



District Consultation Council Meeting

October 24, 2022

2:00 p.m.

Zoom Teleconference | Meeting ID: 976 5725 0668

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

AGENDA

MEETING SUMMARY

1. September 26, 2022 Summary

Action

POLICY

1. Revised AP 7120-4, Management Employee Hiring
2. Revised BP 6250, Budget Management

Action

Discussion

STRATEGIC GOALS & PLANNING

1. Pilot Hybrid Remote Workgroup

Information

OTHER ITEMS

- 1.

**DISTRICT CONSULTATION COUNCIL
September 26, 2022**

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Jim Bunker, Leonor Cadena, Jennifer Combs, Damon De La Cruz, Carlos Diaz, Jean Foster, Raine Hambly, Geoff Hurst, Cherry Li-Bugg, Fola Odebunmi, Monte Perez, Jeremy Peters, Valentina Purtell, Irma Ramos, Jeanette Rodriguez, JoAnna Schilling, Melissa Serrato, Pamela Spence, Kai Stearns, and Fred Williams.

VISITORS: Simone Brown Thunder and Danielle Davy.

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. 22/23-02 to authorize remote teleconference DCC meetings for 30 days.

Summary: The summary of the August 22, 2022 meeting was approved as amended by general consensus.

STRATEGIC GOALS & PLANNING

2022-23 Budget Presentation: Fred Williams, Vice Chancellor of Finance & Facilities, shared the 2022-23 Proposed Budget and Financial Report presentation that was made to the Board on September 13 which included the following highlights:

Tentative Budget to Proposed Budget Comparison

	<u>Tentative 2022-23</u>	<u>Proposed 2022-23</u>	<u>Unaudited Actuals 2021-22</u>
Beginning Fund Balance	\$ 133,998,917	\$ 133,812,405	\$ 391,700,000
Ending Fund Balance	\$ 118,493,186	\$ 100,203,507	\$ 413,200,000

Community College System Budget

- COLA 6.56%
- SCFF provided with additional rate increases
- Extended & modified Hold Harmless
- Other Programs: 13 New Programs and 31 Augmented Programs
- \$17.9 million for Deferred Maintenance and Instructional Equipment for NOCCCD
- \$19.2 million in COVID-19 Block Grants for NOCCCD
- Compendium – August 25, 2022

Community College Capital Outlay

- Cypress College Fine Arts Renovation: \$19.38 million
- Anaheim Campus Tower First Floor Life/Safety Renovation: \$10.46 million
- Fullerton College Business 300 Renovation: \$14.06 million
- Fullerton College Music/Drama Complex Buildings and 1300 Replacement: \$40.49 million

Overall Budget

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Revenues	\$ 268,800,000	\$ 112,900,000	\$ 391,700,000
Expenditures	\$ 287,100,000	\$ 126,100,000	\$ 413,200,000
Other Sources	\$ (7,700,000)	\$ (4,400,000)	\$ (12,100,000)
Net	<u>\$ (26,000,000)</u>	<u>\$ (7,600,000)</u>	<u>\$ (33,600,000)</u>

Resource Allocation Model

Earned Revenues	\$ 217,400,000
Hold Harmless Amount	\$ 239,930,000
Emergency Conditions	\$ 250,840,000

Ending Fund Balances – Carryover

Non-spendable	\$ 200,000
Restricted	\$ 10,300,000
Committed Funds	\$ 6,300,000
Assigned By Campus Action	\$ 49,700,00
Assigned One Time Funds	\$ 19,000,000
Assigned By Districtwide Committee	\$ 400,000
Board Policy Contingency	\$ 14,900,000
Unallocated Districtwide	\$ 27,500,000
Unallocated Budget Centers	<u>\$ 5,500,000</u>
Total	<u>\$ 133,800,000</u>

FTES Trend

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23*
FTES	34,595.54	33,268.05	33,337.45	31,842.56	26,071.85	26,071.85

*Targets

Economy

- Legislative Analyst's Office warning for 2025-26
- Warning signs based on tax collections, inflation rates, interest rates, and stock market trends

During the discussion, Vice Chancellor Williams responded to the following inquires:

- Whether management salaries fall into the academic salaries budget line item. (Only academic managers.)
- What rate growth is needed to get to the 2018-19 numbers? (27.6%)
- If we were to assume that hold harmless were to go away by 2024, what percentage do we need to be at (5% growth each year would get us out by 2029);
- Hold harmless is not going away but becomes our new floor in 2024-25 and stays there until we increase enrollment? (Yes, but it will not include COLA.)
- What is the District planning regarding the vaccine requirement that is impacting student enrollment? (There is a Board agenda item on the September 27 meeting agenda).

