



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES**

MEETING: Regular Meeting in February 2024

DATE: Tuesday, February 13, 2024, at 5:30 p.m.

**PLACE: Anaheim Union High School District Board Room
501 N. Crescent Way, Anaheim, CA 92801**

Access to the Board of Trustees meeting is available via the District YouTube channel by clicking on the following livestreaming link and selecting the “LIVE” video option:

<https://www.youtube.com/channel/UCsguBf7ndfQVQ6n0v9hrfiQ>

Welcome to this meeting of the North Orange County Community College District Board of Trustees. Anyone wishing to attend this meeting virtually may do so via the YouTube link listed on the agenda.

The Board respects the rights of members of the public to comment on matters under its jurisdiction. Members of the public may address the Board by completing a yellow card entitled, “Request to Address Board of Trustees” and submit it to the Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board. Those wishing to address matters not on the agenda can do so immediately prior to the adjournment to closed session or, in the absence of a closed session, at the conclusion of all other public session business. Public comments must comply with the three-minute time limit.

The Board reserves the right to change the order of the agenda items as the need arises. All Board meetings, excluding closed sessions, are electronically recorded.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- d. **Consider Personnel block-vote items indicated by [] in Section 5**

Agenda items designated as block-vote items with [] are considered by the Board to either be routine or sufficiently supported by back-up information that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them.

Block vote items will be enacted by one motion. Exceptions to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion or if an individual wishes to comment on a block-vote item. During either scenario the Board President will remove the item from block-vote consideration for separate discussion and a separate vote.

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. – 5:00 p.m.).

- e. **Chancellor’s Report**
2. a. **Approval of Minutes of the Regular Meeting of January 22, 2024**

b. **FIRST CLOSED SESSION** (only if needed)

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested to approve the 2023-2024 General Fund and Capital Outlay Fund transfers netting to the amount of \$2,040,166 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5 §58307. **(The Resolution is available for review in the District's Business Office.)**
- c. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2023, as required by Title 5 §58310.
- d. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report ending on December 31, 2023.
- [e] It is recommended that the Board adopt a resolution establishing separate bank, savings, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with the California Code of Regulations, Title 5 §58311. **(The Resolution is available for review in the District's Business Office.)**
- [f] Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).
- [g] Authorization is requested for retroactive approval to renew the consultant agreement with Nossaman LLP.
- [h] Authorization is requested to file the Notice of Completion for the Building #4 (Theater Arts) & Building #13 (Tech-Ed III) Roofing Project at Cypress College with Chapman Coast Roof Co., Inc.
- [i] It is recommended that the Board adopt Resolution No. 23/24-16 to Implement a Uniform Rating System for Prequalifying and Rating Contractor Bidders for projects that require prequalification as determined by the District.
- [j] Authorization is requested to enter into an agreement with Ellucian CampusLogic Inc. for the subscription services.
- [k] Authorization is requested to approve the \$25,000 sponsorship of the A2MEND Summit Conference as a Title Sponsor and to increase hospitality budget by \$35,000.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Spring 2024 and Fall 2024.
- [b] It is recommended that the Board approve the summary of curriculum changes for the North Orange Continuing Education, to be effective Summer 2024 and Fall 2024.
- [c] Authorization is requested for Fullerton College to enter into an agreement with the Fullerton Joint Union High School District to accept the total of \$468,920 to be used by the 2026-27 fiscal year.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Temporary Reassignment
 - Change in Salary Classification
 - Additional Duty Days @ Per Diem
 - Payment for Independent Learning Contract – Fall 2023
 - Leaves of Absence
 - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
 - Resignations
 - New Personnel
 - Voluntary Changes in Assignment
 - Professional Growth & Development
 - Stipend for Additional Administrative and Management Duties
 - Leaves of Absence
 - Correction to December 12, 2023 Agenda – Voluntary Changes in Assignment
- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- f. It is recommended that finalized 2023-26 Equal Employment Opportunity Plan be approved and implemented.

6. **GENERAL**

- a. It is recommended that the Board review the Board Assessment Instrument and recommend any changes for re-adoption at the February 27, 2024 Board meeting.

- b. It is recommended that the Board adopt the proposed, revised Board Policies in Chapter 2.
- c. It is recommended that the Board adopt Resolution No. 23/24-17 designating February as Black History Month.
- d. It is recommended that the Board determine whether or not they are interested in establishing term limits.
- e. It is recommended that the Board discuss any potential future agenda items.

7. STUDY SESSION

- a. It is recommended that the Board conduct a study session to discuss the negotiations process including the collective bargaining process and interest-based negotiations.

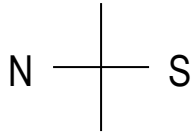
8. COMMENTS

- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments
- c. Members of the Board of Trustees Comments
- d. Public Comments on Non-agenda Items

9. ADJOURN TO CLOSED SESSION: Per the following sections of the Government Code:

- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
- b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.
- c. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the North Orange County Community College District will attempt to accommodate you in every reasonable manner. Please contact the Chancellor's Office, at (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.



Board Room Seating Arrangement

Evangelina Rosales,
President

Jeffrey P. Brown,
Vice President

Dr. Barbara Dunsheath,
Secretary

Jacqueline Rodarte,
Board Member

Stephen T. Blount,
Board Member

Ed Lopez,
Board Member

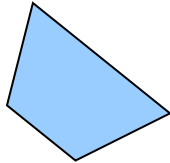
Ryan Bent,
Board Member

Jesus Ramirez Jr.,
Student Member CC

Dr. Byron D. Clift Breland,
Chancellor

Chloe Serrano,
Student Member FC

Alba Recinos,
Recording Secretary



Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | February 13, 2024 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | Ratification of Purchase Orders and Checks | Enclosure(s) | <u> X </u> |

BACKGROUND: Pursuant to the Purchasing Policy for the North Orange County Community College District, a summary of purchase orders and checks shall be submitted to the Board of Trustees for ratification at the first meeting of the Board following the issuance or prior to issuance where required.

The purchase order numbers P0163376 - P0163908, check numbers C0055298 – C0055396; F0297251 – F0297466; 88542908 – 88543745; V0031992 – V0032017; 70126969 – 70126985; disbursements E9142199 – E9143723; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Actual costs will be charged to applicable funds as goods and/or services are received.

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0163376 – P0163908 through January 24, 2024, totaling \$1,681,672.17, and check numbers C0055298 – C0055396, totaling \$612,947.93; check numbers F0297251 – F0297466, totaling \$7,276,579.81; check numbers 88542908 – 88543745, totaling \$8,024,317.05; check numbers V0031992 – V0032017, totaling \$19,055.00; check numbers 70126969 – 70126985, totaling \$5,770.89; and disbursements E9142199 – E9143723, totaling \$664,051.12, through July 31, 2023.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2024 THROUGH JANUARY 24, 2024
BOARD MEETING FEBRUARY 13, 2024

