address deferred maintenance and energy efficiency projects across the system by \$1.1 billion, for a total investment of about \$1.5 billion **one-time**. Of that total, \$863 million is from 2022-23, \$563.5 million is from 2021-22, and \$96.5 million is from 2020-21.

Provides Discretionary Block Grants

The May Revision includes a new proposal for \$750 million **one-time** for discretionary block grants to districts to address issues related to the pandemic and to reduce long-term obligations. Districts could use the funds to buy down pension liabilities, but would not be required to do so. The funds would be available for a 5-year period.

Employer contributions are set to increase to 25.37% for CalPERS and 19.1% for CalSTRS, as shown in Table C-1 in Appendix C.

LOCAL SUPPORT FUNDING ACROSS PROGRAMS IS STABLE OR INCREASES

Table 4 shows proposed local assistance funding by program for the current and budget years as of the May Revision. As the table shows, most categorical programs received workload funding in the proposal, with certain programs receiving cost-of-living adjustments consistent with recent practices. Decreases in funding relate to removing one-time funding allocated in 2021-22 or to revised estimates of underlying factors.

Table 4: California Community Colleges Funding by Program^a (In Millions)

Program	2021-22	2022-23 Proposed May Revision	Change Amount	Percent Change	Explanation of Change
Student Centered Funding Formula	\$7,927.0	\$8,508.6	\$581.6	7.3%	COLA, growth, Basic Allocation increase, base increase, and other base adjustments (includes property tax, enrollment fee, and EPA adjustments)

Deferred maintenance (one-time)	511.0	1,523.0	1,012.0	198.0%	Additional one-time funding for 2022-23
CCC Discretionary Block Grant (one-time)	0.0	750.0	N/A	N/A	\$750 million one-time for discretionary block grants to address issues related to the pandemic and to reduce long-term obligations
Adult Education Program – Main	566.4	603.1	36.7	6.5%	6.56% COLA
Student Equity and Achievement Program	499.0	524.0	25.0	5.0%	Augmentation
Strong Workforce Program	290.4	290.4	0.0	0.0%	
Student Success Completion Grant	162.6	212.6	50.0	30.8%	Adjust for revised estimates of recipients
Part-time faculty health insurance	0.5	200.5	200.0	40818.4%	Add \$200M ongoing funds
Integrated technology	65.5	164.5	99.0	151.1%	Includes one-time (\$75M) and ongoing funding (\$25M) for Data Modernization and Protection. Removes \$1M in one-time funding
Full-time faculty hiring	150.0	150.0	0.0	0.0%	
Retention and enrollment strategies (one-time)	100.0	150.0	N/A	N/A	Additional one-time funding for 2022-23
Extended Opportunity Programs and Services (EOPS)	135.3	144.2	8.9	6.6%	6.56% COLA
Disabled Students Programs and Services (DSPS)	126.4	134.7	8.3	6.6%	6.56% COLA
Adult Education Program - Healthcare Vocational Education (one-time)	0.0	130.0	N/A	N/A	One-time funding spread across 3 years.
Common course numbering (one-time)	10.0	105.0	N/A	N/A	Additional one-time funding for 2022-23
Apprenticeship (community college districts)	60.1	114.2	54.1	90.1%	Participation and rate adjustments, 6.56% COLA for a portion of the program, and one-time funding of \$45M for the CA Healthy Meals Pathway Program.

Financial aid administration	74.3	81.6	7.3	9.8%	Increase of \$10 million and adjustments for revised estimates of fee waivers
California College Promise (AB 19)	72.5	66.0	-6.5	-9.0%	Adjust for revised estimates of first-time, full-time students
Transfer Reforms (one-time)	0.0	65.0	N/A	N/A	Add one-time funding for AB 928 transfer reform implementation.
CalWORKs student services	47.7	50.9	3.2	6.6%	6.56% COLA
NextUp (foster youth program)	20.0	40.0	20.0	100.0%	Add \$20M ongoing funding
Mandates Block Grant and reimbursements	33.7	36.1	2.4	7.3%	Revised enrollment estimates and 6.56% COLA
Student mental health services	30.0	30.0	0.0	0.0%	
Basic needs centers	30.0	30.0	0.0	0.0%	
Institutional effectiveness initiative	27.5	27.5	0.0	0.0%	
Program Pathways Mapping Technology (one-time)	0.0	25.0	N/A	N/A	Add one-time funding
Part-time faculty compensation	24.9	24.9	0.0	0.0%	
Reappropriation for Prior Year SCFF Deficits (one-time)	0.0	23.3	N/A	N/A	Add one-time reappropriated funding
Online education initiative	23.0	23.0	0.0	0.0%	
Economic and Workforce Development	22.9	22.9	0.0	0.0%	
Part-time faculty office hours	22.2	22.2	0.0	0.0%	
Cooperative Agencies Resources for Education (CARE)	19.7	21.0	1.3	6.6%	6.56% COLA

Emergency financial assistance grants (one-time)	250.0	20.0	N/A	N/A	Additional one-time funding for 2022-23 (specific to AB 540 students)
Pathways Grant Program for High-Skilled Careers (one-time)	0.0	20.0	N/A	N/A	Add one-time funding
California Online Community College (Calbright College)	15.0	15.0	0.0	0.0%	
Nursing grants	13.4	13.4	0.0	0.0%	
Lease revenue bond payments	12.8	12.8	0.0	0.0%	
Equal Employment Opportunity Program	2.8	12.8	10.0	361.4%	Add ongoing funding
Dreamer Resource Liaisons	11.6	11.6	0.0	0.0%	
Mathematics, Engineering, Science Achievement (MESA)	10.7	10.7	0.0	0.0%	
Classified Employee Summer Assistance Program	0.0	10.0	N/A	N/A	Add ongoing funding
Immigrant legal services through CDSS	10.0	10.0	0.0	0.0%	
Veterans Resource Centers	10.0	10.0	0.0	0.0%	
Rising Scholars Network	10.0	10.0	0.0	0.0%	
Puente Project	9.3	9.3	0.0	0.0%	
Student Housing Program 'Rapid Rehousing'	9.0	9.0	0.0	0.0%	
Umoja	7.5	7.7	0.2	2.4%	\$179K one-time for Umoja study
Foster Care Education Program	5.7	6.2	0.5	8.8%	\$500k ongoing adjustment to provide backfill for Foster and Kinship Care Education (FKCE) programs

Teacher Credentialing Partnership	0	5.0	N/A	N/A	Add one-time funding
Childcare tax bailout	3.7	4.0	0.2	6.6%	6.56% COLA
Middle College High School Program	1.8	1.8	0.0	0.0%	
Academic Senate	1.7	1.7	0.0	0.0%	
Historically Black Colleges and Universities (HBCU) Transfer Pathway project	1.4	1.4	0.0	0.0%	
African American Male Education Network and Development (A2MEND)	0.0	1.1	N/A	N/A	Add ongoing funding
Transfer education and articulation (excluding HBCU Transfer Pathway project)	0.7	0.7	0.0	0.0%	
FCMAT	0.6	0.6	0.0	0.0%	
Deferrals--Student Centered Funding Formula	1453.0	0.0	N/A	N/A	Remove one-time funding used to pay off 2020-21 deferrals.
Support zero-textbook-cost degrees (one-time)	115.0	0.0	N/A	N/A	Remove one-time funding
Basic needs for food and housing insecurity (one-time)	100.0	0.0	N/A	N/A	Remove one-time funding
College-specific allocations (one-time)	67.9	0.0	N/A	N/A	Remove one-time funding
Guided Pathways implementation (one-time)	50.0	0.0	N/A	N/A	Remove one-time funding
EEO best practices (one-time)	20.0	0.0	N/A	N/A	Remove one-time funding
Workforce investment initiatives with CWDB (one-time)	20.0	0.0	N/A	N/A	Remove one-time funding
Culturally Competent Professional Development (one-time)	20.0	0.0	N/A	N/A	Remove one-time funding

LGBTQ+ support (one-time)	10.0	0.0	N/A	N/A	Remove one-time funding
Competency-based education (one-time)	10.0	0.0	N/A	N/A	Remove one-time funding
AB 1460 implementation (one-time)	5.6	0.0	N/A	N/A	Remove one-time funding
Community college law school initiative (one-time)	5.0	0.0	N/A	N/A	Remove one-time funding
Instructional materials for dual enrollment (one-time)	2.5	0.0	N/A	N/A	Remove one-time funding

^a Table reflects total programmatic funding for the system, including amounts from prior years available for use in the years displayed.

^b The Adult Education program total includes resources that go to the K-12 system but are included in the CCC budget. The K-12 Strong Workforce program and K-12 Apprenticeship program are not listed above but are also included in the CCC budget.

CAPITAL OUTLAY INVESTMENTS LOWER THAN IN CURRENT YEAR

The Governor’s May Revision includes \$403 million **one-time** in capital outlay funding from Proposition 51, approved by voters in 2016, down from \$578 million provided in the 2021 Budget Act. The funding would support the preliminary plans, working drawings, and construction phase for 22 continuing projects, as listed in Table 5.

Table 5: Governor’s Proposed Capital Outlay Projects in the California Community Colleges (In Millions)

District, College	Project	2022-23 State Cost	2022-23 Total Cost	All Years State Cost	All Years Total Cost
CONTINUING PROJECTS					
El Camino, El Camino College	Music Building Replacement	\$27.09	\$54.54	\$29.06	\$58.48
Los Angeles, East Los Angeles College	Facilities Maintenance & Operations Replacement	\$11.59	\$27.97	\$12.42	\$29.76
Los Angeles, Los Angeles Mission College	Plant Facilities Warehouse and Shop Replacement	\$0.21	\$0.72	\$7.12	\$23.62
Los Angeles, Los Angeles Pierce College	Industrial Technology Replacement	\$17.00	\$41.41	\$18.18	\$44.01
Los Angeles, Los Angeles Trade-Technical College	Design and Media Arts	\$35.78	\$85.60	\$38.19	\$90.88
Los Angeles, Los Angeles Valley College	Academic Building 2	\$23.74	\$57.56	\$25.38	\$61.14
Los Angeles, West Los Angeles College	Plant Facilities/Shops Replacement	\$5.73	\$14.20	\$6.17	\$15.18
Mt San Antonio, Mt San Antonio College	Technology and Health Replacement	\$77.43	\$187.26	\$82.67	\$197.85

North Orange County, Anaheim Campus	Tower First Floor Life/Safety Renovation	\$10.46	\$13.45	\$11.18	\$14.37
North Orange County, Cypress College	Fine Arts Renovation	\$19.38	\$31.85	\$20.89	\$34.37
North Orange County, Fullerton College	Business 300 Renovation	\$14.06	\$28.25	\$14.06	\$28.30
North Orange County, Fullerton College	Music/Drama Complex-Buildings 1100 and 1300 Replacement	\$40.49	\$51.74	\$43.79	\$55.86
Rio Hondo, Rio Hondo College	Music/Wray Theater Renovation	\$11.56	\$26.59	\$12.54	\$28.82
Sierra Joint, Sierra College	Gymnasium Modernization	\$26.48	\$35.54	\$28.89	\$38.55
Siskiyou Joint, College of the Siskiyous	Remodel Theater and McCloud Hall	\$1.63	\$1.63	\$28.07	\$28.07
Sonoma County, Public Safety Training Center	Public Safety Training Center Expansion	\$4.93	\$7.28	\$5.32	\$7.94
Sonoma County, Santa Rosa Junior College	Tauzer Gym Renovation	\$9.87	\$19.47	\$10.76	\$21.32
South Orange County, Saddleback College	Science Math Building Reconstruction	\$20.34	\$46.62	\$21.64	\$49.65
Ventura County, Moorpark College	Administration Building Reconstruction	\$3.91	\$10.38	\$4.32	\$11.20
West Hills, West Hills College Lemoore	Instructional Center Phase 1	\$23.54	\$31.70	\$25.18	\$34.09
West Valley Mission, Mission College	Performing Arts Building	\$14.43	\$17.11	\$15.45	\$33.58
Yuba, Yuba College	Building 800 Life and Physical Science Modernization	3.46	4.48	3.85	4.92
Total		\$403.11	\$795.32	\$465.13	\$911.94

STATE OPERATIONS RECEIVES ADDITIONAL FUNDING

The Chancellor's Office provides leadership and oversight to the system, administers dozens of systemwide programs, and manages day-to-day operations of the system. The office is involved in implementing several recent initiatives including Guided Pathways, basic skills reforms, and a new apportionment funding formula. In addition, the Chancellor's Office provides technical assistance to districts and conducts regional and statewide professional development activities. The current-year (2021-22) budget provides \$19.7 million in non-Proposition 98 General Fund and \$11.6 million in special funds and reimbursements for Chancellor's Office operations.

Responding to the Board of Governors' request for additional capacity to lead the system, the Governor's May Revision includes an increase of \$3.9 million **ongoing** non-Proposition 98 General Funds to support 26 new positions at the Chancellor's Office in 2022-23, substantially more than proposed in January (\$1.4 million for 9 positions). It shifts the 10

additional positions originally proposed for 2023-24 to 2022-23, and adds seven (7) more positions to support implementation of the Cradle-to-Career Data System, assist colleges with affordable student housing, and build capacity to accommodate the increase in contracts and reporting requirements. The new resources are intended to allow the Chancellor's Office to better support curriculum-related reforms and technology modernization efforts, in addition to increased operational capacity for research, data analysis, legal affairs, governmental relations, and fiscal health monitoring.