- Are State allocations based on our previous enrollment or on what we're producing now, or on hold harmless? (It depends on the allocation – they don't all use the same formula.)
- When we talk about going back to previous enrollment numbers it is definitely aspirational, but unrealistic due to the (non-pandemic related) decline in K-12 enrollment, the decline in FTES due to AB 705, and efforts to reduce the number of units that students are taking.
- We must seize the opportunity to serve other students and reimagine ourselves as different institutions. We cannot sit back passively waiting for students to return.
- We need to focus on recruiting programs that drive students to the campuses (like CTE programs) and move forward in that direction.

Vice Chancellor Williams stated that at some point the District needs to start recognizing that we have more money going out than we have coming in. Luckily, there is some time to deal with personnel by right-sizing through attrition and increasing enrollments.

Establish New District Safety Group: At the August 22 DCC meeting, members discussed the establishment of a new District Safety Group and were asked to discuss the group's formation, membership, and responsibilities with their constituencies. Vice Chancellor Williams revisited the formation of the workgroup and its composition.

During the discussion, members noted that campus shared governance committees already exist to address campus safety at Cypress College and the Anaheim Campus, and the Fullerton College committee was disbanded, but needs to be reconstituted; expressed a desire to see a call for interest go out outlining the committee's parameters to solicit participation; clarification on the difference between the proposed group and the former workgroup; participation from a member of the RJEC; and concern with it being a work conditions issue and the need to appoint CSEA membership.

Kai Stearns, District Director of Public & Governmental Affairs, clarified that the goal of the workgroup is to tie together the issues around safety and needs participants who are familiar with campus safety and emergency planning, and is not intended to supplant what the campuses are trying to do. She noted that the membership currently includes herself, Fred Williams, and the Campus Safety Directors, and while it shouldn't be a large, unmanageable group she supported participation from faculty, CSEA, and students.

Vice Chancellor Fred Williams reiterated that he introduced the item at the August DCC meeting with the intention that members would share the information with their constituencies and provide the names of participants at this meeting. He stated that the guidelines that are being shared with Campus Safety aren't very clear and it is important that the District have policies in place that are being followed. He suggested a Human Resources representative on the committee due to the revisions of BP/AP 7600, Campus Safety Officers.

This item will return for further direction at a later date.

OPERATIONAL REVIEW

KnowBe4 User Security Training: Geoff Hurst, District Director, Enterprise IT Applications Support & Development, led a short presentation detailing the implementation of KnowBe4 user security training. The user security awareness program will be implemented district-wide and will include cyber security training and phishing simulations for employees.

Portal (myGateway) Replacement: The District's student and employee portal, myGateway, is based on the Ellucian Luminis platform which was deprecated by Ellucian three years ago, and with the deprecation of Flash, the platform has become increasingly difficult to maintain. Several solutions were researched by District Information Services for the last three years and Pathify was determined to be the best solution after review by the Technology Implementation Committee and the District Technology Committee.

Pathify will initially be deployed as a "like for like" change and all current myGateway features and functionality will be duplicated. The branding of myGateway, including all URL's and links will remain unchanged. The technical implementation will begin in October/November 2022 and the transition to Pathify as the new engine for myGateway is expected by July 2023.

During the discussion, members inquired about the difficulty for users to navigate Pathify; the selection and vetting of the new portal platform; whether it will help with the system crashes that are typically experienced during peak user periods; and which other community colleges are using Pathify.

POLICY

Revised AP 7120-4, Management Employee Hiring: DCC received a third reading of the proposed revisions to AP 7120-4, Management Employee Hiring which incorporated revisions based on the feedback received at the May 23 DCC meeting that were shared by Simone Brown Thunder, District Manager of Human Resources.