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|--------------|------|------|--|
| P0163376 | Heidolph North America LLC | \$ 2,949.34 | | CC | Equipment Repair & Supplies |
| P0163533 | American Culinary Federation, Inc. | \$ 1,497.00 | | CC | Institutional Membership Fees |
| P0163534 | Sodexo Inc and Affiliates | \$ 1,550.72 | | FC | Catering for Student Events |
| P0163535 | California Hotel & Lodging Association | \$ 595.00 | | CC | Institutional Membership |
| P0163536 | California Restaurant Assn Ed Foundation | \$ 485.00 | | CC | Institutional Membership |
| P0163537 | Habit Restaurants LLC | \$ 5,065.76 | | CC | Catering for Student Event |
| P0163538 | LKQ Corporation | \$ 550.00 | | CC | Towing of a Donated Vehicle for Instructional Use |
| P0163539 | Loch Unlimited Inc | \$ 3,398.35 | | FC | Skateboard Rack |
| P0163540 | Tracey Cooper-Harris | \$ 650.00 | | FC | Guest Speaker for Veterans Resource Center |
| P0163541 | Gilbert Contreras | \$ 190.00 | | FC | Group Planning Meeting Meals Reimbursement |
| P0163542 | Dreve America Corporation | \$ 248.13 | | CC | Instructional Materials |
| P0163543 | iT1 Source LLC | \$ 949.28 | | NOCE | Office Supplies |
| P0163544 | Sodexo Inc and Affiliates | \$ 1,337.84 | | FC | Catering for Umoja Events |
| P0163545 | Controlled Key Systems | \$ 19,192.00 | | NOCE | Equipment Maintenance Agreement |
| P0163546 | Home Depot | \$ 6,537.97 | | FC | Tooling Equipment |
| P0163547 | Strata Information Group | \$ 3,400.00 | | AC | Consulting & Support Services for DegreeWorks |
| P0163548 | Strata Information Group | \$ 23,200.00 | | CC | Consulting & Support for Banner Financial Aid |
| P0163548 | Strata Information Group | \$ 23,200.00 | | FC | Consulting & Support for Banner Financial Aid |
| P0163549 | Strata Information Group | \$ 14,220.00 | | CC | Consulting Services for Banner Cal Grants |
| P0163549 | Strata Information Group | \$ 14,220.00 | | FC | Consulting Services for Banner Cal Grants |
| P0163550 | Bio-Key International Inc | \$ 10,000.00 | | AC | Annual Software License Renewal |
| P0163559 | Ted Johnson Propane Co | \$ 211.84 | | AC | Maintenance Supplies |
| P0163575 | Orange County Hispanic Chamber of Commerce | \$ 1,500.00 | | AC | Membership |
| P0163576 | ArbiterPay Trust Account | \$ 19,570.00 | | CC | Sports Officials Fees |
| P0163577 | Scuba World | \$ 4,773.00 | | FC | Instructional Materials |
| P0163578 | Shawnnie White | \$ 219.54 | | CC | Reimbursement for Field Trip Expenses |
| P0163579 | Home Depot | \$ 591.08 | | FC | Instructional Tools |
| P0163580 | Carol Henke | \$ 664.90 | | FC | Reimbursement for Artwork Shipping Fees |
| P0163581 | Sesac Inc | \$ 916.89 | | CC | Performance License Fees |
| P0163582 | T S Enterprise Associates Inc | \$ 50,858.00 | | CC | Instructional Equipment |
| P0163583 | Corporate Business Interiors Inc | \$ 415.38 | | NOCE | Installation Office Supplies |
| P0163584 | Orange County Bar Association | \$ 45.00 | | FC | Institutional Membership |
| P0163585 | American Association for Paralegal Education | \$ 519.75 | | FC | Institutional Membership |
| P0163586 | Johnson Controls Fire Protection LP | \$ 973.00 | | FC | Fire Alarm Testing and Inspection |
| P0163587 | Academic Cap & Gown | \$ 1,084.40 | | CC | Diploma Covers |
| P0163588 | Sasco Electric | \$ 6,055.00 | | FC | Electrical Upgrades for Building 900 |
| P0163589 | Groundswell | \$ 15,000.00 | | AC | Basic Mediation Training for District Services |
| P0163590 | Sasco Electric | \$ 5,130.00 | | CC | Electrical Upgrades for Payment Machines |
| P0163591 | Cal Pro Specialties | \$ 555.06 | | AC | Promotional Materials |
| P0163592 | Alejandro Omidisalar | \$ 540.00 | | CC | Reimbursement for Student Lunches |
| P0163593 | Pathways of Hope | \$ 71,831.55 | | CC | Food Pantry Operation Services B/A 6/27/23 |
| P0163594 | Travon Hickman | \$ 300.00 | | FC | DJ services for Kwanzaa Event |
| P0163595 | Sodexo Inc and Affiliates | \$ 199.71 | | FC | Catering for Kwanzaa Celebration |
| P0163596 | Sodexo Inc and Affiliates | \$ 373.87 | | FC | Catering for Classified Senate Event |
| P0163597 | Amazon Business | \$ 7,164.62 | | FC | Instructional Supplies |
| P0163598 | Amazon Business | \$ 2,372.36 | | FC | Instructional Materials |
| P0163599 | Philia Sophia LLC | \$ 3,500.00 | | AC | Speaker - District Diversity PIE Series |
| P0163600 | Amazon Business | \$ 92.71 | | CC | Instructional Supplies |
| P0163601 | Therese Mosqueda-Ponce | \$ 1,266.39 | | CC | Reimbursement for Student Field Trip Meals |
| P0163602 | Guac N Roll Tacos | \$ 945.18 | | CC | Catering for Student Event |
| P0163603 | Guac N Roll Tacos | \$ 1,767.60 | | CC | Puente End of Semester Catering |
| P0163604 | HVAC Excellence, Inc. | \$ 300.00 | | CC | Annual Report Fee for Air Conditioning |
| P0163605 | Vector Resources Inc | \$ 8,540.37 | Bond | AC | Labor and Materials for Cable at AC IH Swing Space |

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2024 THROUGH JANUARY 24, 2024
BOARD MEETING FEBRUARY 13, 2024

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|-----------|---------------------------------------|---------------|----------------|-------------|--|
| P0163606 | Environmental Management Technologies | \$ 5,333.63 | | FC | Hazardous Waste Removal Service |
| P0163607 | Amazon Business | \$ 107.70 | | CC | Office Supplies |
| P0163608 | Great Scott Tree Service Inc | \$ 11,310.00 | Capital Outlay | AC | Tree Removal at Fullerton College |
| P0163609 | Amazon Business | \$ 309.36 | | NOCE | Office Supplies |
| P0163610 | Cypress College | \$ 224.85 | | CC | Student Assessment Codes |
| P0163611 | Corporate Business Interiors Inc | \$ 28,784.62 | Bond | AC | Rental of Furniture for NOCE 505 Euclid Offices |
| P0163612 | Infotox Inc | \$ 74,534.50 | Bond | AC | Asbestos & Lead Based Paint Services @ FC Bldg 300 |
| P0163613 | Community College Facility Coalition | \$ 1,558.00 | | AC | Institutional Membership |
| P0163614 | Amazon Business | \$ 172.35 | | CC | Uniforms |
| P0163615 | Easy Keys | \$ 938.64 | | NOCE | Purchase Keys for NOCE Portable Buildings |
| P0163616 | C and K Graphics Inc | \$ 2,832.74 | | CC | Promotional Shirts |
| P0163618 | GE Healthcare | \$ 273,825.71 | | CC | X-ray Equipme B/A: 9/12/23 |
| P0163619 | Amazon Business | \$ 58.16 | | NOCE | Office Supplies |
| P0163620 | Sasco Electric | \$ 405.00 | | FC | Electrical Cable Relocation |
| P0163622 | CDW Government Inc | \$ 1,395.10 | | AC | Computer Hardware |
| P0163623 | Tier Five Solutions Group Inc | \$ 3,000.00 | | AC | Blanket Order for scanning online database files |
| P0163624 | City of Fullerton | \$ 333.00 | | FC | Fire Alarm Fees |
| P0163625 | Senor Taco | \$ 262.44 | | CC | Food for Spring 24 Orientation Training |
| P0163626 | ChargePoint Inc | \$ 54.11 | | FC | Charging Station Tool Kits |
| P0163632 | GST | \$ 97,709.97 | | FC | Computer Equipment Supply & Installation |
| P0163633 | Nick Arman | \$ 5,754.96 | | FC | Reimbursement for Veterans Golf Raffle Prizes |
| P0163634 | Amazon Business | \$ 83.24 | | AC | Office Supplies |
| P0163635 | Economic Modeling LLC | \$ 3,500.00 | | NOCE | CTE Career Users Feature |
| P0163636 | Fast Signs of Brea | \$ 1,924.85 | | FC | Student Services Signage |
| P0163637 | SNO Sites | \$ 300.00 | | FC | Software Subscription |
| P0163640 | DroneDeploy Inc | \$ 4,800.00 | | FC | Drone Software |
| P0163641 | Pocket Nurse Enterprises Inc | \$ 2,158.64 | | CC | Instructional Materials |
| P0163642 | Doing Good Works | \$ 4,618.73 | | NOCE | Promotional Items - Rising Scholars |
| P0163643 | B & H Photo Video Inc | \$ 7,178.86 | | FC | Media Equipment |
| P0163644 | The Myers-Briggs Company | \$ 4,981.20 | | CC | Software |
| P0163645 | Craig Lee | \$ 307.09 | | CC | Reimbursement for Safety Training Event Food |
| P0163646 | MacHollywood Inc | \$ 7,946.57 | | FC | Software |
| P0163647 | Enthusiast Inc | \$ 1,000.56 | | FC | Software |
| P0163648 | Klein Educational Systems LLC | \$ 854.91 | | FC | Instructional Supplies |
| P0163649 | County of Orange | \$ 917.46 | | FC | Property Tax |
| P0163650 | Sodexo Inc and Affiliates | \$ 1,379.16 | | FC | Catering for Student Events |
| P0163651 | Sodexo Inc and Affiliates | \$ 271.24 | | FC | Catering for Student Event |
| P0163652 | KBI & Associates | \$ 1,005.53 | | FC | Athletic Clothing |
| P0163653 | Sodexo Inc and Affiliates | \$ 5,256.58 | | FC | Catering for CalWorks Event |
| P0163654 | Sodexo Inc and Affiliates | \$ 9,712.04 | | FC | Catering for Staff Training Events |
| P0163655 | Toshiba Business Solutions | \$ 1,298.39 | | AC | Printing Management Services for Anaheim |
| P0163656 | Toshiba Business Solutions | \$ 10,604.76 | | AC | Copier Purchase |
| P0163657 | Guitar Center Inc | \$ 1,629.19 | | CC | Music Supplies |
| P0163658 | VMI Inc | \$ 1,856.83 | | FC | Hitachi Equipment Repair |
| P0163659 | Key Code Media Inc | \$ 1,980.00 | | FC | Software License |
| P0163660 | MGM Sports | \$ 1,210.88 | | CC | Athletic Supplies |
| P0163661 | Sodexo Inc and Affiliates | \$ 138.18 | | FC | Catering - Chemistry Workshop |
| P0163662 | Henry Schein Inc | \$ 670.85 | | CC | Instructional Supplies |
| P0163663 | Stratasys Inc | \$ 19,173.00 | | FC | Maintenance Agreement for 3D Printing Equipment |
| P0163664 | Empowered Students LLC | \$ 7,350.00 | | NOCE | Subscription - Career Launch, Micro-Learning |
| P0163665 | Sodexo Inc and Affiliates | \$ 139.97 | | FC | Catering - World Aids Day Event |
| P0163666 | Sodexo Inc and Affiliates | \$ 108.26 | | FC | Hospitality Catering -Radical Care Event |
| P0163667 | iT1 Source LLC | \$ 262.91 | | NOCE | Office Supplies |