Next Steps

Following release of the Governor's May Revision, the budget process moves very quickly. LAO typically publishes analyses of the May Revision within a few days. Budget subcommittees convene to review the proposals and often take action on both January and May proposals within about a week. Subcommittees report their recommendations to full committees, which in turn report to their respective houses. Not long after, a budget conference committee convenes to resolve differences between the two houses' versions of the budget by June 15, the state constitutional deadline for the Legislature to approve a budget. (See Appendix A for a more complete overview of the state budget process.)

For more information throughout the budget process, please visit the Budget News section of the Chancellor's Office website:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Budget-News>

Appendix A: Overview of the State Budget Process

The Governor and the Legislature adopt a new budget every year. The Constitution requires a balanced budget such that, if proposed expenditures exceed estimated revenues, the Governor is required to recommend changes in the budget. The fiscal year runs from July 1 through June 30.

Governor’s Budget Proposal. The California Constitution requires that the Governor submit a budget to the Legislature by January 10 of each year. The Director of Finance, who functions as the chief financial advisor to the Governor, directs the preparation of the Governor’s Budget. The state’s basic approach is incremental budgeting, estimating first the costs of existing programs and then adjusting those program levels. By law, the chairs of the budget committees in each house of the Legislature—the Senate Budget and Fiscal Review Committee and the Assembly Budget Committee—introduce bills reflecting the Governor’s proposal. These are called budget bills, and the two budget bills are identical at the time they are introduced.

Related Legislation. Some budget changes require that changes be made to existing law. In these cases, separate bills—called “trailer bills”—are considered with the budget. By law, all proposed statutory changes necessary to implement the Governor’s Budget are due to the Legislature by February 1.

Legislative Analyses. Following the release of the Governor’s Budget in January, the LAO begins its analyses of and recommendations on the Governor’s proposals. These analyses, each specific to a budget area (such as higher education) or set of budget proposals (such as transportation proposals), typically are released beginning in mid-January and continuing into March.

Governor’s Revised Proposals. Finance proposes adjustments to the January budget through “spring letters.” Existing law requires Finance to submit most changes to the Legislature by April 1. Existing law requires Finance to submit, by May 14, revised revenue estimates, changes to Proposition 98, and changes to programs budgeted based on enrollment, caseload, and population. For that reason, the May Revision typically includes significant changes for the California Community Colleges’ budget. Following release of the May Revision, the LAO publishes additional analyses evaluating new and amended proposals.

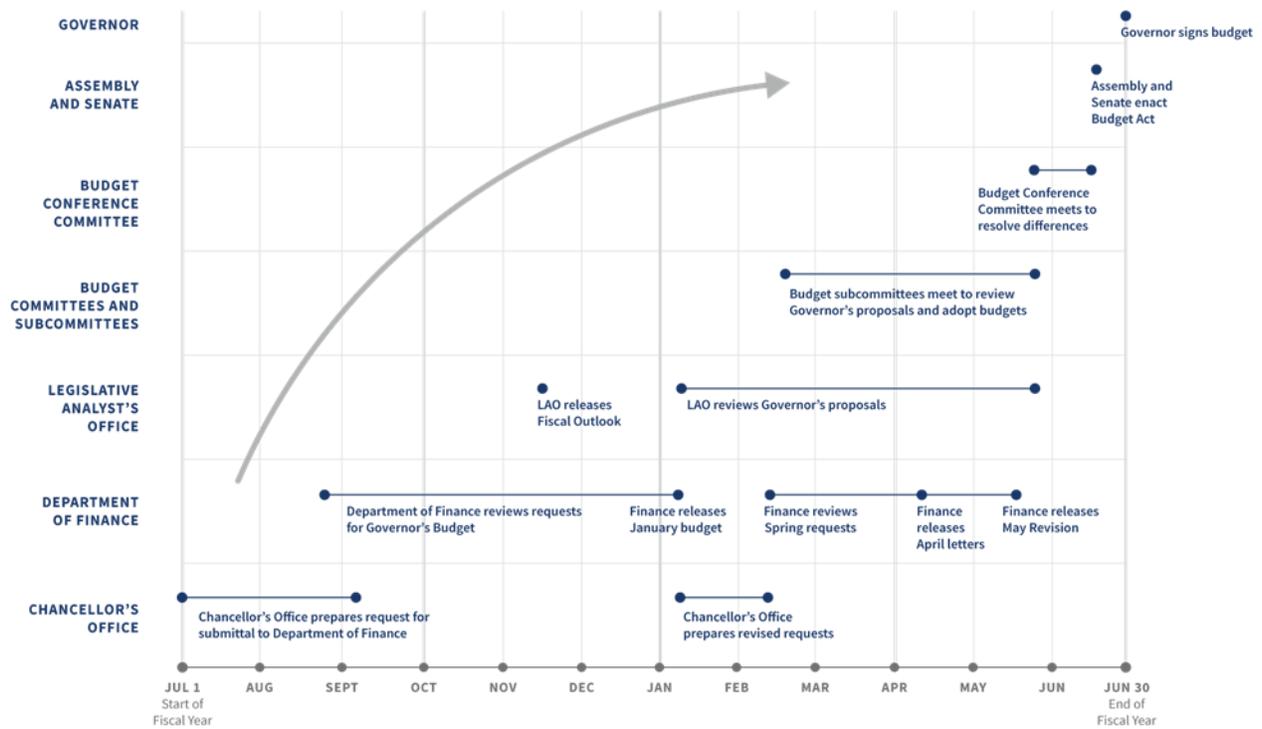
Legislative Review. The budget committees assign the items in the budget to subcommittees, which are organized by areas of state government (e.g., education). Many subcommittees rely heavily on the LAO analyses in developing their hearing agendas. For each January budget proposal, a subcommittee can adopt, reject, or modify the proposal. Any January proposals not acted on remain in the budget by default. May proposals, in contrast, must be acted on to be included in the budget. In addition to acting on the Governor’s budget proposals, subcommittees also can add their own proposals to the budget.

When a subcommittee completes its actions, it reports its recommendations back to the full committee for approval. Through this process, each house develops a version of the budget that is a modification of the Governor’s January budget proposal.

A budget conference committee is then appointed to resolve differences between the Senate and Assembly versions of the budget. The administration commonly engages with legislative leaders during this time to influence conference committee negotiations. The committee’s report reflecting the budget deal between the houses is then sent to the full houses for approval.

Budget Enactment. Typically, the Governor has 12 days to sign or veto the budget bill. The Governor also has the authority to reduce or eliminate any appropriation included in the budget. Because the budget bill is an urgency measure, the bill takes effect as soon as it is signed.

SEQUENCE OF THE ANNUAL STATE BUDGET PROCESS



Appendix B: Board of Governors' Budget and Legislative Request Compared to Governor's May Revision

Board of Governor's Request	Governor's May Revision
Ongoing Investments	
Foundational Resources. \$500 million for base funding increase.	Provides \$250 million to increase the SCFF's funding rates for the base, supplemental, and success allocations, and \$125 million to augment the basic allocation within the base allocation. Also provides \$492.9 million for a COLA of 6.56%, \$26.2 million for 0.5% enrollment growth, and \$113.2 million to adjust for decreased offsetting local property tax revenues.
Students' Equitable Recovery. \$50 million for basic needs, \$20 million to expand NextUp Program, \$2 million for Foster and Kinship Care Education program, unspecified amount to scale the Military Articulation Platform, and funds to cover a 3% augmentation for DSPS and CalWORKS.	Provides \$20 million to expand NextUp; \$25 million to increase funding for the Student Equity and Achievement program by approximately 5%; and \$500,000 to backfill an estimated decrease in federal matching funds for the Foster and Kinship Care Education program and maintain current funding levels.
Diversity, Equity and Inclusion. \$51 million to support districts in connecting hiring practices and procedures to DEI efforts.	Provides \$10 million to support EEO best practices to diversify faculty, staff and administrators.
Support for Faculty and Staff. \$25 million for professional development.	Provides \$200 million to augment the Part-Time Faculty Health Insurance Program and \$10 million to establish the Classified Employee Summer Assistance Program.
Enrollment and Retention Strategies. \$20.3 million to recover from pandemic enrollment declines, particularly among underserved student groups.	See one-time funding provided below.
Technology Capacity to Support Teaching and Learning. \$22 million for district cybersecurity staff, \$9 million for distance education (DE) professional development, \$1.25 million for cybersecurity teams, \$1 million for Ed Tech Portfolio security, \$1 million for DE teaching and learning support, and \$750,000 for CCCApply hosting and maintenance.	Provides \$25 million to address modernization of CCC technology infrastructure (and additional one-time funding described below).
College Affordability and Supports. \$20 million for local financial aid administration.	Provides \$10 million to augment resources for financial aid offices. Also includes \$50 million for students newly eligible for the Student Success Completion Grant due to expanded Cal Grant B/C eligibility.
One-Time Investments	

<p>Students' Equitable Recovery. \$1.1 million to expand A2MEND Student Charters, \$179,000 to study Umoja program elements affecting Black student success.</p>	<p>Provides the requested funding for A2MEND and the Umoja program study.</p> <p>Also provides \$750 million for discretionary block grants to districts to address issues related to the pandemic and to reduce long-term obligations; \$150 million to support high-touch strategies to increase student retention rates and enrollment; \$20 million for emergency grants to AB 540 students; and \$65 million to support implementation of the transfer reform provisions of AB 928.</p>
<p>Diversity, Equity and Inclusion. \$40 million for innovations in colleges' efforts to implement culturally competent practices.</p>	<p>See ongoing funding above for increased diversity in hiring.</p>
<p>Support for Faculty and Staff. \$100 million to support full-time faculty and \$300 million for part-time faculty.</p>	<p>See ongoing funding described above.</p>
<p>Technology Capacity to Support Teaching and Learning. \$40 million for Ed Tech Portfolio, \$28.5 million for district enrollment security upgrades, \$6.5 million for CCCApply enhancements and modernization.</p>	<p>Provides \$75 million to address modernization of CCC technology infrastructure; \$105 million to support systemwide implementation of common course numbering; and \$25 million for software that maps out intersegmental curricular pathways.</p>
<p>Non-Proposition 98 Investments</p>	
<p>Supporting Institutional Quality and Capacity. \$75 million ongoing for the Physical Plant and Instructional Support program, unspecified ongoing funds to assist in covering increases to CalPERS and CalSTRS, \$150 million one-time for deferred maintenance, \$100 million one-time for Guided Pathways implementation, and \$1.5-\$2.5 million one-time and \$250,000 ongoing to support development of a streamlined reporting process and tool.</p>	<p>Provides \$403 million of Proposition 51 funds for facilities. Also provides over \$1.5 billion in one-time Proposition 98 funds for deferred maintenance.</p>
<p>Capacity to Support the System. Additional Chancellor's Office staffing, including 9 Educational Services & Workforce Development positions, 6 Fiscal Services positions, 4 Legal positions, 4 Communications and Governmental Relations positions, and 8 Technology and Research positions.</p>	<p>Provides \$3.9 million ongoing to support 26 new positions in 2022-23.</p>
<p>Students' Equitable Recovery. Requests (1) policy recommendations from independent research entity on how to ensure guaranteed admission to UC or CSU for transfer students without loss of units; (2) removal of sunset data on CCAP programs; and (3) reauthorization and recasting of EWD program to support a student-centered approach that expands work-based learning.</p>	<p>See one-time Proposition 98 funding for AB 928 implementation above.</p>

College Affordability and Supports. \$500 million one-time and \$50 million ongoing to develop affordable student housing program. Also requests (1) unspecified revenues and statutory authority to ensure equitable student access to books and materials; (2) identification of a dedicated revenue source for increasing Cal Grant amounts for CCC students to address the total cost of attendance; and (3) expanded eligibility for AB 540 nonresident tuition exemption.

See above the ongoing Proposition 98 funding related to Cal Grant eligibility expansion, and the one-time funding for AB 540 students.

Appendix C: Local Budgets and State Requirements

BUDGET PLANNING AND FORECASTING

Based on the information used in developing the May Revision, it would be reasonable for districts to plan their budgets using information shown in Table C-1 below.

Table C-1: Planning Factors for Proposed 2022-23 Budget

Factor	2020-21	2021-22	2022-23
Cost-of-living adjustment (COLA)	0.00%	5.07%	6.56%
State Lottery funding per FTES ^a	\$238	\$228	TBD
Mandated Costs Block Grant funding per FTES	\$30.16	\$30.16	\$30.16
RSI reimbursement per hour	\$6.44	\$6.44	\$7.50
Financial aid administration per College Promise Grant	\$0.91	\$0.91	\$0.91
Public Employees' Retirement System (CalPERS) employer contribution rates	20.70%	22.91%	25.37%
State Teachers' Retirement System (CalSTRS) employer contribution rates	16.15%	16.92%	19.10%

^a 2022-23 estimate not available

STATE REQUIREMENTS FOR DISTRICT BUDGET APPROVAL

Existing law requires the governing board of each district to adopt an annual budget and financial report that shows proposed expenditures and estimated revenues by specified deadlines. Financial reporting deadlines are shown in Table C-2.