During the discussion, members shared the following:

- **Section 4.2.5:** If adjunct faculty are unable to participate, United Faculty would like to appoint that seat as well and concerns with adjunct faculty not being paid to participate and the seat being lost. (A seat was added for full-time faculty to allow an adjunct faculty representative on the committee and part-time faculty will be compensated.)
- **Section 3.0:** Concern that the language does not align with higher education and gives Human Resources too much control over how the committee can be arranged. (It is allowed by Title 5 and has been past practice that is now being codified.)
- **Section 4.3.5:** The past practice at Fullerton College has been to have the division department select all the faculty representatives and proposed that the four faculty representatives continue to be selected in that fashion with United Faculty providing a nominee for the academic/faculty senate to consider. (Vice Chancellor Ramos asked Jeremy Peters as the United Faculty representative to respond to the request and he stated that it did not matter either way.)
- **Section 4.2.1.1:** Why is the EEO representative a non-voting member for management hiring but not for classified? Why don't you make it the chair here as well? (This point needs to be reviewed and updated for all employee groups.) The former District Director of Diversity & Compliance recommended making them voting members. (We elected to make them non-voting and that is the direction we want to pursue for all committees.)
- **Section 5.5.1:** Concerns with the use of the word "may" in this section. (It was added in order to accommodate students and to be more inclusive.) Should students vote if they can't participate? (The State Chancellor's Office recommendations on student participation were cited in response.) The use of "may" is problematic because the language suggests that all committee members may not have to do these things. (Consider noting exceptions.)

Members thanked the Human Resources team for their work on this AP because the vast majority of the revisions will be helpful and praised the excellent work to incorporate DEIA in District hiring practices. Members also inquired about the hiring of administrator positions including the hiring of consultants and acting managers. That practice needs to be defined because it does not currently appear in District policies or the Education Code, and needs to go through a vetting process that is open to internal and external candidates.

This item will return to the next DCC meeting and a draft will be posted to Teams for commentary.

OTHER

Pilot Hybrid Remote Workgroup: Chancellor Byron D. Clift Breland stated that the District has been working with the remote schedules for the last two semesters and will move in that direction again in the Spring. While survey data and feedback has been received on the topic, he will be forming a workgroup—not a participatory governance group—to get feedback from across the District with representatives from the campuses and District Services. His desire is to have a recommendation by the end of the Fall semester to discuss via shared governance during the Spring semester with working conditions and negotiated items to follow those discussions. His expectation is that the recommendations will be used for a defined period of time, and will then be revisited after that set period to make any necessary adjustments.

During the discussion members requested that instructional and counseling faculty be part of the discussion and inquired whether the District would continue with the two remote workdays per week schedule through the Spring semester (yes).

Revisiting the District Vaccine Mandate Board Agenda Item: Dr. Clift Breland shared that the September 27 Board meeting agenda includes an item to revisit the District COVID-19 vaccine mandate which is set to expire on December 31, 2022 with the goal of providing the District enough time to plan for either the extension or elimination of the mandate. He noted that infection rates have gone down; Orange County has good vaccination rates; that the vaccinated and boosted are still contracting COVID; that many districts across the State are relaxing their mandates; and that currently two of four districts in Orange County have mandates and the others plans to relax theirs in the Spring.

Jennifer Combs, Fullerton College Faculty Senate President, stated that there has been no opportunity for conversation via the shared governance process since January. Dr. Clift Breland clarified that the Board agenda item was initiated by a trustee, not by the administration.

ADJOURNMENT: The meeting adjourned at 4:27 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 20, 2022

From: Simone Brown Thunder, District Manager, Human Resources

Re: Agenda Item for District Consultation Council Meeting of October 24, 2022

1. AGENDA ITEM NAME

AP 7120-4 Management Employee Hiring

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

Information Only		Fourth 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:

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 (Faculty & Staff) identified process changes, resulting in the reduction of steps, from 83 (eighty-three) to 21 (twenty-one), 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. Attached is the proposed revised Administrative Procedure (AP) 7120-4.

At the DCC meeting on September 26, 2022, meeting, attendees provided feedback on the proposed AP 7120-4. Based on the feedback and discussions, the document was revised further (content changed is highlighted in green text). See sections 3.0; 3.4.4; 4.3.4; 5.1.1; 5.1.4.4; 8.8.6; and 8.8.7.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, revised AP 7120-4, Management Employee Hiring be approved and posted on the District website.

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

- 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;
Title 5 California Code of Regulations Section 53024
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 (5 CCR § 53024).