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2024 THROUGH JANUARY 24, 2024
BOARD MEETING FEBRUARY 13, 2024

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|----------------|------|---|
| P0163668 | NMK Corporation | \$ 5,128.90 | | FC | Computer Hardware |
| P0163669 | NMK Corporation | \$ 2,973.90 | | FC | Network Supplies |
| P0163670 | American Society of Health System Pharmacists | \$ 3,100.00 | | NOCE | Accreditation Annual Fee |
| P0163671 | Microsoft Corporation | \$ 8,068.87 | | NOCE | Laptops |
| P0163689 | Garden Grove Unified School District | \$ 1,138.00 | | NOCE | NOCE - NORCRC - Reimbursement |
| P0163690 | VWR Funding Inc | \$ 340.88 | | FC | Instructional Materials |
| P0163691 | Apex Tool Group LLC | \$ 5,030.57 | | CC | Tool Kits |
| P0163692 | Sodexo Inc and Affiliates | \$ 1,451.04 | | FC | Catering for Student Events |
| P0163693 | LOEX | \$ 93.00 | | FC | Institutional Membership |
| P0163694 | Ping, Inc. | \$ 2,400.00 | | CC | Blanket Order for Instructional Supplies |
| P0163695 | ArbiterPay Trust Account | \$ 30,148.00 | | FC | Sports Officials Fees |
| P0163696 | Norma Cumpian | \$ 300.00 | | CC | Guest Speaker for LIFE Program |
| P0163697 | Avalon Tent & Party Corporation | \$ 87.15 | | CC | Table Rentals for Student Event |
| P0163698 | Therese Mosqueda-Ponce | \$ 960.64 | | CC | Reimbursement for Food for Student Events |
| P0163699 | Promotional Concepts Enterprises | \$ 617.79 | | CC | Custom Tote Bags |
| P0163701 | Fun Minds Inc | \$ 3,340.16 | | CC | Blanket Order for Child Care |
| P0163702 | City of Anaheim | \$ 36.00 | | NOCE | Business License Fee |
| P0163704 | Little Lamb Christian Chilcare Center | \$ 5,315.56 | | CC | Blanket Order for Child Care |
| P0163708 | SmartSign | \$ 400.00 | | NOCE | Software Subscription |
| P0163712 | Amazon Business | \$ 158.81 | | CC | Instructional Materials |
| P0163713 | Amazon Business | \$ 976.16 | | NOCE | Instructional Materials |
| P0163714 | Glasby Maintenance Supply Co. | \$ 3,638.83 | | NOCE | Bathroom Supplies |
| P0163715 | Nasco Education LLC | \$ 710.72 | | CC | Instructional Materials |
| P0163716 | Amazon Business | \$ 37.70 | | AC | Office Supplies |
| P0163717 | Amazon Business | \$ 163.76 | | FC | Instructional Supplies |
| P0163718 | Amazon Business | \$ 84.00 | | NOCE | Office Supplies |
| P0163719 | Office Solutions | \$ 207.08 | | CC | Paper Shredder |
| P0163720 | Buddy's All Stars Inc. | \$ 252.79 | | FC | Athletic Clothing |
| P0163721 | BSN Sports LLC | \$ 4,258.47 | | FC | Athletic Clothing |
| P0163722 | Access Display Group, Inc. | \$ 2,112.72 | | FC | Sign Boards |
| P0163723 | Fisher Scientific Co LLC | \$ 3,754.63 | | CC | Instructional Supplies |
| P0163724 | Melody La Montia | \$ 2,980.00 | | FC | Reimbursement for Software |
| P0163725 | Fullerton College | \$ 1,334.00 | | FC | Student Enrollment Fees |
| P0163726 | Mels Sewing Service | \$ 3,500.00 | | FC | Blanket Order for Sewing Machine Supplies |
| P0163727 | Amazon Business | \$ 160.75 | | CC | Office Supplies |
| P0163729 | Aardvark Clay & Supplies Inc | \$ 1,171.45 | | NOCE | Instructional Materials |
| P0163730 | Southern California News Group | \$ 1,345.38 | Bond | AC | Advertisement for Bid FC Bldg 300 Renovation |
| P0163731 | Time and Alarm Systems | \$ 602.00 | Capital Outlay | AC | Monitoring Sound System at FC Sherbeck Field |
| P0163732 | McMurray Stern | \$ 14,000.00 | Bond | AC | Stamped Seismic Anchorage Calc Drawings for CC |
| P0163733 | David Evans and Associates Inc | \$ 14,900.00 | Bond | AC | Land Surveying for CC Softball Field Renovation |
| P0163742 | US Bank | \$ 1,100.00 | | AC | Administration Fees related to GOB Series B |
| P0163743 | Sodexo Inc and Affiliates | \$ 933.46 | | FC | Catering Event for Student Orientation |
| P0163747 | CDW Government Inc | \$ 168.20 | | AC | Computer Hardware |
| P0163749 | 19six Architects | \$ 67,625.00 | | FC | Architectural Services for Study Lounge Remodel |
| P0163751 | JRH Construction Company Inc | \$ 24,000.00 | Capital Outlay | CC | HVAC Room Venting Services |
| P0163752 | Sodexo Inc and Affiliates | \$ 1,456.00 | | FC | Catering for Student Events |
| P0163753 | Cart Mart Inc | \$ 1,735.46 | | FC | Maintenance Agreement for Club Cars |
| P0163754 | Carolina Biological Supply Co | \$ 1,428.82 | | CC | Laboratory Supplies |
| P0163755 | Southland Medical | \$ 3,961.43 | | CC | Personal Protective Equipment |
| P0163757 | Sterilization Assurance Service | \$ 1,021.75 | | CC | Water Line Testing for Dental Hygiene Dept |
| P0163758 | Universal Medical Inc | \$ 491.84 | | CC | Medical Supplies |
| P0163759 | Sodexo Inc and Affiliates | \$ 169.22 | | AC | Coffee for Curriculum Transformation Seminar |
| P0163761 | Sodexo Inc and Affiliates | \$ 1,390.05 | | AC | Lunches for Curriculum Transformation Seminar |