Table C-2: Standard Financial Reporting Deadlines in Place for 2022-23

Activity	Regulatory Due Date	Title 5 Section
Submit tentative budget to county officer.	July 1, 2022	58305(a)
Make available for public inspection a statement of prior year receipts and expenditures and current year expenses.	September 15, 2022	58300
Hold a public hearing on the proposed budget. Adopt a final budget.	September 15, 2022	58301
Complete the adopted annual financial and budget report and make public.	September 30, 2022	58305(d)
Submit an annual financial and budget report to Chancellor's Office.	October 10, 2022	58305(d)
Submit an audit report to the Chancellor's Office.	December 31, 2022	59106

If the governing board of any district fails to develop a budget as described, the chancellor may withhold any apportionment of state or local money to the district for the current fiscal year until the district makes a proper budget. These penalties are not imposed on a district if the chancellor determines that unique circumstances made it

impossible for the district to comply with the provisions or if there were delays in the adoption of the annual state budget.

The total amount proposed for each major classification of expenditures is the maximum amount that may be expended for that classification for the fiscal year. Through a resolution, the governing board may make budget adjustments or authorize transfers from the reserve for contingencies to any classification (with a two-thirds vote) or between classifications (with a majority vote).

STATE REQUIREMENTS RELATED TO EXPENDITURES

State law includes two main requirements for districts' use of apportionments. The Chancellor's Office monitors district compliance with both requirements and annually updates the Board of Governors.

Full-Time Faculty Obligation

Education Code Section 87482.6 recognizes the goal of the Board of Governors that 75% of the hours of credit instruction in the California Community Colleges should be taught by full-time faculty. Each district has a baseline reflecting the number of full-time faculty in 1988-89. Each year, if the Board of Governors determines that adequate funds exist in the budget, districts are required to increase their base number of full-time faculty over the prior year in proportion to the amount of growth in funded credit full-time equivalent students. Funded credit FTES includes emergency conditions allowance protections, such as those approved for fires and for the COVID-19 pandemic. Districts with emergency conditions allowances approved per regulation will not have their full-time faculty obligation reduced for actual reported FTES declines while the protection is in place. The target number of faculty is called the Faculty Obligation Number (FON). An additional increase to the FON is required when the budget includes funds specifically for the purposes of increasing the full-time faculty percentage. The chancellor is required to assess a penalty for a district that does not meet its FON for a given year.

Fifty Percent Law

A second requirement related to budget levels is a statutory requirement that each district spend at least half of its Current Expense of Education each fiscal year for salaries and benefits of classroom instructors. Under existing law, a district may apply for an exemption under limited circumstances.

Appendix D: Districts' Fiscal Health

The Board of Governors has established standards for sound fiscal management and a process to monitor and evaluate the financial health of community college districts. These standards are intended to be progressive, with the focus on prevention and assistance at the initial level and more direct intervention at the highest level.

Under that process, each district is required to regularly report to its governing board the status of the district's financial condition and to submit quarterly reports to the Chancellor's Office three times a year in November, February, and May. Based on these reports, the Chancellor is required to determine if intervention is needed. Specifically, intervention may be necessary if a district's report indicates a high probability that, if trends continue unabated, the district will need an emergency apportionment from the state within three years or that the district is not in compliance with principles of sound fiscal management. The Chancellor's Office's intervention could include, but is not limited to, requiring the submission of additional reports, requiring the district to respond to specific concerns, or directing the district to prepare and adopt a plan for achieving fiscal stability. The Chancellor also could assign a fiscal monitor or special trustee.

The Chancellor's Office believes that the evaluation of fiscal health should not be limited to times of crisis. Accordingly, the Fiscal Forward Portfolio has been implemented to support best practices in governance and continued accreditation, and to provide training and technical assistance to new chief executive officers and chief business officers through personalized desk sessions with Chancellor's Office staff.

The Chancellor's Office's ongoing fiscal health analysis includes review of key financial indicators, results of annual audit reports, and other factors. A primary financial health indicator is the district's unrestricted reserves balance. **The Chancellor's Office recommends that districts adopt policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of general fund operating expenditures or revenues, consistent with Budgeting Best Practices published by the Government Finance Officers Association.**

Districts are strongly encouraged to regularly assess risks to their fiscal health. The Fiscal Crisis and Management Assistance Team has developed a Fiscal Health Risk Analysis for districts as a management tool to evaluate key fiscal indicators that may help measure a district's risk of insolvency in the current and two subsequent fiscal years.

Appendix E: Glossary

Appropriation: Money set apart by legislation for a specific use, with limits in the amount and period during which the expenditure is to be recognized.

Augmentation: An increase to a previously authorized appropriation or allotment.

Bond Funds: Funds used to account for the receipt and disbursement of non-self-liquidating general obligation bond proceeds.

Budget: A plan of operation expressed in terms of financial or other resource requirements for a specific period.

Budget Act (BA): An annual statute authorizing state departments to expend appropriated funds for the purposes stated in the Governor's Budget, amended by the Legislature, and signed by the Governor.

Budget Year (BY): The next state fiscal year, beginning July 1 and ending June 30, for which the Governor's Budget is submitted (i.e., the year following the current fiscal year).

Capital Outlay: Expenditures that result in acquisition or addition of land, planning and construction of new buildings, expansion or modification of existing buildings, or purchase of equipment related to such construction, or a combination of these.

Cost of Living Adjustment (COLA): Increases provided in state-funded programs intended to offset the effects of inflation.

Current Year (CY): The present state fiscal year, beginning July 1 and ending June 30 (in contrast to past or future periods).

Deferrals: Late payments to districts when the state cannot meet its funding obligations. Deferrals allow districts to budget for more money than the state will provide in a given year. A district is permitted to spend as if there is no deferral. Districts typically rely on local reserves or short-term loans (e.g., TRANS) to cover spending for the fiscal year.

Department of Finance (DOF or Finance): A state fiscal control agency. The Director of Finance is appointed by the Governor and serves as the chief fiscal policy advisor.

Education Protection Account (EPA): The Education Protection Account (EPA) was created in November 2012 by Proposition 30, the Schools and Local Public Safety Protection Act of 2012, and amended by Proposition 55 in November 2016. Of the funds in the account, 89 percent is provided to K-12 education and 11 percent to community colleges. These funds are set to expire on December 31, 2030.

Expenditure: Amount of an appropriation spent or used.

Fiscal Year (FY): A 12-month budgeting and accounting period. In California state government, the fiscal year begins July 1 and ends the following June 30.

Fund: A legal budgeting and accounting entity that provides for the segregation of moneys or other resources in the State Treasury for obligations in accordance with specific restrictions or limitations.

General Fund (GF): The predominant fund for financing state operations; used to account for revenues that are not specifically designated by any other fund.

Governor's Budget: The publication the Governor presents to the Legislature by January 10 each year, which includes recommended expenditures and estimates of revenues.

Legislative Analyst's Office (LAO): A nonpartisan office that provides fiscal and policy advice to the Legislature.

Local Assistance: Expenditures made for the support of local government or other locally administered activities.

May Revision: An update to the Governor's Budget presented by Finance to the Legislature by May 14 of each year.

Past Year or Prior Year (PY): The most recently completed state fiscal year, beginning July 1 and ending June 30.

Proposition 98: A section of the California Constitution that, among other provisions, specifies a minimum funding guarantee for schools and community colleges. California Community Colleges typically receive 10.93% of the funds.

Related and Supplemental Instruction (RSI): An organized and systematic form of instruction designed to provide apprentices with knowledge including the theoretical and technical subjects related and supplemental to the skill(s) involved.

Reserve: An amount set aside in a fund to provide for an unanticipated decline in revenue or increase in expenditures.

Revenue: Government income, generally derived from taxes, licenses and fees, and investment earnings, which are appropriated for the payment of public expenses.

State Operations: Expenditures for the support of state government.

Statute: A law enacted by the Legislature.

Tax and Revenue Anticipation Notes (TRANS): Short-term debt instruments issued in anticipation of taxes or other revenues to be collected at a later date.

Workload Budget: The level of funding needed to support the current cost of already-authorized services.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 14, 2022
 From: Fred Williams, Vice Chancellor, Finance and Facilities
 Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

One-time Funding Discussion

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the April 11, 2022 Council on Budget and Facilities (CBF) and the April 25, 2022 DCC meeting, it was approved to reallocate \$8,000,000 for “Campus Enrollment Support” from “District Resource Allocation Model”.

By consensus, at the May 9, 2022 CBF meeting, members agreed to recommend the allocation of \$8,000,000 to the campuses as follows based on P-2 FTES counts.

Campus	P-2 Actuals	%	Allocation
Cypress	9,717.01	38.53%	\$3,082,400
Fullerton	13,408.61	53.16%	\$4,252,800
NOCE	2,095.22	8.31%	\$664,800
TOTAL	25,220.84	100%	\$8,000,000

5. RECOMMENDATION:

It is recommended that the Council discuss how the \$8,000,000 can be used by the campuses to modify/assist the instructional programs to increase enrollments at the campuses and make a recommendation to the Chancellor to approve the allocation.

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

Council on Budget and Facilities members and Chancellor’s Staff.

North Orange County Community College District
One-time Funding Discussion
DCC
 May 23, 2022

Districtwide	Districtwide
Student Basic Needs	
Emergency Preparedness	
Increase to Reserves	
<i>Repayment of Financial Aid Payments to Fraudulent Students</i>	\$ 10,700,000
SERP Payment	2,000,000
Campus Enrollment Support	8,000,000
Cypress \$3,120,000	
Fullerton \$4,240,000	
NOCE \$640,000	
5-Year Cyber Security Plan	2,994,829
CC pilot internship program for Legacy/Puente Scholars	10,000
For CC/FC to assist with Fraudulent Student investigation activities	200,000
Unallocated	3,687,812
Total	<u><u>\$ 27,592,641</u></u>

July 1, 2021 Beginning Balance	\$ 24,915,809
Estimated Hold Harmless Dollars 2021-2022	3,848,615
Additional Deficit Factor at P-1 ~2.32%	(5,225,437)
Post-Closing FY 2020-21 Adjustments to Fund Balance	4,053,654
Total Available	<u><u>\$ 27,592,641</u></u>

- Previously discussed in 2019-20
- Placeholder
- Approved: 4/11/22 CBF & 4/25/22 DCC
- Approved: 5/9/22 CBF

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2022

From: Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

5-Year Cyber Security Plan

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the May 9 Council on Budget and Facilities (CBF) meeting, the recent security breach was discussed highlighting several areas where the District needs to augment tools and services to ensure that a future attempt is not successful. Funding for cyber security is time sensitive and is needed as soon as possible. By consensus the following request was approved by CBF.

The request is a preliminary outline of the improvements and are focused on three main goals:

- 1. Network monitoring and threat detection – Provide 24/7 threat monitoring to identify and mitigate malicious activity**
- 2. Data Security – Improve policy, process, and procedure to ensure that sensitive data and PII is not stored insecurely**
- 3. Backup and Recovery – Develop a district wide backup and recovery solution to mitigate problems and provide resiliency in the event of a failure**

Given the nature of our district network topology, it is important that any solutions provided are enterprise-wide and encourage collaboration and information sharing. The post incident audit has pointed out that the threat actors were able to traverse from the ingress point at Fullerton College, across to Cypress College where they then encrypted almost all their services, including backups. These threat actors were in our system for almost a month, moving freely between accounts and servers while they picked out targets. Although there were tools in place to detect and notify on this kind of threat, a lack of dedicated resources to monitor and respond to these notifications resulted in them being overlooked.

In addition to the 5-year funding plan, CBF requested an on-going funding breakdown for cyber upkeep for future campus planning. The estimated cost breakdown is as follows:

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

District Services	9.40%	\$48,553
Cypress College	36.09%	\$186,410
Fullerton College	48.23%	\$249,115
NOCE	6.28%	\$32,437
TOTAL	100%	\$516,515

Using the cost estimate for the 2026-27 fiscal year, the cost breakdown for the Budget Centers would be the figures listed above.

5. RECOMMENDATION:

It is recommended that the Council review and approve the use of one-time funds for the 5-year Cyber Security Plan and Compliance proposal.

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

District IS Management Team and Council on Budget and Facilities

Network Monitoring and Threat Detection

1. Adopt a SOC 24/7 monitoring tool to improve threat detection

There are currently three options being explored for an outside vendor to provide a 24/7 Security Operations Center (SOC) solution.

SOC/MDR 24/7 Monitoring	22/23	23/24	24/25	25/26	26/27	
Milton Security	75,000	78,000	81,120	84,365	87,739	
Total	75,000	78,000	81,120	84,365	87,739	406,224

2. Supporting tools to help manage and monitor security for AWS, O365, and other external platforms, including Security Awareness training which would include phish testing, and added a more advanced email security system.

Security Tools and Enhanced Services						
Logging, scanning, testing		25,000	26,000	27,040	28,122	
CASB		25,000	26,000	27,040	28,122	
Enhanced email security	40,000	40,000	41,600	43,264	44,995	
Total	40,000	90,000	93,600	97,344	101,238	422,182

3. Additional Services to enhance and support security posture and threat mitigation including yearly penetration testing, external reviews, and compliance audits.

External Security Professional Services	22/23	23/24	24/25	25/26	26/27	
Penetration Testing		25,000	25,000	25,000	25,000	
Annual external reviews		20,000	20,000	20,000	20,000	
Compliance audits and assistance		20,000	20,000	20,000	20,000	
Cloud Security and DR Assistance	30,000	10,000				
Project Management	50,000	20,000				
	80,000	95,000	65,000	65,000	65,000	370,000

4. *Provide ongoing technical training and periodic security information to improve threat awareness.*

Formalize roles and responsibilities and develop subject matter experts (SME).