~~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~~ 4.2.1 The Vice Chancellor of Human Resources or designee.
 - ~~3.2.1~~ 4.2.2 **Two (2)** management representatives selected by the District Management Association.
 - ~~3.2.2~~ 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~~ 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~~ 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

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three (3), for the Vice Chancellor recruitment.

~~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/**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

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the following:

~~3.4.4.3.1~~ ~~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 Adjunct Faculty United.

4.3.4 Two (2) Four (4) 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~~ ~~4.3.5~~ Two (2) classified representatives selected by CSEA.

~~3.4.6~~ ~~4.3.6~~ One (1) student representative selected by the **Associated Student Body (college)/Student Leadership Program (NOCE)**, ~~or the Academic Senate (NOCE).~~

~~3.4.7~~ ~~4.3.7~~ One (1) community representative selected by the President/~~Provost~~ (optional).

~~3.4.8~~ ~~4.3.8~~ 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~~

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~~representatives selected by the campus Academic/Faculty Senate.~~

~~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 with the exceptions of a student representative or a replacement committee member (per 5.1.4 and 8.3):~~

~~45.1.1.1 Completion of ~~Training~~ 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~~ 45 Development of protocol for performance tests, if conducted.

~~45.1.1.45~~ 45 Evaluation and rating of candidates applicants.

~~45.1.1.56~~ 56 Interviewing of candidates.

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~~45.1.1.67~~ Recommendation of finalists.

~~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.

5.1.4.4 Final interviews of candidates with campus Executive Officers.

~~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.

~~45.2.1.43~~ Coordination of candidate interviews.

~~45.2.1.54~~ Communicating with applicants, as required.

~~45.2.1.65~~ 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

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Resources during all phases of the search process to update applicant workflows in the applicant tracking system.

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

~~45.2.1.9~~ 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~~ 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.

~~45.3.3~~ 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.

~~45.3.5~~ 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~~ Development and Distribution of Job Announcement

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56.1 Development of Job Announcement

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~~ 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~~ disability, ~~and~~ gender, gender identity, sexual orientation, and ethnic backgrounds s 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 ~~six~~ weeks prior to the closing date.

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~~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.

67.0 Application Requirements

~~67.1~~ Applications shall be submitted electronically through the District's applicant tracking system. ~~to the District Office of Human Resources.~~

~~67.2~~ A complete online application ~~packet~~ must include the following:

~~67.2.1~~ Completed ~~District~~ application, certified ~~signed~~ by the applicant.

~~67.2.2~~ ~~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.

~~67.2.3~~ Resume of education and professional experience.

~~67.2.4~~ 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).

~~67.2.5~~ 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).

~~67.2.6~~ Additional requirements ~~as may be established~~ requested by the ~~screening~~ committee, including, but not limited to, the following:

~~67.2.6.1~~ Current letters of recommendation.

~~6.2.6.2~~ ~~Current job description.~~

~~67.3~~ 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 applications ~~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.~~

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~~6~~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.

~~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 ~~screening committee.~~ **interviews.** **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 interview questions, **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

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applicant pool will be released to the chair. Incomplete applications will not be considered.

8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.

~~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; 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

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[to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.](#)

~~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 designee](#) 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~~[8.6.1](#), 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](#)

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committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.

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

~~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.~~

~~7.7.3~~ 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~~ 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~~ 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's 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 employment of the finalist

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will not be authorized until approved by the Board of Trustees (BP 7110, Section 2.0). The Office of Human Resources will notify the remaining candidates.

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

8.8.7 In the event the new hire does not continue employment within eight (8) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

8.9.0 **Executive Officer Positions**

8.9.1 The Board of Trustees may employ a search consultant to administer the ~~search hiring~~ **search** process for executive officer positions. The provisions of section ~~8.7.1~~ 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.

8.9.2 Campus forums and/or site visits may be conducted as part of the ~~hiring~~ **search** process for executive officer positions.

8.9.2.1 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.

8.9.2.2 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.

8.9.3 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.

8.9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.

8.9.5 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.

See Board Policy 7110, Authority to Hire.

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Date of Adoption: May 27, 2003

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

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 20, 2022
 From: Fred Williams, Vice Chancellor, Finance and Facilities
 Re: Agenda Item for District Consultation Council Meeting of October 24, 2022

1. AGENDA ITEM NAME

BP 6250 Budget Management

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Since the pandemic, the District has been using the emergency condition allowance, which allows districts to be funded at their pre-pandemic FTES numbers. Starting with 2022-23, a formal application to the State Chancellor’s Office is required to participate. This application was submitted to the Chancellor’s Office prior to the September 1, 2022 due date.