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2024 THROUGH JANUARY 24, 2024
BOARD MEETING FEBRUARY 13, 2024

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|---------------|----------------|------|--|
| P0163763 | Ascend Learning Holdings LLC | \$ 106,000.00 | | CC | Blanket Order for Instructional Supplies |
| P0163764 | Home Depot | \$ 5,000.00 | | FC | Blanket Order for Hardware Supplies |
| P0163765 | Servpro of Downey | \$ 4,704.33 | | FC | Cleaning Services for Library |
| P0163766 | Home Depot | \$ 2,500.00 | | CC | Blanket Order for Hardware Supplies |
| P0163767 | Vivian Kim | \$ 185.88 | | CC | Reimbursement for Student Event Supplies |
| P0163768 | iT1 Source LLC | \$ 829.56 | | NOCE | Barcode Scanner |
| P0163769 | Home Depot | \$ 262.85 | | FC | Classroom Supplies |
| P0163770 | Amazon Business | \$ 406.12 | | FC | Instructional Supplies |
| P0163771 | Amazon Business | \$ 324.77 | | FC | Instructional Supplies |
| P0163772 | Amazon Business | \$ 223.56 | | FC | Instructional Supplies |
| P0163773 | Vivian Kim | \$ 186.75 | | CC | Reimbursement for Student Food and Supplies |
| P0163774 | T&G Printing and Fulfillment | \$ 258.60 | | CC | Custom Jackets |
| P0163775 | Celebrations! | \$ 1,951.80 | | CC | Balloons for Student Event |
| P0163776 | Amazon Business | \$ 105.96 | | FC | Maintenance Supplies |
| P0163777 | Buddy's All Stars Inc. | \$ 211.81 | | FC | Athletic Supplies |
| P0163778 | PPC Air Conditioning Inc | \$ 14,265.00 | | CC | HVAC Repairs |
| P0163779 | Component Stockers USA | \$ 402.12 | | FC | Instructional Supplies |
| P0163780 | AES | \$ 7,434.75 | | CC | Instructional Equipment |
| P0163781 | Home Depot | \$ 105.50 | | FC | Tarp |
| P0163782 | Therese Mosqueda-Ponce | \$ 1,390.41 | | CC | Reimbursements for Student Event Supplies |
| P0163783 | Nick Arman | \$ 858.77 | | FC | Reimbursement for Department Refrigerator Purchase |
| P0163784 | Broadcast Music Inc | \$ 4,554.04 | | CC | Performance License Fee |
| P0163785 | Refrigeration Supplies Distributor | \$ 3,000.00 | | CC | Blanket Order for Refrigeration Supplies |
| P0163786 | United Refrigeration, Inc. | \$ 2,500.00 | | CC | Blanket Order for Refrigeration Supplies |
| P0163787 | Fullerton Alarm Program | \$ 50.00 | | FC | Alarm Permit |
| P0163788 | CDW Government Inc | \$ 640.60 | | NOCE | Annual Software License Renewal |
| P0163789 | ComplianceSigns Inc | \$ 211.90 | | FC | Signs for Elevator |
| P0163790 | JM & J Contractors | \$ 4,600.00 | Bond | AC | Installation of Signs for AC NOCE |
| P0163791 | Tiffani Smith | \$ 500.00 | | CC | Guest Speaker for A2MEND Student Event |
| P0163792 | Samantha Navarro | \$ 1,000.00 | | CC | Student Scholarship |
| P0163793 | Penny Casperson | \$ 1,000.00 | | CC | Student Scholarship |
| P0163794 | Vanessa Mojica | \$ 1,000.00 | | CC | Student Scholarship |
| P0163795 | Amazon Business | \$ 551.37 | | FC | Supplies for Student Events |
| P0163796 | Love at First Bite | \$ 675.59 | | CC | Food for Welcome Center Lunch |
| p0163797 | Corporate Business Interiors Inc | \$ 4,836.24 | Capital Outlay | NOCE | Storage for AC NOCE Swing Space |
| P0163798 | Alexander Brown | \$ 3,150.00 | | FC | Reimbursement for Credential Evaluation Fees |
| P0163799 | Beacon Athletics LLC | \$ 1,433.74 | | CC | Athletic Supplies |
| P0163800 | Corporate Business Interiors Inc | \$ 8,127.25 | | FC | Office Reconfiguration for ADA Compliance |
| P0163804 | Western Graphics Plus | \$ 1,975.94 | | CC | Promotional Supplies |
| P0163805 | National Collegiate Honors Council | \$ 650.00 | | CC | Institutional Membership |
| P0163806 | LibreTexts Inc | \$ 3,000.00 | | CC | Institutional Membership |
| P0163807 | Esmeralda Cisneros | \$ 1,000.00 | | CC | Student Grant Scholarship |
| P0163808 | Shahed Alharbi | \$ 1,000.00 | | CC | Student Grant Scholarship |
| P0163809 | California Restaurant Assn Ed Foundation | \$ 500.00 | | CC | Advertisement Fee |
| P0163810 | Anna Greiner | \$ 805.25 | | AC | Reimbursement for Event Food Purchases |
| P0163811 | Stephanie Sabo | \$ 741.11 | | CC | Reimbursement for Instructional Supplies |
| P0163812 | Follett Higher Education Group LLC | \$ 169,150.64 | | FC | Book Store Purchases and Access Charges |
| P0163813 | Office Solutions | \$ 2,000.00 | | FC | Blanket Order for Office Supplies |
| P0163818 | Sodexo Inc and Affiliates | \$ 9,280.70 | | FC | Catering for the President's Office |
| P0163819 | Fast Signs of Brea | \$ 299.23 | | FC | Signage |
| P0163843 | GST | \$ 1,800.00 | | NOCE | Relocation of Workstations |
| P0163844 | Amazon Business | \$ 42.65 | | AC | Office Supplies |
| P0163845 | ACCCA | \$ 1,500.00 | | NOCE | Conference Exhibitor Table Fee |

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2024 THROUGH JANUARY 24, 2024
BOARD MEETING FEBRUARY 13, 2024