Training	22/23	23/24	24/25	25/26	26/27	
Microsoft Training and Certification	30,000	15,000	15,000	15,000	15,000	
Fortinet Firewall Training	20,000	10,000	10,000			
InfoBlox/Clearpass	30,000	15,000				
Security and Compliance	20,000	10,000	10,000	10,000	10,000	
Security awareness training		12,000	12,480	12,979	13,498	
Total	100,000	62,000	47,480	37,979	38,498	285,958

Data Security

1. Provide solutions for document management and security

Identify and move all PII documents stored on shared drives to a Banner integrated document management solution.

Data Security	22/23	23/24	24/25	25/26	26/27	
BoardDocs (Document Management)	18,000	1,000	1,000	1,000	1,000	
Ellucian BDMS	30,960	5,418	5,689	5,973	6,272	
Application Extender	29,409	5,568	5,847	6,139	6,446	
Implementation	112,000	20,000				
Total	172,369	30,986	11,536	12,112	12,718	239,721

2. Tenant Consolidation

Consolidate existing Microsoft tenants (one per campus) to a single tenant to improve ability to share information without creating multiple copies. Centralized, distributed security management and configuration. Improve use of cloud (Azure) features for document retention, encryption and storage of data.

3. Microsoft A5 Security Licensing

Provide endpoint protection with Microsoft Defender consistently across the district to improve the threat detection and response capability.

Microsoft/Azure	22/23	23/24	24/25	25/26	26/27	
Tenant Consolidation	50,000	50,000				
A5 Security Licensing						
Fullerton (1050)	38,850	38,850	38,850	38,850	38,850	
Cypress (660)	24,420	24,420	24,420	24,420	24,420	
NOCE (280)	10,360	10,360	10,360	10,360	10,360	
Anaheim (100)	3,700	3,700	3,700	3,700	3,700	
Server protection						
Fullerton (450)	28,185	28,185	28,185	28,185	28,185	
Cypress (300)	18,750	18,750	18,750	18,750	18,750	
NOCE (34)	2,122	2,122	2,122	2,122	2,122	
Anaheim (130)	8,112	8,112	8,112	8,112	8,112	
Total	160,079	160,079	110,079	110,079	110,079	650,395

Backup and Recovery

1. Adopt district-wide backup and recovery solution

Improve resiliency and recovery times. Provide a solution that can be managed and maintained district wide with multiple redundancy and shared responsibility.

Backup/Recovery	22/23	23/24	24/25	25/26	26/27	
Anaheim						
Cohesity 4 Node Hardware	26,196					
Cohesity Licensing	44,232					
Cohesity Annual Licensing				15,000	15,000	
Fullerton						
Cohesity 4 Node Hardware	26,196					
Cohesity Licensing	44,232					
Cohesity Annual Licensing				15,000	15,000	
Cypress (includes DR)						
Cohesity 4 Node Hardware	49,770					
Cohesity Licensing	77,400					
Cohesity Annual Licensing				15,000	15,000	
Cloud Storage	50,000	50,000	52,000	54,080	56,243	
Total	318,026	50,000	52,000	99,080	101,243	620,349

Summary

Product	22/23	23/24	24/25	25/26	26/27	Total
Data Security Total	172,369	30,986	11,536	12,112	12,718	239,721
Backup/Recovery Total	318,026	50,000	52,000	99,080	101,243	620,349
SOC/MDR 24/7 Monitoring Total	195,000	263,000	239,720	246,709	253,977	1,198,406
Microsoft/Azure Total	160,079	160,079	110,079	110,079	110,079	650,395
Training Total	100,000	62,000	47,480	37,979	38,498	285,957
Total	945,474	566,065	460,815	505,959	516,515	2,994,828

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 17, 2022

From: Cherry Li-Bugg, Vice Chancellor, EST

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

District-wide Distance Education Taskforce

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

With the release of the updated ACCJC policy on distance and correspondence education in June 2021 (see attachment) and with the expanded online offerings District-wide since March 2020, there is an urgent need for a District-wide Taskforce to substantially review and update the District and all of its campuses' policies and practices in distance/online education so that quality in this instructional delivery mode can be assured and consistency and alignment can be achieved across the District.

The charge of this Taskforce is as follows:

- 1. Lead the review and update of the District's DE policy in light of the updated ACCJC policy**
- 2. Review and update for consistency and alignment the following practices:**
 - a. Faculty training and certification requirements**
 - b. Canvas instances**
 - c. Membership in CVC, specifically in Course Exchange**

Membership of the Taskforce are suggested as follows:

- 1. Vice Chancellor, Educational Services and Technology (chair)**
- 2. Vice Presidents of Instruction, CC, FC and NOCE**
- 3. 2 faculty (1 GE/1 CTE) reps from CC, FC and NOCE appointed by the academic/faculty senates**
- 4. Faculty DE Coordinator, CC, FC and NOCE**
- 5. Dean/Administrator in charge of DE/online, CC, FC and NOCE**
- 6. 1 UF representative**
- 7. 1 Adjunct Faculty United representative**

It is expected that the Taskforce will be formed at the beginning of the fall 2022 term and work of the Taskforce should be concluded by the end of the fall 2022 term.

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

5. RECOMMENDATION:

It is recommended that DCC review and discuss the proposed formation of a District-wide DE Taskforce.

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

Chancellor's Staff, VP Council, District Curriculum Coordinating Committee, District Technology Committee

Policy on Distance Education and on Correspondence Education

June 2021

The Commission holds the same high expectations for quality, integrity, and effectiveness for distance education and correspondence education as in traditional modes of instruction. The Accreditation Standards require that all learning opportunities provided by accredited institutions must have equivalent quality, accountability, and focus on student outcomes, regardless of mode of delivery. This policy provides a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality and promoting equitable outcomes. Any institution offering courses and programs through distance education or correspondence education is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites. This policy reflects the federal regulatory requirements regarding distance education and correspondence education in accordance with the following definitions.

Definition of Distance Education (34 C.F.R. § 600.2.)

Distance Education means:

- (1) Education that uses one or more of the technologies listed in paragraphs 2(a) through (d) to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor(s)¹, either synchronously or asynchronously.
- (2) The technologies may include:
 - a) the internet;
 - b) one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
 - c) audioconferencing; or
 - d) other media used in a course in conjunction with any of the technologies listed in paragraphs (a) through (c).
- (3) For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by an institution's accrediting agency.

¹ Per Accreditation Standard III.A.2, instructors are faculty whose qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly activities, and potential to contribute to the mission of the institution.

- (4) For purposes of this definition, substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following—
 - a) Providing direct instruction;
 - b) Assessing or providing feedback on a student's coursework;
 - c) Providing information or responding to questions about the content of a course or competency;
 - d) Facilitating a group discussion regarding the content of a course or competency; or
 - e) Other instructional activities approved by the institution's or program's accrediting agency.
- (5) An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency—
 - a) Providing the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with the length of time and the amount of content in the course or competency; and
 - b) Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Definition of Correspondence Education (34 C.F.R. § 602.3.)

Correspondence education means:

- (1) education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) interaction between the instructor(s) and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) If a course is part correspondence and part residential training, the Secretary considers the course to be a correspondence course.
- (4) correspondence education is not distance education.

Policy Elements

- Development, implementation, and evaluation of all courses and programs, including those offered via distance education or correspondence education, must take place within the institution's total educational mission (Standard II.A.1).
- Institutions are expected to control development, implementation, and evaluation of all courses and programs offered in their names, including those offered via distance education or correspondence education (Standard II.A.2).

- Institutions are expected to have clearly defined and appropriate student learning outcomes for all courses and programs, including those delivered through distance education or correspondence education (Standard II.A.3).
- Institutions are expected to provide the resources and structure needed to accomplish these outcomes and to demonstrate that their students achieve these outcomes through application of appropriate assessment (Standards I.B.2, I.B.5, II.A.7, II.A.16, III.C.3, III.C.4).
- Institutions are expected to provide the Commission advance notice of intent to offer a program, degree or certificate in which 50% or more of the courses are via distance education or correspondence education, through the substantive change process. For purposes of this requirement, the institution is responsible for calculating the percentage of courses that may be offered through distance or correspondence education (*Policy on Substantive Change*).
- Institutions must have processes in place establishing that a student who registers in any course offered via distance education or correspondence is the same student who academically engages in the course or program.²
- The institution must also publish policies that ensure the protection of student privacy and will notify students at the time of class registration of any charges associated with verification of student identity.³

Adopted June 2001; Edited August 2004; Revised June 2005, January 2010, June 2011; Edited August 2012; Revised June 2021

--- end ---

² 34 C.F.R. § 602.17(g)

³ 34 C.F.R. § 602.17(h)

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 18, 2022

From: Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology & Dr. Gabrielle Stanco, District Director, Research, Planning, and Data Management

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Education Engagement Index Survey Overview

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Presenters will discuss the EEI survey including its purpose, content, distribution, and ideas for using results. Preliminary data from student responses to vaccine-related questions on the EEI also will be shared.

5. RECOMMENDATION:

It is recommended that DCC review and discuss the Education Engagement Index survey.

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

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 18, 2022

From: Gilbert J. Contreras, Interim President Fullerton College

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Cruz Reynoso Naming of 200 Building at Fullerton College

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Cruz Reynoso was an alumnus of Fullerton College. During his lifetime, he was an outspoken advocate for social justice on behalf of immigrants, farm workers, and the rural poor. A contemporary and friend of Cesar Chavez and Dolores Huerta, he used his law expertise to fight for the rights of farm workers and rural poor and was awarded the presidential Medal of Honor. He became the first Latino State Supreme Court Justice in California.

Reynoso was born in Brea and attended Fullerton College. He was devoted to student services and was elected the first Latino Associated Student President. Fullerton College can raise awareness of this amazing individual and his legacy for our students; two-thirds of whom are Latin@/X and many of whom come from working-class backgrounds.

The Fullerton College Diversity Advisory Committee, Faculty Senate, President’s Advisory Council, and Interim President Gilbert J. Contreras recommend that Fullerton College create a campaign to raise awareness the legacy of Cruz Reynoso and his connection to Fullerton College by naming the 200 building after Cruz Reynoso, based on his dedication and legacy to student services. The College recognizes the importance of identifying individuals whose contributions may have been forgotten or ignored due to their marginalized identities.

The naming of the 200 building on the Fullerton College campus would include a celebration and a college-wide campaign to highlight the contributions of Cruz Reynoso who passed in May 2021. This will increase the visibility of the College within the community and at the state level. We hope to have this celebration during Hispanic History Month (September 2022) with potential guests like Dolores Huerta and Sylvia Mendez.

5. RECOMMENDATION:

It is recommended that DCC approve the creation of a campaign to raise awareness of the legacy of Cruz Reynoso and his connection to Fullerton College by naming the 200 building after Cruz Reynoso for historical significance.

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

Fullerton College Diversity Advisory Committee, Faculty Senate, President's Advisory Council and Interim President Gilbert J. Contreras

FULLERTON COLLEGE

Office of the Interim President
Gilbert J. Contreras

Honoring Cruz Reynoso Timeline May 23, 2022

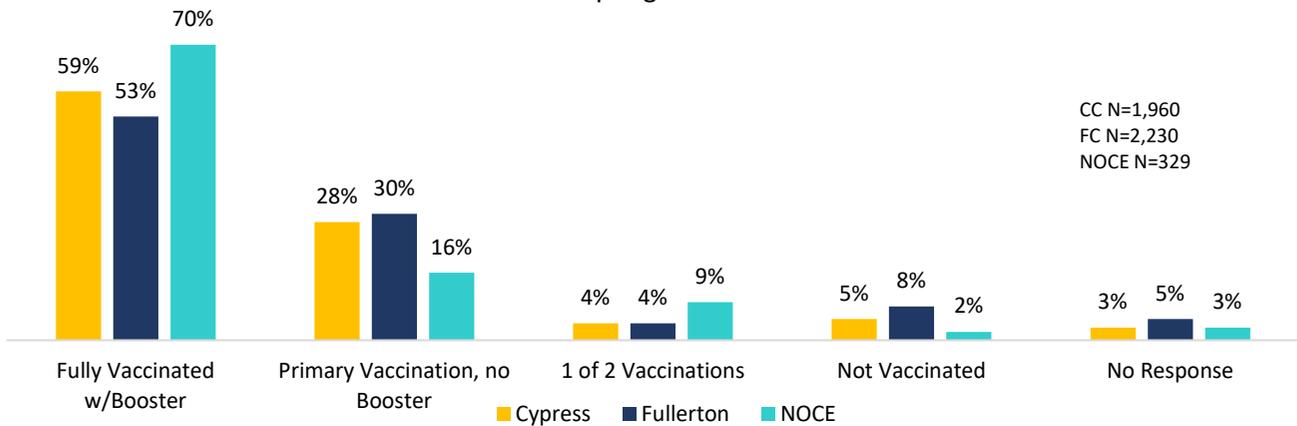
May 7, 2021	Honorable Cruz Reynoso dies
May 8, 2021	Email from O’Campo to President Schulz suggesting a naming opportunity (O’Campo emailed Interim President Contreras on Aug. 17)
August 19, 2021	Email from Mosqueda Ponce to Interim President Contreras providing LFSA support for a naming opportunity
September 9, 2021	President’s Staff and Faculty Senate Executives discussed an inclusive process to consider the naming opportunity.
October 4, 2021	President’s Staff discussed honoring Cruz Reynoso (also on Oct. 11, 18, 25, and Nov. 1, 8).
October 6, 2021	Diversity Committee met and discussed the naming opportunity and the task of leading the campus conversation.
November 10, 2021	PAC New Business Item: Honoring Cruz Reynoso Interim President Contreras reported that the conversation has started on finding a way to honor Cruz Reynoso. The Diversity committee was tasked with following up on options.
November 12, 2021	Interim President Contreras discussed the naming opportunity with Classified Senate Executives. (also on Dec. 10)
November 17, 2021	President’s Staff met with Los Amigos Education Committee on a variety of topics during the regularly scheduled Fall meeting, including the naming opportunity for Cruz Reynoso.