District staff have run simulations using emergency condition allowance FTES compared to actual FTES, and the difference shows a \$10.9 million difference for both 2022-23 and 2023-24.

District staff is recommending that the additional revenues being brought in from the election of emergency conditions (\$21.8 million) over two years plus the current \$6.34 million in the Committed Fund Balance be used to meet the requirement.

Current GF Budgeted Recurring GF Expenditures	\$ 259,174,963
Divided by 12 months in a year	/12
	\$ 21,597,913
Multiplied by 2 months	X2
	\$ 43,195,827
Current 5% Balance	\$ 14,870,000
+Additional Revenue from ECA	21,800,000
+Committed Fund Balance	6,337,728
	\$ 43,007,728

One of the requirements for emergency condition allowances for 2022-23 is that the District adopt a board policy aligning reserve balances to recommendations included in the Government Finance Officials Association Budgeting Best Practices, by

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

February 28, 2023. To comply, the District must adopt a formal policy to maintain sufficient unrestricted reserves with a suggested minimum of two months of total General Fund operating expenditures.

The recommended changes to BP 6250, Budget Management noted in **red** were proposed to ensure compliance with the emergency condition allowances and were shared with the Council on Budget and Facilities on September 12, 2022 as a first reading. The revisions were then approved, by consensus, on October 10, 2022 to be forwarded to DCC.

The proposed revisions to BP 6250 reflects the CBF approved revisions and also includes additional grammatical corrections and updates to the listing of corresponding board policies and administrative procedures (noted in **blue**) that were made to subsequent to CBF approval.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, revised BP 6250, Budget Management be forwarded to the Board of Trustees for their consideration.

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

Members of the Council on Budget and Facilities

BP 6250 Budget Management

Reference:

Title 5 Sections 58307, [and](#) 58308

- 1.0 The budget shall be managed in accordance with Title 5 and the ~~CCC~~ [California Community Colleges](#) Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.
- 2.0 The District's unrestricted general fund reserves shall be no less than ~~5% of unrestricted~~ **two months of total** general fund expenditures.
- 3.0 Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board [of Trustees](#) that sets forth the need according to major budget classifications in accordance with applicable law.
- 4.0 Board approval is required for changes between major expenditure classifications.
 - 4.1 Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board [of Trustees](#). Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See [Board Policy 6200, Budget Preparation; Administrative Procedure 6250, Budget Management; Board Policy 6300, Fiscal Management;](#) Administrative Procedures ~~6003~~ [6300, Fiscal Management](#).

Date of Adoption: February 12, 2002

Date of Last Revision: August 26, 2014

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 19, 2022

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of October 24, 2022

1. AGENDA ITEM NAME

Pilot Hybrid Remote Workgroup

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

We are pleased that so many people from across the District are interested in working together in the hopes of exploring the optimal scheduling possibilities to increase the efficiency, effectiveness, and equity of our assignments and, of course, to best serve our students.

The work group will meet two-to-three times this semester, beginning with our first meeting on Tuesday, November 1, 2022 at 2:00 p.m. This meeting will be held in person at the Anaheim Campus in rooms 105/107. The second meeting will take place before the Thanksgiving break, with an optional third meeting in the beginning of December. Recommendations from this workgroup will move forward through our participatory governance processes for consideration. Any recommendations that need to be negotiated will be presented to our bargaining units in order to remain contractually compliant.

Committee members are charged with providing feedback concerning the challenges and opportunities related to remote/hybrid work. Over the course of the past year the district has worked with employees to implement a 2 days remote and 3 days in the office scheduling approach. As such, we have been able to compile data that will inform our remote/hybrid work schedule approach as it relates to providing opportunities for staff to work remote and/or in the workplace in order to best serve students. The outcome of the recommendations will move forward to the participatory groups for review and additional input. Ultimately this process will result in the development of a remote/hybrid work policy that supports a flexible work schedule for staff.

5. RECOMMENDATION:

It is recommended that DCC discuss the proposed formation of the Pilot Hybrid Remote Workgroup.

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

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

Chancellor's Staff