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|------------------------|----------------|------|---|
| P0163846 | Phil Bystry | \$ 550.00 | | AC | Settlement Check from Risk Management |
| P0163847 | Toshiba Business Solutions | \$ 3,280.99 | | FC | Printing Service and Supplies |
| P0163848 | Marla McBride | \$ 250.00 | | CC | Reimbursement - Membership Dues |
| P0163849 | GST | \$ 579.22 | | CC | Reconfigure Classroom Technology |
| P0163851 | State of California | \$ 5,175.00 | | FC | Elevator Inspection Fees |
| P0163853 | Juan Garcia | \$ 3,358.82 | | CC | Student Conference Fees Reimbursement |
| P0163854 | Office Solutions | \$ 1,000.00 | | CC | Blanket Order for Office Supplies |
| P0163855 | Art Supply Warehouse | \$ 2,500.00 | | CC | Blanket Order for Art Supplies |
| P0163857 | Ewing Irrigation Products Inc | \$ 68.13 | | FC | Instructional Materials |
| P0163858 | RGP Inc | \$ 45.00 | | CC | Shipping Fee |
| P0163859 | US Bank | \$ 3,706.56 | | CC | Airfare Fee for Students Field Trip |
| P0163862 | Diligent Corporation | \$ 12,772.77 | | AC | Digitize Board Docs |
| P0163863 | Amazon Business | \$ 367.84 | | FC | Instructional Materials |
| P0163864 | Rolando Sanabria | \$ 266.95 | | FC | Reimbursement for Student Conference Food |
| P0163866 | Sesac Inc | \$ 2,159.95 | | FC | Radio License Fee |
| P0163872 | Cal Pro Specialties | \$ 24,683.13 | | NOCE | Promotional Materials |
| P0163873 | Carolina Biological Supply Co | \$ 188.29 | | FC | Instructional Supplies |
| P0163874 | Parchment LLC | \$ 4,531.35 | | FC | Student Transcripts |
| P0163875 | Jesse Belsky | \$ 560.00 | | FC | Stage Combat Knives |
| P0163876 | Goodwill Industries of Orange County | \$ 4,010.00 | | FC | Interpreting Services |
| P0163877 | Sesac Inc | \$ 187.00 | | FC | Music License Fee |
| P0163878 | CDW Government Inc | \$ 1,935.31 | | NOCE | Laptop |
| P0163879 | Toshiba Business Solutions | \$ 5,749.21 | | FC | Copier Purchase |
| P0163880 | RJ Electric | \$ 1,350.00 | Capital Outlay | NOCE | Replace Porch Lights AC Swing Space Portables |
| P0163881 | Greystone Specialties Inc | \$ 350.19 | | FC | Custom Decals |
| P0163882 | NMK Corporation | \$ 5,947.80 | | FC | Computer Hardware |
| P0163884 | BSN Sports LLC | \$ 1,982.67 | | FC | Athletic Clothing |
| P0163885 | Amazon Business | \$ 95.76 | | CC | Office Supplies |
| P0163886 | Jaqueline Avina | \$ 70.74 | | CC | Reimbursement for Books |
| P0163887 | Jeanne Tran | \$ 254.17 | | CC | Reimbursement for Lunch Meeting Food Purchase |
| P0163888 | MACS Worldwide | \$ 140.00 | | FC | Institutional Membership |
| P0163889 | Therese Mosqueda-Ponce | \$ 20.00 | | CC | Reimbursement for Event Parking Fees |
| P0163890 | Office Solutions | \$ 1,000.00 | | CC | Blanket Order for Office Supplies |
| P0163891 | Art Supply Warehouse | \$ 460.00 | | CC | Blanket Order for Instructional Supplies |
| P0163892 | Office Solutions | \$ 200.00 | | CC | Blanket Order for Office Supplies |
| P0163893 | Wendy Arias | \$ 150.00 | | CC | Guest Speaker for Rising Scholars Program |
| P0163894 | Allsteel Inc | \$ 635.30 | | FC | Desk Chairs |
| P0163895 | Humanware USA | \$ 5,138.87 | | FC | Braille Embosser |
| P0163896 | Juan Guerrero | \$ 291.43 | | CC | Reimbursement for Custodial Department Luncheon |
| P0163897 | Krueger International Inc | \$ 14,388.58 | | FC | Office Furniture |
| P0163898 | South Coast Air Quality Management District | \$ 665.26 | | AC | Annual Emissions Fees |
| P0163905 | Zachary Harless | \$ 854.00 | | FC | Reimbursement for Stage Combat Training Equipment |
| P0163906 | Anne-Marie Beck | \$ 746.61 | | CC | Reimbursement for End of Semester Event Supplies |
| P0163907 | New Rule Productions Inc | \$ 789.62 | | FC | Instructional Materials |
| P0163908 | Buddy's All Stars Inc. | \$ 1,031.61 | | FC | Athletic Supplies |
| | | <u>\$ 1,681,672.17</u> | | | |

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 13, 2024
SUBJECT: 2023-2024 Budget Transfers: General Fund and Capital Outlay Fund

| | |
|--------------|-----------|
| Action | <u>X</u> |
| Resolution | <u>X</u> |
| Information | <u> </u> |
| Enclosure(s) | <u>X</u> |

BACKGROUND: While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000 and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

This agenda item was submitted by Kashmira Vyas, Executive Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6250, Budget Management.

FUNDING SOURCE AND FINANCIAL IMPACT: Budget transfers will be made to the various funds and accounts, as listed.

RECOMMENDATION: Authorization is requested to approve the 2023-2024 General Fund and Capital Outlay Fund transfers netting to the amount of \$2,040,166 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by


Approved for Submittal

3.b.1

Item No.

Budget Transfers
2-13-2024

11100: Prior Year Funds - FC

| | | | |
|------------|--|--|----------|
| 1.1 | Transfer to cover costs of non-instructional supplies and printer maintenance agreement for Art Department. | | |
| | From: 6000 Capital Outlay | | (26,160) |
| | To: 4000 Supplies & Materials | | 5,500 |
| | 5000 Other Operating Expenses & Services | | 20,660 |
| 1.2 | Transfer to allocate Ethical and Responsible Research (ER2) funds awarded to various departments. | | |
| | From: 5000 Other Operating Expenses & Services | | (67,276) |
| | To: 2300 Noninstructional Salaries | | 46,004 |
| | 3900 Benefits | | 3,772 |
| | 4000 Supplies & Materials | | 17,500 |
| 1.3 | Transfer to cover purchase of classroom furniture for the Mathematics department. | | |
| | From: 6000 Capital Outlay | | (10,559) |
| | To: 4000 Supplies & Materials | | 7,128 |
| | 5000 Other Operating Expenses & Services | | 3,431 |
| 1.4 | Transfer to cover hourly salaries and benefits and non-instructional supplies for FC KinderCaminata project. | | |
| | From: 5000 Other Operating Expenses & Services | | (15,002) |
| | To: 2300 Noninstructional Salaries | | 8,320 |
| | 3900 Benefits | | 682 |
| | 4000 Supplies & Materials | | 6,000 |
| 1.5 | Transfer to cover costs of software licenses for Art Department Digital Art Labs. | | |
| | From: 6000 Capital Outlay | | (11,144) |
| | To: 5000 Other Operating Expenses & Services | | 11,144 |
| 1.6 | Transfer to cover instructional aides' salaries and benefits for Library services. | | |
| | From: 5000 Other Operating Expenses & Services | | (16,180) |
| | To: 2400 Instructional Aides | | 14,954 |
| | 3900 Benefits | | 1,226 |

Budget Transfers
2-13-2024

1.7 Transfer to cover salaries, benefits, and equipment for various FC Academic departments.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (21,500) |
| To: | 2300 Noninstructional Salaries | 5,545 |
| | 2400 Instructional Aides | 12,015 |
| | 3900 Benefits | 1,440 |
| | 6000 Capital Outlay | 2,500 |

1.8 Transfer to cover salaries, benefits, and supplies for FC Library department.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (21,000) |
| To: | 1400 Noninstructional Salaries | 5,780 |
| | 2300 Noninstructional Salaries | 9,242 |
| | 3900 Benefits | 1,978 |
| | 4000 Supplies & Materials | 4,000 |

1.9 Transfer to cover professional expert salaries and benefits for FC Institutional Research.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (15,000) |
| To: | 2300 Noninstructional Salaries | 13,864 |
| | 3900 Benefits | 1,136 |

2. 14000: Self-Supported Programs - FC

Transfer to reallocate funds to cover consultant services, telephone, equipment, and equipment repair expenses.

| | | |
|-------|--|----------|
| From: | 2300 Noninstructional Salaries | (55,294) |
| | 4000 Supplies & Materials | (13,706) |
| To: | 5000 Other Operating Expenses & Services | 14,000 |
| | 6000 Capital Outlay | 55,000 |

3. 15414: Perkins IV - FC

Transfer to align budget with approved program plans.

| | | |
|-------|--------------------------------|----------|
| From: | 2300 Noninstructional Salaries | (51,054) |
| To: | 2100 Noninstructional Salaries | 42,805 |
| | 3900 Benefits | 6,843 |
| | 4000 Supplies & Materials | 1,406 |

4. 15504: National Science Foundation (NSF) - LIFTED Project - FC

Transfer to cover equipment expenses.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (68,000) |
| To: | 6000 Capital Outlay | 68,000 |

Budget Transfers
2-13-2024

17050: Lottery - Restricted - FC

5.1 Transfer to cover training expenses for FC Business Department.

| | | |
|-------|---------------------------|----------|
| From: | 4000 Supplies & Materials | (15,000) |
| To: | 6000 Capital Outlay | 15,000 |