November 18, 2021	Interim President Contreras and Interim VPSS Lipiz Gonzalez discussed the naming opportunity with Associated Students Executives. (also on Dec. 16)
April 5, 2022	Associated Students voted to support the Diversity Advisory Committee's recommendation to name the 200 building after Cruz Reynoso.
April 8, 2022	Interim President Contreras receives a letter of support for the Cruz Reynoso naming opportunity from SWANA.
April 18, 2022	Interim President Contreras receives a letter of support for the Cruz Reynoso naming opportunity of the 200 building from BFSA.
April 21, 2022	Faculty Senate voted to support the Diversity Advisory Committee's recommendation to name the 200 building after Cruz Reynoso.
April 28, 2022	Update given to the Los Amigos Education Committee at their Spring meeting with President's Staff.
May 11, 2022	PAC New Business Item: The Diversity Committee asked for approval of the idea to rename the 200 building in honor of Cruz Reynoso for historical purposes. PAC voted to approve and recommend to DCC.

NOCCCD Student COVID-19 Vaccination Status and Impact of Vaccine Mandate on Enrollment Plans Spring 2022

The majority of NOCCCD student respondents (53-70%) indicated they were fully vaccinated against COVID-19 with the booster as of spring 2022. An additional 16-30% responded they had completed the primary vaccination series, but not the booster. Between 4-9% of students indicated they were partially vaccinated (received 1 of 2 vaccinations) and an additional 2-8% reported having no vaccinations against COVID-19.

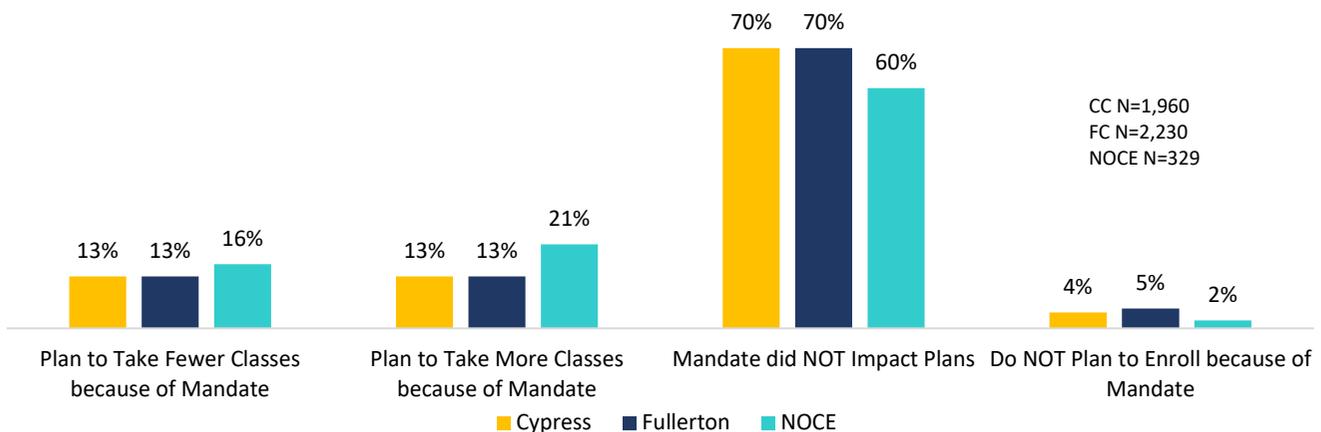
NOCCCD Student COVID-19 Vaccination Status
Spring 2022



Source: NOCCCD student responses to Education Engagement Index survey question, "Have you received a COVID-19 vaccination and booster? (As a reminder, this survey is anonymous)" as of May 11, 2022.

More than two-thirds of NOCCCD student respondents at Cypress and Fullerton (70%) and 60% of NOCE respondents indicated NOCCCD's vaccination mandate with booster requirement did not impact their enrollment plans for fall 2022. However, between 17-18% of students responded they planned to take fewer classes or did not plan to enroll in fall 2022 because of the mandate. The remaining 13-21% indicated they planned to take more classes.

Impact of NOCCCD's Vaccination Mandate with Booster on Student Decision to Enroll for
Fall 2022



Source: NOCCCD student responses to Education Engagement Index survey question, "How has NOCCCD's vaccine mandate with booster shot requirement impacted your decision to enroll in classes for Fall 2022?" as of May 11, 2022.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 17, 2022

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures

- **BP 2725, Board Member Compensation**
- **AP 7240-10, Management Employees – Salary Provisions**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

BP 2725 and AP 7240-10 were both revised to update language related to previously agreed upon matters.

BP 2725 revisions include the 5% compensation increase for trustees and student trustees that was authorized by the Board on May 10, 2022.

AP 7240-10 revisions include removal of the term “Provost” and correcting the doctoral stipend to reflect changes based on the Side Letter of Understanding between the District and the District Management Association in 2021.

5. RECOMMENDATION:

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

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

Human Resources and the Board of Trustees

BP 2725 Board Member Compensation

Reference:

Education Code Section 72024

- 1.0 In accordance with provisions of the Education Code stipulating compensation based on average daily attendance between 25,000 and 60,000, members of the Board of Trustees who attend all Board meetings in a given month shall receive ~~\$787.50~~ **\$826.88** per month and the student member, ~~\$393.75~~ **\$413.44** per month. A member of the Board of Trustees who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
- 2.0 A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.
- 3.0 The Board of Trustees may, on an annual basis, increase the compensation of board members by up to five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Date of Adoption: June 24, 2003

Date of Last Revision: June 11, 2019
June 16, 2013 Chancellor's Staff
June 26, 2007
June 13, 2006
July 22, 2003

AP 7240-10 Management Employees – Salary Provisions

1.0 Regular (Nontemporary) Management Employees

1.1 Regular Rate of Pay: The regular rate of pay for each management employee shall be in accordance with the rate established for the position on the Management Salary Schedule, prorated by the percentage and months of employment.

1.2 Initial Salary Placement

1.2.1 New Employees

1.2.1.1 Initial salary placement on the Management Salary Schedule for management employees new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column A may be considered if recommended by the Chancellor, or President, ~~or Provost~~, as applicable, and approved by the Vice Chancellor of Human Resources, subject to the following:

1.2.1.1.1 The employee has recent employment experience (within one year of the hire date) in a full-time position that is directly related or equivalent to the management position. A on e-column increment may be granted for each year of full-time experience that satisfies this criterion.

1.2.1.1.2 The employee's most recent annual base salary (within one year of the hire date), exclusive of overtime and other premiums, exceeds the salary rate for Column A.

1.2.1.2 If all of the conditions specified above are satisfied, the employee may be recommended for the first salary column wherein the rate of pay is not less than the most recent annual base salary as specified in section 1.2.1.1.2 Evidence substantiating past salary and related employment experience must be submitted to the District Office of Human Resources. Submission of documentation satisfactory to the District is the responsibility of the employee.

1.2.1.3 A management employee who holds an earned doctorate or LLB/JD degree at the time of employment shall receive a stipend in the amount of ~~\$2,600~~ **\$3,500** per fiscal year, prorated by percent of employment. The degree must have been awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council on Education. The LLB/JD degree must have been received on the basis of a four (4) year baccalaureate degree from an accredited institution, as provided herein, and three (3) years of graduate law school.

AP 7240-10 Management Employees – Salary Provisions

1.2.2 Promotions

- 1.2.2.1 A regular (nontemporary) employee of the District who is promoted to a management position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the regular rate of pay for the position from which the employee is promoted, exclusive of professional growth.
- 1.2.2.2 An employee who holds an earned doctorate or LLB/JD degree at the time of promotion shall receive a doctoral stipend in accordance with the provisions of section 1.2.1.3.
- 1.2.2.3 An employee who does not qualify for the doctoral stipend at the time of promotion, but who is receiving compensation for professional growth increments in conjunction with the position from which the employee is promoted, shall receive, in lieu thereof, the management professional growth increment in the amount of \$400 for each such increment, not to exceed payment for five (5) increments.

1.3 Salary Calculation for Academic Managers Employed Fewer than Twelve Months

- 1.3.1 The regular annual salary for academic management employees who are employed fewer than twelve months per fiscal year shall be calculated in accordance with the following provisions, which incorporate pro rate vacation pay by including it in the daily salary rate:
 - 1.3.1.1 The daily salary rate shall be determined by dividing the annual salary amount for the appropriate range and column of the Management Salary Schedule by a divisor of 218. This divisor represents the average number of duty days for 12-month management employees (244), less the annual number of vacation days (26).
 - 1.3.1.2 The annual salary amount shall be determined by multiplying the daily salary rate by the number of assigned duty days for the position.
- 1.3.2 Duty days shall be scheduled subject to the approval of the President/Provost or designee.

- 1.4 Salary Column Advancement: A management employee shall be advanced to the next column of the salary schedule on July 1 of the subsequent fiscal year if, during the previous fiscal year, the employee served in paid status for at least four hours per day for at least fifty (50) percent of the regular number of duty days for the employee's position.

AP 7240-10 Management Employees – Salary Provisions

1.5 Salary Placement Upon Reclassification

1.5.1 A management employee whose position is reclassified to a higher salary range shall be placed on the same salary column at the new salary range.

1.5.2 A management employee whose position is reclassified to a lower salary range will be “Y-rated.”

1.5.2.1 The employee’s salary will not be decreased, but will be fixed (Y-rated) at the salary amount prior to the reclassification until either a salary column increment or an increase to the salary schedule, based on the lower (reclassified) salary range, causes the salary at the lower range to exceed the Y-rated salary.

1.6 Salary Placement Upon Demotion: A management employee who accepts a management position at a lower salary range, or who is demoted to a management position at a lower salary range, shall be placed on the same salary column at the new salary range.

1.7 Compensation for Additional Responsibilities

1.7.1 A regular management employee who is employed full-time (100%) shall receive additional compensation when assigned significant additional responsibilities outside of the employee’s primary duties. The management employee may receive up to ten (10) percent additional salary for the duration of the additional assignment. The assignment must exceed 30 days and shall not exceed 24 months. Any exceptions must be approved by the Chancellor.

1.7.2 Recommendation for such compensation shall be the responsibility of the immediate management supervisor and the appropriate Chancellor’s Staff member. The written recommendation of the appropriate Chancellor’s Staff member shall be forwarded to the Vice Chancellor of Human Resources at least one month prior to the first duty day of eligible service.

1.8 Reemployment

1.8.1 Management employees who were on permanent status at the time of separation from the District and are reemployed in a regular (nontemporary) management position in the District within 39 months after the last day of paid service will be credited with their unused accumulated sick leave and earned seniority. Employee who are reemployed in a management position at a salary range equal to or lower than that of the previous management position held in the District will be placed on the same salary column on the Management Salary Schedule held at the time of separation. Employees who are reemployed in a management position at a salary range higher than that of the previous management position held in the District will be placed at the appropriate salary column on the Management Salary Schedule in accordance with the provisions of section 1.2.2 of this procedure regarding promotions.

AP 7240-10 Management Employees – Salary Provisions

- 1.8.2 In all other cases of reemployment occurring later than 39 months after the employee's last day of paid service with the District, the employee shall be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees and will not be credited with any previous accumulated sick leave or seniority perquisites.
- 1.8.3 Temporary management employees of the District who are reemployed in a regular management position will be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees.

2.0 Executive Officers

- 2.1 The regular rate of pay for the Chancellor shall be fixed by the Board of Trustees.
- 2.2 The regular rate of pay for the Vice Chancellors, **and** Presidents, ~~and Provost~~ shall be in accordance with the rates established for their positions on the Executive Officer Schedule.

2.2.1 New Employees

2.2.1.1 Initial salary placement on the Executive Officer Salary Schedule for Executive Officers new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column A may be considered if recommended by the Chancellor, subject to the following:

2.2.1.1.1 The employee has recent employment experience (within one year of the hire date) in a full-time position that is directly related or equivalent to the management position. A one-column increment may be granted for each year of full-time experience that satisfies this criterion.

2.2.1.1.2 The employee's most recent annual salary (within one year of the hire date), inclusive of any additional compensation in recognition of the earned doctorate or LLB/JD degree, but exclusive of overtime and other premiums, exceeds the salary rate for Column A. Compensation in recognition of the earned doctorate or LLB/JD degree will be considered for purposes of salary placement only if the degree has been awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council of Postsecondary Accreditation by the American Council on Education. The LLB/JD degree must have been received on the basis of a four (4) baccalaureate degree from an accredited institution,

AP 7240-10 Management Employees – Salary Provisions

as provided herein, and three (3) years of graduate law school.

2.2.1.2 If all of the conditions specified above are satisfied, the employee may be recommended for the first salary column wherein the rate of pay is not less than the most salary as specified in section 2.2.1.1.2. Evidence substantiating past salary and related employment experience must be submitted to the District Office of Human Resources. Submission of documentation satisfactory to the District is the responsibility of the employee.

2.2.2 Promotions: A regular (nontemporary) employee of the District who is promoted to an Executive officer position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the rate of pay for the position from which the employee is promoted, inclusive of any additional compensation in recognition of the earned doctorate or LLB/JD degree or for professional growth increments, but exclusive of overtime and other premiums.