5.2 Transfer to cover digital database/stream video services for FC Library.

| | | |
|-------|--|-----------|
| From: | 4000 Supplies & Materials | (133,000) |
| To: | 5000 Other Operating Expenses & Services | 133,000 |

5.3 Transfer to cover contracted services for FC Chemistry Department.

| | | |
|-------|--|----------|
| From: | 4000 Supplies & Materials | (28,750) |
| To: | 5000 Other Operating Expenses & Services | 28,750 |

17242: Strong Workforce Initiative - Local - FC

6.1 Transfer to cover computer-related supplies.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (20,000) |
| To: | 4000 Supplies & Materials | 20,000 |

6.2 Transfer to correct proposed budget carryover allocations.

| | | |
|-------|--|----------|
| From: | 2300 Noninstructional Salaries | (9,168) |
| | 3900 Benefits | (11,267) |
| | 4000 Supplies & Materials | (5,000) |
| | 5000 Other Operating Expenses & Services | (35,086) |
| To: | 2100 Noninstructional Salaries | 22,131 |
| | 6000 Capital Outlay | 38,390 |

7. 17243: Strong Workforce Initiative - Local - FC

Transfer to correct proposed budget carryover allocations.

| | | |
|-------|--|----------|
| From: | 1400 Noninstructional Salaries | (26) |
| | 2300 Noninstructional Salaries | (3,152) |
| | 2400 Instructional Aides | (13,393) |
| | 3900 Benefits | (5,040) |
| | 6000 Capital Outlay | (42,847) |
| To: | 2100 Noninstructional Salaries | 331 |
| | 4000 Supplies & Materials | 652 |
| | 5000 Other Operating Expenses & Services | 63,475 |

Budget Transfers
2-13-2024

8. 17244: Strong Workforce Initiative - Local - FC

Transfer to align budget with approved program plans.

| | | |
|-------|--|-------------|
| From: | 5000 Other Operating Expenses & Services | (1,832,088) |
| To: | 1400 Noninstructional Salaries | 35,100 |
| | 2100 Noninstructional Salaries | 311,622 |
| | 2300 Noninstructional Salaries | 392,503 |
| | 2400 Instructional Aides | 153,697 |
| | 3900 Benefits | 160,890 |
| | 4000 Supplies & Materials | 121,400 |
| | 6000 Capital Outlay | 656,876 |

9. 17253: Strong Workforce Program - Regional - CC

Transfer to align budget with approved program plans.

| | | |
|-------|--|-----------|
| From: | 5000 Other Operating Expenses & Services | (150,000) |
| To: | 2300 Noninstructional Salaries | 137,700 |
| | 3900 Benefits | 12,300 |

10. 17514: Cooperative Agencies Resources for Education (CARE) - CC

Transfer to cover financial aid expenditures.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (27,755) |
| To: | 7500 Student Financial Aid | 27,755 |

11. 17995: Student Retention & Enrollment - FC

Transfer to cover supplies and equipment expenses for FC Physical Education - Men.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (25,700) |
| To: | 4000 Supplies & Materials | 23,700 |
| | 6000 Capital Outlay | 2,000 |

18100: Instructional Equipment - FC

12.1 Transfer to cover hardware purchases for FC Campus Theatre.

| | | |
|-------|---------------------------|----------|
| From: | 6000 Capital Outlay | (10,000) |
| To: | 4000 Supplies & Materials | 10,000 |

12.2 Transfer to cover information system software for FC Library department.

| | | |
|-------|--|---------|
| From: | 6000 Capital Outlay | (3,500) |
| To: | 5000 Other Operating Expenses & Services | 3,500 |

12.3 Transfer to cover supplies for various FC Academic Departments.

| | | |
|-------|---------------------------|-----------|
| From: | 6000 Capital Outlay | (111,007) |
| To: | 4000 Supplies & Materials | 111,007 |

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| FROM | | TO | | | |
|-----------------------|---------------------|-----------------------|-----------|------------------|--|
| Budget Classification | Amount | Budget Classification | Amount | | |
| 5000 | \$ 2,030,574 | 1400 | \$ | 40,920 | |
| | | 2100 | | 376,889 | |
| | | 2300 | | 501,060 | |
| | | 2400 | | 163,139 | |
| | | 3900 | | 183,558 | |
| | | 4000 | | 113,783 | |
| | | 6000 | | 623,270 | |
| | | 7100 | | 200 | |
| | | 7500 | | 27,755 | |
| TOTAL | \$ 2,030,574 | TOTAL | \$ | 2,030,574 | |

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA))
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 13, 2024, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

3.b.6

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
 OF
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 OF
 ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the Capital Outlay Fund (4040), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| FROM | | TO | |
|-----------------------|-----------------|-----------------------|-----------------|
| Budget Classification | Amount | Budget Classification | Amount |
| 4000 | \$ 2,094 | 6000 | \$ 9,592 |
| 5000 | 7,498 | | |
| TOTAL | | TOTAL | |
| | \$ 9,592 | | \$ 9,592 |

AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA)
) SS
 COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 13, 2024, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

3.b.6

 Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Quarterly Financial Status Report Ended
December 31, 2023

| | |
|--------------|---------------|
| Action | _____ |
| Resolution | _____ |
| Information | _____ X _____ |
| Enclosure(s) | _____ X _____ |

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended December 31, 2023. This agenda item was submitted by Kashmira Vyas, Executive Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2023, as required by §58310 of Title 5.

Fred Williams

Recommended by


Approved for Submittal

3.c.1

Item No.

QUARTERLY FINANCIAL STATUS REPORT
(Financial Report for Fiscal Year 2023-2024, Quarter: 2)

District: NORTH ORANGE

District Code: 860

I, the District Chief Business Officer, hereby certify that the information in the Quarterly Financial State Report (CCFS-311Q) is prepared in accordance to Title 5, Section 58310 and is accurate and complete to the best of my knowledge.

Chief Business Officer:

Electronic Certification Date:

Contact: Kashu Vyas Executive Director, Fiscal Affairs
(714) 808-4751 Ext: kvyas@nocccd.edu

The Chancellor's Office no longer requires a report to be submitted electronically (PDF) or by mail, as districts certify through the application. No further action is required by the district.

Fiscal Year: 2023

Quarter Ended: 2

As of June 30 for the fiscal year specified

| Line | Description | Actual 2020-2021 | Actual 2021-2022 | Actual 2022-2023 | Projected 2023-2024 |
|---|---|------------------|------------------|------------------|---------------------|
| Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 244,270,163 | 251,243,685 | 279,318,906 | 287,426,855 |
| A.2 | Other Financing Sources (Object 8900) | 4,504,739 | 3,328,638 | 1,965,821 | 4,374,813 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 248,774,902 | 254,572,323 | 281,284,727 | 291,801,668 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 222,708,258 | 234,309,257 | 256,564,656 | 302,600,020 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 9,155,930 | 4,596,538 | 15,308,341 | 22,191,603 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 231,864,188 | 238,905,795 | 271,872,997 | 324,791,623 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | 16,910,714 | 15,666,528 | 9,411,730 | (32,989,955) |
| D. | Fund Balance, Beginning | 89,857,130 | 106,769,787 | 122,436,315 | 131,848,045 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 89,857,130 | 106,769,787 | 122,436,315 | 131,848,045 |
| E. | Fund Balance, Ending (C. + D.2) | 106,767,844 | 122,436,315 | 131,848,045 | 98,858,090 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 46.0% | 51.2% | 48.5% | 30.4% |

As of the specified quarter ended for each fiscal year

| Line | Description | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
|--|--------------------------------|-------------|-------------|-------------|-------------|
| Total General Fund Cash Balance (Unrestricted and Restricted) | | | | | |
| H.1 | Cash, excluding borrowed funds | 120,404,290 | 145,108,479 | 195,727,478 | 187,188,185 |
| H.2 | Cash, borrowed funds only | 0 | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 120,404,290 | 145,108,479 | 195,727,478 | 187,188,185 |

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|---|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| I. | Revenues: | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 287,426,855 | 287,426,855 | 124,372,628 | 43.3% |
| I.2 | Other Financing Sources (Object 8900) | 4,374,813 | 4,374,813 | 1,376,197 | 31.5% |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 291,801,668 | 291,801,668 | 125,748,825 | 43.1% |
| J. | Expenditures: | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 302,577,220 | 302,600,020 | 136,901,277 | 45.2% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 22,191,403 | 22,191,603 | 4,823,326 | 21.7% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 324,768,623 | 324,791,623 | 141,724,603 | 43.6% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | (32,966,955) | (32,989,955) | (15,975,778) | |
| L. | Fund Balance, Beginning | 131,848,045 | 131,848,045 | 131,848,045 | |
| L.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | |
| L.2 | Adjusted Fund Balance, Beginning (L + L.1) | 131,848,045 | 131,848,045 | 131,848,045 | |
| M. | Fund Balance, Ending (K. + L.2) | 98,881,090 | 98,858,090 | 115,872,267 | |
| N. | Percentage of GF Fund Balance to GF Expenditures (M. / J.3) | 30.4% | 30.4% | | |

Has the district settled any employee contracts during this quarter?

NO

Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications.

Does the district have significant fiscal problems that must be addressed?

This Year?

NO

If yes, what are the problems and what actions will be taken?

Next Year?

NO

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of December 31, 2023

| | |
|--------------|-------|
| Action | _____ |
| Resolution | _____ |
| Information | X |
| Enclosure(s) | X |

BACKGROUND: Information is being presented to the Board on the status of the District's investments as well as the status of the assets in the Irrevocable Retiree Benefits Trust.

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended December 31, 2023, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of December 31, 2023, the District had **\$506,928,486.56** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$9,207,554,977** and the market value was **\$9,227,248,772**. This represents an unrealized gain for accounting purposes of approximately 0.21%, which equates to **\$1,084,255.89** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended December 31, 2023, was **4.23%**. Net interest earned for the quarter totaled **\$5,281,625.35**.
2. **Cypress College and Fullerton College Investments.** As of December 31, 2023, the colleges' investments total **\$1,947,990.31**. Of this amount, **\$1,692,351.27** was invested in certificates of deposit and **\$255,639.04** was invested in a money market account. The interest rates vary from **0.15%** to **4.21%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet the standards of Board Policy 6320, Investments.

Irrevocable Retiree Benefits Trust Report

Starting in fiscal year 2017, after approval of action by the Board, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). Investments of the Trust are made within the investment policy approved by the Retirement Board established for the Trust.

For the quarter ended December 31, 2023, the portfolio value changed from **\$122,839,981.27** to **\$135,610,639.61**, a change in value of **\$12,770,658.34**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **10.39%** quarter-to-date and **5.77%** inception-to-date.

This agenda item was submitted by Kashmira Vyas, Executive Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31, 2023.

Fred Williams

Recommended by

B. V. dist BudM

Approved for Submittal

3.d.2

Item No.

Cash in County Treasury

As of December 31, 2023

| | | |
|----------------------------|-----------|-----------------------|
| General Fund | \$ | 187,188,184.96 |
| Child Development Fund | | 103,256.89 |
| FC Bursar Fund | | 2,428,590.41 |
| CC Bursar Fund | | 1,154,779.08 |
| Capital Outlay Fund | | 67,008,841.23 |
| Self Insurance Fund | | 25,587,120.78 |
| Retiree Benefit Fund | | 1,632,347.34 |
| Student Financial Aid Fund | | 18,508,390.74 |
| Bond Fund | | 203,316,975.13 |
| Total | \$ | 506,928,486.56 |

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING December 31, 2023

| <i>FUND</i> | <i>TYPE</i> | <i>ISSUER</i> | <i>MATURITY DATE</i> | <i>DOLLAR VALUE</i> | <i>INTEREST RATE</i> |
|--|--------------------------------|-----------------|----------------------|-------------------------------|----------------------|
| <i>Bursar's Office (6 mos - 2 years)</i> | CD # OBP-774145 | Union Banc | 9/27/2024 | \$ 700,000.00 | 0.145%-1.10% |
| <i>(3 years)</i> | CD # 911593-41 | Schools 1st FCU | 1/22/2026 | \$ 121,407.02 | 4.020% |
| <i>Bursar Office (On Going)</i> | MM 070-745146 | BMO | On Going | \$ 255,639.04 | 2.500% |
| <i>(3 years)</i> | CD # 920880751-293841 | NuVision FCU | 1/22/2026 | \$ 298,995.83 | 2.430% |
| <i>Total Bursar Investments</i> | | | | <u>\$ 1,376,041.89</u> | |
| <i>Associated Students</i> | CD # 911593-40 (3 Years CD) | Schools 1st FCU | 10/8/2025 | \$ 180,693.79 | 2.57% |
| <i>Total Associated Students</i> | | | | <u>\$ 180,693.79</u> | |
| <i>Total Investments</i> | | | | <u><u>\$ 1,556,735.68</u></u> | |

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 12/31/23**

| Fund | Investment Type | Issuer | Interest Rate | Maturity Date | Estimated Value |
|-----------------|--------------------|------------------------------------|---------------|------------------|----------------------|
| Assoc. Students | CD | Schools First Federal Credit Union | 2.960 | 8/13/2024 | 161,909.34 |
| Assoc. Students | CD | Schools First Federal Credit Union | 2.570 | 8/2/2027 | 115,946.53 |
| Bursar | CD | Schools First Federal Credit Union | 4.210 | 9/14/2024 | 113,398.76 |
| | | | | | <u>\$ 391,254.63</u> |

Note: \$2,000,000 invested with County Department of Education (with interest accrued)

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

| | DECEMBER 2023 | NOVEMBER 2023 | INCREASE (DECREASE) | NET CHANGE % | DECEMBER 2022 | INCREASE (DECREASE) | NET CHANGE % |
|---|------------------|------------------|------------------------|-----------------|------------------|------------------------|--------------|
| <u>Orange County Investment Pool (OCIP)</u> | | | | | | | |
| End Of Month Market Value ^{1,2} | \$ 7,231,597,126 | \$ 6,481,555,782 | \$ 750,041,344 | 11.57% | \$ 6,780,544,665 | \$ 451,052,461 | 6.65% |
| End Of Month Book Value ^{1,2} | \$ 7,216,162,668 | \$ 6,492,964,846 | \$ 723,197,822 | 11.14% | \$ 6,878,820,237 | \$ 337,342,431 | 4.90% |
| Monthly Average Balance ² | \$ 7,685,098,182 | \$ 6,376,044,258 | \$ 1,309,053,924 | 20.53% | \$ 7,455,529,661 | \$ 229,568,521 | 3.08% |
| Year-To-Date Average Balance | \$ 6,171,135,846 | \$ 5,868,343,379 | \$ 302,792,467 | 5.16% | \$ 5,989,186,801 | \$ 181,949,045 | 3.04% |
| Monthly Accrued Earnings ³ | \$ 28,719,098 | \$ 23,113,656 | \$ 5,605,442 | 24.25% | \$ 18,094,769 | \$ 10,624,329 | 58.71% |
| <u>Orange County Educational Investment Pool (OCEIP)</u> | | | | | | | |
| End Of Month Market Value ^{1,2} | \$ 9,227,248,772 | \$ 7,982,135,069 | \$ 1,245,113,703 | 15.60% | \$ 8,351,331,628 | \$ 875,917,144 | 10.49% |
| End Of Month Book Value ^{1,2} | \$ 9,207,554,977 | \$ 7,996,185,506 | \$ 1,211,369,471 | 15.15% | \$ 8,473,072,525 | \$ 734,482,452 | 8.67% |
| Monthly Average Balance ² | \$ 8,268,688,128 | \$ 7,852,196,013 | \$ 416,492,115 | 5.30% | \$ 7,291,108,209 | \$ 977,579,919 | 13.41% |
| Year-To-Date Average Balance ² | \$ 8,063,701,920 | \$ 8,022,704,679 | \$ 40,997,242 | 0.51% | \$ 6,514,782,972 | \$ 1,548,918,949 | 23.78% |
| Monthly Accrued Earnings ³ | \$ 31,273,899 | \$ 27,943,175 | \$ 3,330,724 | 11.92% | \$ 17,600,484 | \$ 13,673,415 | 77.69% |
| <u>Orange County Treasurer's Pool (OCTP)</u> | | | | | | | |
| Monthly Net Yield ³ | 4.348% | 4.277% | 0.071% | 1.66% | 2.766% | 1.582% | 57.18% |
| Year-To-Date Net Yield ³ | 4.059% | 3.992% | 0.067% | 1.68% | 1.699% | 2.360% | 138.93% |
| Annual Estimated Gross Yield ⁴ | 4.050% | 4.050% | 0.000% | 0.00% | 2.615% | 1.435% | 54.86% |
| Weighted Average Maturity (WAM) ⁵ | 290 | 286 | 4 | 1.48% | 200 | 90 | 45.25% |

¹ Market values provided by Bloomberg and Northern Trust.