2.2.3 Salary Column Advancement: The Board of Trustees may, if recommended by the Chancellor in consideration of the Executive officer's performance, advance the employee to the next column of the Executive Officer Salary Schedule, effective July 1 of any year, provided that during the previous fiscal year the employee has served in paid status for at least seventy-five (75) percent of the regular number of duty days for the employee's position.

3.0 Temporary Management Employees

3.1 The regular rate of pay for any person employed in a Temporary Special Project Administrator position shall be in accordance with the rate established for the position on the Temporary Special Project Administrator Daily Rate Schedule, prorated by the percentage of employment.

3.2 The regular rate of pay and salary placement for any person employed in a regular management position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 1.0 of this procedure.

3.3 The regular rate of pay for any person employed in an Executive Officer position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 2.0 of this procedure.

Date of Adoption: May 27, 2008

Date of Last Revision: October 23, 2017 District Consultation Council
September 22, 2014 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 17, 2022

From: Geoff Hurst, District Director, Enterprise IT Applications Support and Development

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

New AP 3722, Data Security Standards for End Users

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: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

There is a long-standing need for the District to define data standards, especially for the end users as a component of the District’s data governance framework. This draft of a new AP will promote the proper and secure use of the District’s data in all forms. DCC conducted a first reading of AP 3722 at its April meeting, so we are requesting approval this time.

5. RECOMMENDATION:

It is recommended that DCC review and approve proposed, new AP 3722, Data Security Standards for End Users.

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

District Technology Committee (DTC), District Technology Roundtable (DTR), Technology Implementation Committee (TIC), and Institutional Effectiveness Coordinating Council (IECC)

AP 3722 District Data Security Standards for End Users

Reference:

Family Educational Rights and Privacy Act Regulations, 34 CFR Section 99.3;
Education Code Sections 76200 et seq.;
California Assembly Bill No. 1130 Personal information: Data breaches;
Title 5 Section 59020 et seq.

1.0 This procedure applies to all District students, faculty, and staff and to others granted use of District information and data assets (electronic and paper). An information asset is a definable piece of information that is created, collected, stored, manipulated, transmitted or otherwise used in the pursuit of the District's mission, regardless of the ownership, location, or format of the information. Specific protection requirements are mandated for certain types of data, such as credit card information (PCI), personally identifiable information (PII), or financial data. Consistent use of this procedure will help to ensure that we maintain robust data protection for all District information assets.

2.0 Personally Identifiable Information

2.1 Personally Identifiable Information (PII) is information that either alone or combined could directly identify an individual or make the individual's identity easily traceable. PII includes information that is unique to an individual (Direct Identifier) or can be combined with other information to identify a specific individual (Indirect Identifier). For purposes of this procedure, PII means an individual's first name or first initial and last name in combination with any one Direct Identifier or any combination of Direct/Indirect Identifiers that permits a person's identity to be reasonably inferred by someone who does not have personal knowledge of the relevant circumstances.

2.1.1 Direct Identifiers: Information that relates specifically to an individual, such as: name, social security number, student or employee id, driver's license number, address, telephone number, username or e-mail address, account number, credit card number, and biometric record (e.g., fingerprints).

2.1.2 Indirect Identifiers: Information that is not unique to an individual but that can be combined with other information to identify specific individuals, such as date of birth, place of birth, mother's maiden name, gender, race/ethnicity, geographic indicator, verification data (pet's name, etc.), and passwords.

3.0 Information Classification Guidelines

3.1 The District identifies three classification levels based on information's value, legal requirements, sensitivity, and availability to the public. Aggregate information is classified based upon the most secure classification level. That is, when information of mixed classifications exists in the same file, document, or other written form, then the entire file, document, etc. shall be classified at the most secure classification level. For example, a document with both Level 1 – Confidential and Level 2 – General information would be classified as Level 1-Confidential.

AP 3722 District Data Security Standards for End Users

3.1.1 Level 1 – Confidential: Information used by District operations that may contain SSN's, PII, financial, health, or other sensitive data such as passwords that may harm or damage the District or users if exposed to the public or to unauthorized subjects. Confidential data is intended solely for use within the District and limited to those with a "business need-to-know". These data must be secured and protected at all times and only authorized personnel may access such data. Examples of Level 1 – Confidential Information include:

3.1.1.1 Social Security Number;

3.1.1.2 Driver's license or California identification card number;

3.1.1.3 Account number, credit, or debit card number, in combination with the required security code or password;

3.1.1.4 Medical information (medical history, conditions, etc.);

3.1.1.5 Biometric information (e.g., fingerprints);

3.1.1.6 Private key (digital certificate);

3.1.1.7 Personal health insurance information (e.g., individual policy number, claims, etc.);

3.1.1.8 Personal financial information (e.g., tax exemptions, deductions, etc.);

3.1.1.9 Protected health information;

3.1.1.10 Law enforcement records (e.g., criminal background check results);

3.1.1.11 Legal information (e.g., investigations, attorney/client communication, etc.);

3.1.2.12 Contract information (e.g., sealed bids).

3.1.2 Level 2 – General: Other information not specifically protected, but may result in financial loss, legal action, damage to the District's reputation, or violate an individual's privacy rights if released. General information is vital to District operations and not intended for public knowledge or consumption. General classification includes information only for internal use within the District that must be protected due to proprietary, ethical, or privacy considerations. Examples of Level 2 – General Information include:

3.1.2.1 Banner ID;

3.1.2.2 Student information (e.g., address, gender, date of birth, etc.);

AP 3722 District Data Security Standards for End Users

- 3.1.2.3 Employee information (e.g., home address, personal telephone numbers, race/ethnicity, employment history, etc.);
 - 3.1.2.4 Alumni information (same as student and employee information);
 - 3.1.2.5 Job applicant information (same as employee information);
 - 3.1.2.6 Donor/patron information (same as employee information);
 - 3.1.2.7 NOCCCD Research (intellectual property);
 - 3.1.2.8 Student directory information – release must comply with AP 5040 and FERPA regulations (student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student);
 - 3.1.2.9 Student educational records – release must comply with AP 5040 and FERPA regulations (grades, GPA, test scores, etc.).
- 3.1.3 Level 3 – Public: Information prepared and approved for the public knowledge and consumption, which is either explicitly defined as public information or intended to be available to individuals both on and off campus. Examples of Level 3 – Public Information include:
- 3.1.3.1 Employee information (title; work email address, location, and telephone number; position classification; gross salary);
 - 3.1.3.2 Marketing materials;
 - 3.1.3.3 Materials created for public release.

4.0 Standards for Data Ownership

- 4.1 All District employees are considered data stewards and are responsible for properly handling District data within information systems.
- 4.2 Managers are responsible for ensuring the information collected in their areas is being stored, used, shared, and retained in accordance with this procedure.

5.0 Standards for Data Collection

- 5.1 Information collection should only be made where such collections are essential to meet the authorized business purpose and mission of the District. Examples of information collection include web forms, surveys, account creation, payment transactions, etc.

AP 3722 District Data Security Standards for End Users

- 5.2 All District employees should regularly review their data collection procedures and purpose to determine whether it is still relevant and necessary for the District's business. Regular review should take place each semester at a minimum.

6.0 Standards for Data Storage

- 6.1 All District employees should use a District-managed secure storage system as their primary data storage location.
- 6.2 Data from the Level 1 – Confidential category should always be stored in a District-managed secure storage system. Level 1 – Confidential information should never be stored outside of the District-managed secure storage system, such as on a personal hard drive, removable media (USB Drive), personal cloud storage, etc.
- 6.3 Data from the Level 2 – General categories may only be stored on removable media (e.g., USB Drive, personal cloud storage, external hard drive, etc.) for specific business purposes and need to be encrypted.

7.0 Standards for Data Use and Transmission

- 7.1 All District employees should perform day-to-day work using the minimum appropriate level of information. For example, if work only requires Level 2 – General information, do not include Level 1 – Confidential information in the task.
- 7.2 All District employees should use a secure connection to access institutional information systems (e.g., Banner, Argos).
- 7.3 All District employees should use an NOCCCD-managed secure storage system to transmit and share Level 1 – Confidential and Level 2 – General data with other authorized users. Level 1 – Confidential and Level 2 – General information may also be shared using other electronic transmission (e.g., email) so long as the file is encrypted and/or anonymized (PII removed from the file).

8.0 Standards for Data Retention

- 8.1 All District employees should regularly review their holdings of previously collected Level 1 – Confidential and Level 2 – General information to determine whether it is still relevant and necessary for the District's business purpose. Regular review should take place at a minimum of once per semester.
- 8.2 All District employees should delete and/or anonymize (remove PII from the file for long-term storage) any electronic records no longer necessary for the District's business purpose.
- 8.3 Federal, state, or other programs, including various student aid or grant programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein. Managers are responsible for ensuring the information in their area is retained according to the most appropriate requirements.

AP 3722 District Data Security Standards for End Users

9.0 Standards for Data Sharing and Data Agreements

- 9.1 Third parties who will access unitary Level 1 – Confidential or Level 2 – General District information to perform a service will sign the NOCCCD Confidentiality and Nondisclosure Agreement and return to the Vice Chancellor of Educational Services and Technology before gaining access to such information.
- 9.2 Third parties interested in requesting unitary District data for research and educational program improvement purposes should enter into a data-sharing agreement specifying the data need, data purpose, data scope, method of secure information transfer (e.g., secure ftp server), and plan for reliable and secure data storage and destruction. Data sharing agreements shall be approved by the Vice Chancellor of Educational Services and Technology before any data are shared. Alternatively, third parties could request to participate in the local research review process for project-specific requests at one of the District institutions or the District site for approval.
- 9.3 All shared information shall remain the property of the District and shall not be disclosed to any outside institution or individual not specifically mentioned in the NOCCCD Confidentiality and Nondisclosure Agreement and/or Data-Sharing Agreement.

Date of Adoption: TBD

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 13, 2022

From: Julie Kossick, Associate Vice Chancellor, Human Resources

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Revised AP 7130-2, District Health and Welfare Benefits Plan

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: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The District has identified the need to ensure the Administrative Procedure 7130-2 is consistent with collective bargaining agreements and side letters of understanding with District employee groups. The changes in the revised administrative procedure include the additional of district contribution toward dependent care medical premiums, fringe benefits allowance paid as compensation, date changes consistent with CalPERS medical requirements, and requiring new employee to have 50 years of service credit to be eligible for retiree benefits. DCC had a first reading of revised AP 7130-2 on April 25, 2022.

5. RECOMMENDATION:

It is recommended that DCC review and approve the revisions to AP 7130-2, District Health and Welfare Benefits Plan.

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

Human Resources, Payroll, and Chancellor’s Staff

AP 7130-2 District Health and Welfare Benefits Plan

Reference:

Government Code Section 53200

1.0 **Employee Benefits:** Eligible employees may participate in the District's health and welfare plan, which provides the following benefits:

1.1 Hospitalization and Medical Care Plan

1.1.1 The District ~~is a participating agency~~ **participates** in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospitalization and medical care.

1.1.2 The District ~~will pay~~ **s** the full cost of the employee-only premium for eligible employees whose percentage of employment is at least fifty (50) percent. **The District will contribute a negotiated amount towards dependent care medical premiums for eligible employees. The contribution amount for represented employees shall be the negotiated amount, and the contribution amount for unrepresented employees shall be established by the Board of Trustees, and shall be prorated based on the employee's percentage of employment.**

1.1.3 If the total cost of the employee's and dependent(s) benefit choice(s) exceeds the District contribution, the cost in excess of the allowance amount will be deducted from the employee's paycheck in accordance with established District payroll procedure.

~~1.1.3~~ **4** An eligible employee who elects not to participate in the District's hospitalization and medical care plan will receive an addition of three hundred (300) dollars to the annual ~~discretionary~~ fringe benefit allowance.

1.2 ~~Discretionary~~ Fringe Benefit Allowance

1.2.1 The District ~~will provide~~ **s** an annual ~~discretionary~~ fringe benefit allowance to eligible employees. The amount of the allowance shall be the negotiated amount, for represented employees, ~~or~~ **and** the amount established by the Board of Trustees, for unrepresented employees, and shall be prorated based on the employee's percentage of employment.

1.2.2 Effective January 1, 2016, the fringe benefit allowance for eligible employees will be paid as compensation. This allowance may be allocated towards the NOCCCD Section 125 Plan and/or a qualified tax sheltered annuity.

~~1.2.2 Except with respect to domestic partner coverage, as provided in section 3.0 of this procedure, the discretionary fringe benefit allowance may be allocated toward the premium cost of the following benefits:~~

~~1.2.1 Hospitalization and medical care plan for dependents of the employee.~~

AP 7130-2 District Health and Welfare Benefits Plan

~~1.2.2 Dental and vision insurance for the employee and/or dependents.~~

~~1.2.3 Life insurance for the employee and/or dependents.~~

~~1.2.4 Accident insurance for the employee and/or dependents.~~

~~1.2.5 Income protection insurance for the employee.~~

~~1.2.3 If the total cost of the employee's benefit choices exceeds the available discretionary fringe benefit allowance amount, the cost in excess of the allowance amount will be deducted from the employee's paycheck. If the total cost of the employee's benefit choices is less than the discretionary fringe benefit allowance amount, the unused allowance amount will be deposited in the 403(b) or 457 investment plan option selected by the employee.~~

~~1.2.3.1 Employee selection of a 403(b) investment company must be from the list of approved District vendors. The District Benefits Office must be provided with written notice of the selection. Employees are responsible for contacting the investment company and completing the necessary paperwork to establish an account.~~

~~1.2.3.2 Employee participation in some options available through the District's 457 investment account may require membership in the Schools First Federal Credit Union. Employees may obtain enrollment documents from either the Credit Union or the District Benefits Office.~~

~~1.2.3.3 New employees must select an investment option within ninety (90) days from the first day of paid service to provide for the deposit of any unused fringe benefit allowance amounts.~~

1.3 Third-Party Administrator

1.3.1 Employee selection of a 403(b) or 457 investment plan option must be from the list of approved District vendors. Employees may contact SchoolsFirst Federal Credit Union, the District's third-party administrator, for options and enrollment documents. Employees are responsible for contacting the investment company and completing the necessary paperwork to establish an account.

2.0 Retiree Benefits

2.1 The District ~~will~~ pays the full cost of the retiree-only premium for the CalPERS hospitalization and medical care plan selected by an eligible retiree, subject to the provisions of the California Government Code and CalPERS regulations, and contingent upon the following:

AP 7130-2 District Health and Welfare Benefits Plan

- 2.1.1 At the time of retirement, the employee must be employed in a District position in a category of employment eligible to participate in the District's health and welfare plan, as provided in section 4.0 of this procedure.
- 2.1.2 At the time of retirement, the employee has fulfilled the requirements to receive a retirement benefit under the Public Employees Retirement System or the State Teachers Retirement System and retires within 120 days of separation of employment from the District.
- 2.1.3 Employees Hired Prior to ~~May 1, 1994~~ **July 1, 1993**: An employee who was hired by the District prior to ~~May 1, 1994~~ **July 1, 1993**, in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure, shall be eligible for the District-paid post-retirement hospitalization and medical plan benefit if the employee meets the criteria specified in sections 2.1.1 and 2.1.2.
- 2.1.4 Employees Hired On or After ~~May 1, 1994~~ **July 1, 1993**: An employee who was hired by the District on or after ~~May 1, 1994~~ **July 1, 1993**, in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure, shall be eligible for the District-paid post-retirement hospitalization and medical plan benefit if the employee meets the criteria specified in sections 2.1.1 and 2.1.2, and either of the following:
 - 2.1.4.1 The employee has been employed full-time one hundred (100%) percent and retires from the District with a minimum of fifteen (15) years of credited service in a position(s) in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure.
 - 2.1.4.2 The employee has been employed less than one hundred (100) percent and retires from the District with the accumulated pro rata equivalent of fifteen (15) years of credited service, or twenty (20) years of service, whichever occurs sooner, in a position(s) in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure.

2.2 Classified, Confidential and Management employees hired on or after January 1, 2019 and Full-time Faculty hired on or after July 1, 2021 in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure, shall be eligible for the District-paid post-retirement hospitalization and medical plan benefit if the employee meets the criteria specified in sections 2.1.1 and 2.1.2 and either one of the following:

- 2.2.1 The employee has been employed by the District and retires with a minimum of fifty (50) years of District credited service in a position(s) in a category of employment eligible to participate in the District's health and welfare plan as provided in section 4.0 of this procedure.**

AP 7130-2 District Health and Welfare Benefits Plan

2.2.2 The employee qualifies for a disability retirement under the Public Employees Retirement System or the State Teachers Retirement System shall qualify for one-hundred (100%) percent District-paid post-retirement medical benefits as if they had qualified under the provisions of section 2.1.3 or 2.1.4.

2.2.3 The District ~~will~~ **pay**s the full cost of the retiree-only premium for the CalPERS hospitalization and medical care plan, subject to the provisions of the California Government Code and CalPERS regulations, for an annuitant who receives a pension benefit under the Public Employees Retirement System or the State Teachers Retirement System as a result of the death of a District retiree's death.

3.0 Domestic Partners

3.1 Domestic partners of eligible employees or annuitants of the District, as defined by section 297 of the California Family Code, shall be eligible to enroll in the District's CalPERS Hospital and Medical Care plan, subject to the provisions of the California Government Code and CalPERS regulations.

3.2 Domestic partners of eligible employees or annuitants of the District, as defined by section 297 of the California Family Code, shall be eligible to enroll in the District's dental and vision insurance plans, subject to the regulations of the plan providers.

3.3 Where an eligible employee elects to enroll a qualified domestic partner in the CalPERS Hospital and Medical Care plan, or in a District dental or vision insurance plan, the cost of the premiums for the domestic partner's dependent coverage shall be paid by after-tax salary deductions from the employee's paycheck. Deductions will be made in accordance with District payroll procedures. ~~No portion of the employee's discretionary fringe benefit allowance may be used to pay premium costs for hospital and medical care, dental or vision coverage, or other benefits for a domestic partner.~~

4.0 Categories of Employees Eligible to Participate in Health and Welfare Benefits Plan

4.1 The following categories of employees are generally eligible to participate in the District's Health and Welfare Benefits plan:

4.1.1 Regular and probationary (tenure-track) faculty.

4.1.2 Classified employees.

4.1.3 Confidential employees.

4.1.4 Administrators employed in regular ~~(nontemporary)~~ management positions.

4.1.5 Temporary management and faculty employed at least 75% of a college year.

AP 7130-2 District Health and Welfare Benefits Plan

4.2 Individual employees in positions within the above categories shall be eligible to participate in the District's hospital and medical care plan and to receive the ~~discretionary~~ fringe benefit allowance in accordance with the provisions of sections 1.1 and 1.2 of this procedure.

5.0 Categories of Employees Ineligible to Participate in Health and Welfare Benefits Plan:

5.1 The following categories of employees are not eligible to participate in the District's Health and Welfare Benefits plan:

5.1.1 ~~Faculty employed on a temporary basis.~~ Part-time hourly academic (adjunct faculty).

5.1.2 Short-term employees, substitute employees, professional experts and student employees employed pursuant to the provisions of Education Code section 88003.

5.1.3 ~~Temporary (nonregular) management employees.~~ Temporary management and faculty employed less than 75% of a college year.

5.1.4 Other persons employed on a temporary or short-term basis, regardless of the category of employment.

5.2 Individual employees in positions within the above categories shall be ineligible to participate in the District's hospital and medical care plan and shall be ineligible to receive the ~~discretionary~~ fringe benefit allowance, regardless of the percentage of employment, unless otherwise specifically provided by the policies and procedures of the Board of Trustees.

~~6.0 **Effective Date:** This revised procedure becomes effective July 1, 2013.~~

Date of Adoption: January 28, 2008 Chancellor's Cabinet

Date of Last Revision: April 27, 2016 Chancellor's Staff (Reference only)
March 25, 2013 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: May 17, 2022

From: Simone Brown Thunder, District Manager of Human Resources

Re: Agenda Item for District Consultation Council Meeting of May 23, 2022

1. AGENDA ITEM NAME

Revised AP 7120-4, Management Employee Hiring

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Human Resources identified a need to evaluate the current management employee hiring process as part of the continuous improvement goals. Human Resources contracted with a facilitator to host a two-day workshop to review the process through a “Kaizen” Lean methodology. Participants from across the District identified process changes, resulting in the reduction of steps, from 83 to 21, along with other efficiencies. A sub-group of the participants were tasked with revising the Management Hiring Policy (Administrative Procedure 7120-4) based on the recommended changes. The proposed revisions to AP 7120-4 were shared with DCC at the April 25 meeting. Further revisions based on the feedback received were incorporated and AP 7120-4 is presented for a second reading. (Original revisions are noted in blue; additions based on the April 25 discussion are noted in red; deletions based on the April 25 discussion are stricken in blue.)

5. RECOMMENDATION:

It is recommended that DCC conduct a second reading of revised AP 7120-4, Management Employee Hiring.

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

The workgroup Kaizen participants consisted of 20 employees (Faculty & Staff). In addition, the proposed revisions to AP 7120-4 were shared with the following groups:

- Human Resources
- EEO Advisory Committee
- Chancellor’s Staff
- District Management Association

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

AP 7120-4 Management Employee Hiring

Reference:

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

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Human Resources shall review the composition of the search committee. Human Resources may require the committee to select additional or alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants.

~~3.0~~ **Screening Search Committee Composition**

- ~~3.1~~ 4.1 **Chancellor:** The composition of the screening search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
- ~~3.2~~ 4.2 **President/Vice Chancellor (Executive Officers):** The screening committee for the position of President or Vice Chancellor shall be comprised of the following:
 - ~~3.2.1~~ ~~3.2.2~~ **4.2.1** The Vice Chancellor of Human Resources or designee.
 - ~~3.2.1~~ ~~3.2.2~~ **4.2.2** **Two (2)** management representatives selected by the District Management Association.
 - ~~3.2.3~~ ~~3.2.4~~ **4.2.3** ~~Three (3)~~ **Four (4)** management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - ~~3.2.2~~ ~~3.2.4~~ **4.2.4** ~~Two (2)~~ **One (1)** faculty representatives jointly selected by the United Faculty and Adjunct Faculty United.
 - 4.2.5** One (1) faculty representative selected by the Adjunct Faculty United.
 - ~~3.2.4~~ ~~3.2.5~~ **4.2.6** ~~One (1)~~ ~~Three (3)~~ **Five (5)** faculty representatives selected by each the campus Academic/Faculty Senate or each Senate for the Vice Chancellor recruitment, or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.

AP 7120-4 Management Employee Hiring

- ~~3.2.3~~ **4.2.7** Two (2) classified representatives selected by California School Employees Association (CSEA).
- ~~3.2.5~~ **4.2.8** One (1) confidential representative selected by the Confidential Employees Group.
- ~~3.2.6~~ **4.2.9** One (1) student representative selected by the ~~each~~ Associated Student Body (~~ASB~~ **College**)/**Student Leadership Program (NOCE)**.
- ~~3.2.9~~ **4.2.10** One (1) community representative selected by the Chancellor (optional).
- ~~3.2.10~~ **4.2.11** A non-voting Equal **Employment** Opportunity/Diversity representative selected by the Chancellor.
- ~~3.3~~ **President or Provost:** ~~The screening committee for the position of President or Provost shall be comprised of the following:~~
- ~~3.3.1~~ One (1) management representative selected by the District Management Association.
- ~~3.3.2~~ One (1) faculty representative jointly selected by the United Faculty and Adjunct Faculty United.
- ~~3.3.3~~ Two (2) classified representatives selected by CSEA.
- ~~3.3.4~~ Five (5) faculty representatives selected by the campus Academic/Faculty Senate.
- ~~3.3.5~~ One (1) confidential representative selected by the Confidential Employees Group.
- ~~3.3.6~~ One (1) student representative selected by the ASB (college) or the Academic Senate (NOCE).
- ~~3.3.7~~ The Vice Chancellor of Human Resources or designee.
- ~~3.3.8~~ Four (4) management representatives selected by the Chancellor, broadly reflective of the campus community, including representation from the affected campus.
- ~~3.3.9~~ One (1) community representative selected by the Chancellor (optional).
- ~~3.3.10~~ A non-voting Equal Opportunity/Diversity representative selected by the Chancellor.
- ~~3.4~~ **4.3** **Executive Vice President or Vice President/Dean:** The screening committee for the position of ~~Executive Vice President or Vice President~~ **Dean** shall be comprised of the following:

AP 7120-4 Management Employee Hiring

~~3.4.3.1~~ ~~One (1)~~ **Two (2)** management representatives selected by the District Management Association; ~~or if the campus senate decides to include one (1) faculty union representative in 3.4.4 on the committee, then there will be two (2) management representatives selected by the District Management Association.~~

~~3.4.5~~ **4.3.2** ~~Two (2)~~ **Three (3)** management representatives selected by the President/~~Provost~~, broadly reflective of the campus community.

4.3.3 One (1) faculty representative selected by the United Faculty.

4.3.4 One (1) faculty representative selected by the Adjunct Faculty United.

4.3.5 Two (2) ~~Three (3)~~ faculty representatives selected by the campus Academic/Faculty Senate.

~~3.4.3~~ ~~Three (3) faculty representatives selected by the campus Academic/Faculty Senate.~~

~~3.4.4~~ ~~One (1) faculty union representative selected according to the agreement(s) between the three Academic Senates and United Faculty and Adjunct Faculty United.~~

~~3.4.2~~ **4.3.6** Two (2) classified representatives selected by CSEA.

~~3.4.6~~ **4.3.7** One (1) student representative selected by the ASB (~~C~~college)/Student Leadership Program (NOCE), ~~or the Academic Senate (NOCE).~~

~~3.4.7~~ **4.3.8** One (1) community representative selected by the President/~~Provost~~ (optional).

~~3.4.8~~ **4.3.9** A non-voting Equal Employment Opportunity/Diversity representative selected by the President/~~Provost~~.

~~3.5~~ ~~Dean: The screening committee for the position of Dean shall be comprised of the following:~~

~~3.5.1~~ ~~One (1) management representative selected by the District Management Association.~~

~~3.5.2~~ ~~Two (2) classified representatives selected by CSEA.~~

~~3.5.3~~ ~~One (1) faculty union representative selected according to the agreement(s) between the three Academic Senates, United Faculty, and Adjunct Faculty United.~~

~~3.5.4~~ ~~Three (3) faculty representatives selected by the campus Academic/Faculty Senate; or if the campus senate decides not to include the one (1) faculty union representative, then there will be four (4) faculty representatives selected by the campus Academic/Faculty Senate.~~

AP 7120-4 Management Employee Hiring

~~3.5.5 Two (2) management representatives selected by the President/Provost, broadly reflective of the campus community.~~

~~3.5.6 One (1) student representative selected by the ASB (college) or the Academic Senate (NOCE).~~

~~3.5.7 One (1) community representative selected by the President/Provost (optional).~~

~~3.5.8 A non-voting Equal Opportunity/Diversity representative selected by the President/Provost.~~

~~3.6~~ **4.4 Other Administrator Positions**

~~3.6~~ **4.4.1** The ~~composition of screening~~ committees for other administrator positions shall be determined by the appropriate Executive Officer **and supervising administrator** using the appropriate consultation processes. The committee shall include representatives of **applicable affected** constituencies ~~appropriate~~ **related** to the nature of the position, ~~and may include the supervising administrator.~~

~~3.6~~ **4.4.2** The ~~screening~~ committees for other administrator positions shall include a non-voting Equal **Employment** Opportunity/Diversity representative selected by the Executive Officer.

45.0 Responsibilities of ~~Screening~~ **Search Committee Members**

45.1 Responsibilities of All Committee Members

45.1.1 Committee members shall **be active participants** ~~participate in all aspects of the~~ **search** process. **This includes,** ~~including,~~ but **is** not limited to, the following:

45.1.1.1 **Completion of** ~~training~~ in the management hiring procedure, ~~and equal~~ **employment opportunity, and equity, diversity, and inclusion** ~~employment~~ objectives of the District.

45.1.1.2 Development of ~~rating~~ **evaluative** criteria and interview questions.

~~4.1.1.3 Establishment of timelines for screening and interviewing.~~

45.1.1.34 Development of protocol for performance tests, **if conducted.**

45.1.1.45 Evaluation and rating of ~~candidates~~ **applicants.**

45.1.1.56 Interviewing of candidates.

45.1.1.67 Recommendation of finalists.

AP 7120-4 Management Employee Hiring

- ~~45.1.2~~ Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire hiring search process and after the process is completed.
- ~~45.1.3~~ A committee member who fails to participate in ~~the paper screening~~ applicant material evaluation ~~of~~ and all interviews shall be removed from the committee with the exception of the student representative.
- 5.1.4 A student representative serving on the committee may participate in one or more of the activities below:**
- 5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.**
- 5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.**
- 5.1.4.3 Interviewing of candidates and recommendation of finalists.**
- ~~45.2~~ Responsibilities of Committee Chair
- ~~45.2.1~~ The committee chair shall be responsible for the following:
- ~~45.2.1.1~~ Ensuring compliance with District policies and procedures in conjunction with the hiring search process.
- ~~45.2.1.2~~ Convening and conducting committee meetings, with ~~according~~ reasonable consideration to the schedules of committee members.
- 5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.**
- ~~45.2.1.4~~ Coordination of candidate interviews.
- ~~45.2.1.5~~ Communicating with applicants, as required.
- ~~45.2.1.6~~ Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).
- 5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.**
- 5.2.1.8 Ensuring the equity, diversity, and inclusion qualifications**

AP 7120-4 Management Employee Hiring

and criteria are meaningfully applied.

- ~~45.2.1.96~~ 45.2.1.96 Performing other duties determined by agreement with the committee.
- 45.2.2 The hiring site will be responsible for providing clerical assistance to the chair.
- 45.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search ~~screening~~ committee.
- ~~45.3~~ 45.3 Responsibilities of the Equal **Employment** Opportunity/Diversity Representative
- 45.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.
- 5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.
- ~~45.3.32~~ 45.3.32 Any allegation of noncompliance shall be investigated by the District Director, Diversity and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.
- 5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.
- ~~45.3.53~~ 45.3.53 The Equal Opportunity EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search. ~~and except as to performance of the responsibilities described in section 4.3.1, will observe but not participate in paper screening or deliberations regarding the selection of candidates.~~
- ~~56.0~~ 56.0 **Development and Distribution of Job Announcement**
- ~~56.1~~ 56.1 Development of Job Announcement
- ~~56.1.1~~ 56.1.1 The job announcement for the position shall be developed by the ~~District~~ Office of Human Resources in collaboration with the hiring manager appropriate Executive Officer and shared with the ~~screening~~ the search

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committee, and shall include the following information:

56.1.1.1 The position **title**.

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

56.1.1.3 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.

56.1.1.4 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~~ **evaluative** criteria to be utilized in the selection process.

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

56.1.2 The job announcement shall be reviewed by the ~~Executive Officer~~ **committee chair** for final approval.

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

56.2 **Distribution of Job Announcement**

56.2.1 The ~~District~~ Office of Human Resources, in consultation with the ~~screening~~ committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least ~~two~~ **two** ~~six~~ weeks prior to the closing date.

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

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§7.0 Application Requirements

- §7.1 Applications shall be submitted electronically through the District's applicant tracking system, ~~to the District Office of Human Resources.~~
- §7.2 A complete online application ~~packet~~ must include the following:
- §7.2.1 Completed ~~District~~ application, certified ~~signed~~ by the applicant.
- §7.2.2 ~~Letter of application~~ Cover letter ~~which provides examples from background and experience to~~ which demonstrates how the candidate's knowledge and expertise apply to the position.
- §7.2.3 Resume of education and professional experience.
- §7.2.4 Academic transcripts ~~of undergraduate and graduate course work~~, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement); candidates selected for employment will be required to provide official transcripts ~~and verification of experience~~ prior to the first day of service).
- §7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).
- §7.2.6 Additional requirements ~~as~~ may be ~~established~~ requested by the ~~screening~~ committee, including, but not limited to, the following:
- §7.2.6.1 Current letters of recommendation.
- ~~§7.2.6.2 Current job description.~~
- §7.3 Except for letters of ~~reference~~ recommendation, required application materials must be submitted through the District's applicant tracking system to be considered ~~with the District application, as a complete packet~~. Applicants shall bear the sole responsibility for ensuring that application ~~s~~ packets are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement ~~Facsimile applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of reference), will not be accepted. Examination of application materials~~ packets for completeness will be the responsibility of the Office of Human Resources ~~the screening committee~~.
- §7.4 Applicants who ~~apply for~~ are interested in more than one position must submit a separate and complete online application ~~packet~~ for each position.

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~~7.8.0~~ **Screening Search** Committee Operating Procedures

~~8.1~~ **The Executive Officer or designee shall appoint a chair from among the committee membership.**

~~7.4~~~~8.1~~ The initial meeting of the ~~screening~~ committee shall be convened by the Executive Officer or designee, ~~who shall provide each member of the committee with a copy of the hiring procedure.~~ The committee, ~~in consultation with the Executive Officer or designee,~~ shall select a chair from among the committee membership and shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.

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

~~7.2~~~~8.3~~ **With the exception of the student representative,** no additions or replacements to the committee membership shall be made subsequent to the ~~initial meeting~~ **first scheduled candidate of the interviews.** ~~screening committee.~~ **If a replacement is made, the new committee member must review the candidate applicant materials prior to the first scheduled interviews.**

~~7.3~~~~8.4~~ The ~~screening~~ committee shall develop the following for use in evaluating ~~candidates~~ **applicants** against the ~~advertised job announcement,~~ which shall be approved by the District Office of Human Resources prior to consideration of applicant materials by the ~~screening~~ committee:

~~7.3~~~~8.4.1~~ ~~Paper screening~~ **Evaluative** criteria, ~~and~~ **and diversity, equity, and inclusion competencies, to be evaluated throughout the search process.**

~~7.3~~~~8.4.2~~ Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.

~~7.3~~~~8.4.3~~ Parameters for conducting interviews and **if conducted,** administration of performance tests.

~~7.8.54~~ Initial **Evaluation** ~~Screening~~ of Applications

~~7.4.1~~ ~~The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.~~

8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.

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- 8.5.2** **If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.**
- ~~7.4.2~~ ~~Materially incomplete applications and applications not signed by the applicant will not be considered.~~
- ~~7.4.~~**8.5.3** ~~After completion of the initial screening~~ **Once** the applicant pool is released to the chair, the candidates **those** remaining in the applicant pool shall be independently assessed by each member of the ~~screening~~ committee using their **established evaluative** ~~rating~~ criteria. ~~developed by the committee.~~
- ~~7.4.~~**8.5.4** Committee members shall avoid any discussion of ratings, rankings, or recommendations of ~~candidates~~ the **applicants** until independent evaluations of all ~~candidates~~ **applicants** have been completed and **entered into the District's applicant tracking system** by each committee member.
- ~~7.4.~~**8.5.5** The committee will then discuss the ratings and evaluate the merits of the ~~candidates~~ **applicants** to determine if there is an adequate **and qualified** pool ~~of professionally qualified candidates~~ with which to continue the selection process.
- ~~7.4.5.~~**8.5.5.1** If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
- ~~7.4.5.~~**8.5.5.2** If the pool is not deemed adequate by the **committee or the Office of Human Resources**, the committee shall discuss the matter with the Executive Officer or designee, who shall determine the action to be taken after consultation with the committee.
- 8.5.6** **If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may have caused the adverse impact, reject all applicants and have the committee conduct further review of the applicants, extend the recruitment, or close the recruitment (per Title 5, sections 53023 and 53024).**
- 8.5.7** **The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.**

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~~7.5~~8.6 Selection of Candidates for Interview

~~7.5~~8.6.1 The ~~screening~~ committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair ~~and/or other~~ committee representative(s) ~~of the screening committee, as the committee prefers,~~ shall notify ~~consult with~~ the Vice Chancellor of Human Resources or designee of the recommended interview candidates so that Human Resources can ~~to ensure that they~~ all candidates possess the required experience and qualifications for the position.

~~7.5~~8.6.2 After determination of the candidates cleared for interview pursuant to section 7.5.1, the committee chair shall:

~~7.5.2~~8.6.2.1 Notify the ~~screening~~ committee regarding the candidates cleared for interview.

~~7.5.2~~8.6.2.2 Establish an interview schedule and notify the candidates to be interviewed.

~~7.5.3~~8.6.2.3 ~~Mail to~~ Notify each interview candidate with information ~~a confirmation letter~~ detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.

~~7.5~~8.6.3 The ~~District~~ Office of Human Resources will notify the candidates not selected for interview.

~~7.6~~8.7 Interview and Performance Tests

~~7.6~~8.7.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable and provided to all interview candidates.

~~7.6~~8.7.2 Each committee member shall independently assess each candidate using the ~~rating~~ criteria developed by the committee.

~~7.6~~8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests, if conducted, have been completed and independent evaluations have concluded. ~~been completed by each committee member.~~

~~7.7~~8.8 Selection of Finalists

~~7.7~~8.8.1 The committee chair shall lead the discussion, which shall focus on the strengths and weaknesses of the candidates to determine ~~the candidates~~ those to be recommended as finalists to the supervising administrator. The committee chair shall provide a list of the finalists to the Office of Human Resources.

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

~~7.7.2~~**8.8.3** ~~The committee chair and/or designee, other members of the committee, as the committee prefers, shall conduct reference checks of each of the recommended finalists,~~ **conduct a verbal reference check of the finalist(s) with a Supervisor,** which shall include investigation of professional experience and personal qualities relevant to performance in the position. ~~Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists.~~

The supervising administrator may meet with the committee to clarify the reasons for the number of finalists recommended by the committee:

~~7.7.3.1~~**8.8.3.1** If, after discussion, the supervising administrator is not satisfied with the committee's recommendation, the supervising administrator may request the committee to reconsider.

~~7.7.3.2~~**8.8.3.2** If, after reconsideration, the committee forwards the same recommendation, the appropriate Executive Officer, in consultation with the supervising administrator, will determine whether to continue the process.

~~7.7.~~**8.8.4** The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).

~~7.7.5~~ ~~Prior to any decision regarding the candidate to be offered the position, the supervising administrator will meet with the committee to discuss the strengths and weaknesses of the finalists.~~

~~7.7.6~~**8.8.5** ~~After discussion with the committee,~~ The supervising administrator will recommend to the appropriate Executive Officer the ~~candidate~~ **finalist** to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the ~~candidate~~ **finalist** to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful ~~candidate~~ **finalist (offer contingent upon the successful completion of a background check and any District employment requirements)** and confirm the ~~candidate's~~ **finalist** acceptance. Upon notification by the supervising administrator that a ~~candidate~~ **finalist** has accepted the position, the **committee chair or Executive Officer shall notify the Office of Human Resources.** The Office of Human Resources will notify the remaining candidates.

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~~7.7.7~~~~8.8.6~~ In the event the successful candidate **finalist** does not accept the offer of employment, the appropriate Executive Officer, in consultation with the supervising administrator and the ~~screening~~ committee, shall determine the next action to be taken.

§9.0 Executive Officer Positions

- §9.1 The Board of Trustees may employ a search consultant to administer the ~~hiring~~ **search** process for executive officer positions. The provisions of section 7.1 notwithstanding, where the Board elects to retain a search consultant, the Board may designate the consultant as chair of the ~~screening~~ committee. **Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.**
- §9.2 Campus forums and/or site visits may be conducted as part of the ~~hiring~~ **search** process for executive officer positions.
- §9.2.1 If a site visit is conducted as part of the ~~hiring~~ **search** process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the ~~screening~~ committee.
- §9.2.2 If a site visit is conducted as part of the ~~hiring~~ **search** process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the ~~screening~~ committee who shall be from different constituencies.
- §9.3 The Chancellor's Staff group will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- §9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- §9.5 The Board of Trustees will interview finalists for all other executive officer positions and, in consultation with the Chancellor, make a final decision regarding the candidate to be offered the position.

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