² The OCIP End of Month Market Value, End of Month Book Value and Monthly Average Balance are higher than the prior month due to higher property tax receipts in December than November. The OCEIP End of Month Market Value is higher than the prior month and year, the End of Month Book Value is higher than the prior month, and the Monthly Average Balance and Year-To-Date Average Balance are higher than the prior year primarily due to an increase in property assessed values of 6.41% in FY 23-24.

³ The OCIP and OCEIP Monthly Accrued Earnings are higher than the prior month due to higher average balances. The OCIP and OCEIP Monthly Accrued Earnings, OCTP Monthly Net Yield and Year-To-Date Net Yield are higher than prior year due to higher interest rates with the FOMC raising short-term rates by 3.75% since July 1, 2022, and reinvestment yields that are higher than the current portfolio yield and the maturing securities, respectively.

⁴ The OCTP Annual Estimated Gross Yield is higher than the prior year due to continued higher yields from short-term rate increases. The OCTP Annual Estimated Gross Yield for December 2022 is reported at the actual annual gross yields for FY 22-23.

⁵ The OCTP WAM is higher than the prior year due to longer term purchases as the FMOC is expected to discontinue rate hikes for the next several months and may begin to lower rates afterwards.

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 12/31/23

| | Quarter ended <u>12/31/23</u> |
|-------------------------------|----------------------------------|
| Portfolio Value as of 10/1/23 | \$ 122,839,981.27 |
| Contributions | - |
| Withdrawals | |
| Income Received | 2,474,801.14 |
| Change in Market Value | 10,377,990.67 |
| Portfolio Fees | <u>(82,133.46)</u> |
| Portfolio Value on 12/31/23 | <u><u>\$ 135,610,639.61</u></u> |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---------------------------------------|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| | | Resolution | <u>X</u> |
| DATE: | February 13, 2024 | Information | <u> </u> |
| | | Enclosure(s) | <u> </u> |
| SUBJECT: | Separate Bank and Investment Accounts | | |

BACKGROUND: Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

This agenda item was submitted by Ivy Hwee, District Manager, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations. It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account and that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams

Recommended by

B. J. Dift Brad M

Approved for Submittal

3.e.2

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish separate bank, saving, clearing and revolving accounts and;

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts.

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

Bank of America

401 N. Harbor Blvd., Fullerton, CA 92832

Account Name: NOCCCD Clearing Fund

Account #: XXXXX-X2727

Type: Checking Account

Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account, which is cleared out every month with a single check sent to the County.

This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.

Authorized (two signatures required)

Signatures: Byron D. Clift Breland, Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas,

Farmers & Merchants Bank

315 N Harbor Blvd, Fullerton, CA 92832

Account Name: Friends of Fullerton College

Account #: XXXXXX9255

Type: Checking Account

Purpose: General checking used for Foundation activities.

Authorized (two signatures required) Cynthia Olivo, Gilbert Contreras, Henry Hua

Signatures: José Ramón Núñez.

Local Agency Investment Fund (LAIF)

P. O. Box 942809, Sacramento, CA 94209-0001

Account Name: LAIF
Account #: XX-X0-009
Type: Investment Account
Authorized: Password required; transfers only to and from the District's Clearing
Signatures: Account or directly with the Orange County Treasurer's Office.
Byron D. Clift Breland, Fred Williams, Kashmira Vyas, Ivy Hwee,

NuVision Federal Credit Union

7812 Edinger Ave, Huntington Beach, CA 92647

Account Name: Cypress College Bursar's Office
Account #: XXXXXXXXX-XX3841 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Scott Thayer, Stephen Schoonmaker, Dao Do

SchoolsFirst Federal Credit Union

P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Community College Foundation of North Orange County
Account #: XX0626
Type: Savings Account
Purpose: This is a holding account for revenue generated from contributions to
special scholarship funds and general unrestricted foundation funds.
Authorized: (two signatures required)
Signatures: Kai Stearns Moore, Terry Cox, Kashmira Vyas,

Account Name: Cypress College Bursar (ASB)
Account #: XXXX93-40
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for
A.S. approved expenditures if needed. These numbers change with
renewal.
Authorized: (two signatures required)
Signatures: Scott Thayer, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXX93-41 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Scott Thayer, Stephen Schoonmaker, Dao Do

SchoolsFirst Federal Credit Union (continued)
P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Cypress College Foundation
Account #: XX4605
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Scott Thayer, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Account Name: North Orange County Community College District - Fullerton College
Account #: XX2554
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed. Numbers change with renewal.
Authorized (two signatures required)
Signatures: Henry Hua, Malmi Vitharanage, Linh Quan, Anita Carlos, Vivian Gaytan

Wells Fargo Bank
1300 SW Fifth Avenue, Ste 2500, Portland, OR 97201

Account Name: North Orange County Community College District, Alliance of Schools for Cooperative Insurance Program as Agent
Account #: XXXXXX5354
Type: Commercial Checking Account Public Funds
Purpose: This revolving cash account of \$25,000 is maintained for payment of self-insurance claims.
Authorized (two signatures required) Checks over \$5,000 require District approval prior to issuance.
Signatures: Fred Williams, Kashmira Vyas, Tami A. Oh, Fritz Heirich, Lynn Tuong, Jeff Grubbs

Wells Fargo Bank, N.A. (through the Treasurer's Office)
3440 Flair Drive, 5th Floor, El Monte, CA 91731

Account Name: County of Orange, Department of Education, Accounts Payable
Account #: XXXXXX8619
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Checking/Depository Account
Purpose: Checking account used for operations including disbursement to vendors, payroll and financial aid.
Authorized (two signatures required)
Signatures for Checks: Byron D. Clift Breland, Fred Williams, Kashmira Vyas,
Authorized (two signatures required)
Signatures for Wire Transfers: Byron D. Clift Breland, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas,

Account Name: County Superintendent of Schools
Account #: XXXXXX5122
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Investment/Depository Account
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.

Authorized Signatures: Transactions are managed by the Department of Education.

NEW ACCOUNTS:

BMO Bank N.A.

P.O. Box 755, Chicago, IL60690

Account Name: North Orange County CCD - Cypress College
Account #: XXXXXX5146
Type: Money Market Account
Purpose: This revolving cash account of \$250,000 is maintained for emergencies.
Authorized Signatures: (two signatures required) There are no checks for this account
Scott Thayer, Stephen Schoonmaker, and Dao Do

US Bank, N.A.

800 Nicollett Mall BC- MN- H201, Minneapolis, MN 55400

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Clearing Account
Account #: XXXXX4288
Type: Checking Account
Purpose: This is the general checking account used for Bursar and Campus Services.
Authorized Signatures: (two signatures required)
Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Savings Account
Account #: XXXXXX4296
Type: Savings Account
Purpose: Holding funds from previously-issued student refund checks which have expired.
Authorized Signatures: (two signatures required)
Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

US Bank, N.A.

800 Nicollett Mall BC- MN- H201, Minneapolis, MN 55400

Account Name: NOCCCD Fullerton College
Account #: XXXXXX4304
Type: Checking Account
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.
Authorized Signatures: (two signatures required)
Cynthia Olivo, Henry Hua, Malmi Vitharanage, Linh Quan, Anita Carlos, Vivian Gaytan

US Bank, N.A.

800 Nicollett Mall BC- MN- H201, Minneapolis, MN 55400

Account Name: Cypress College General
Account #: XXXXXX4312
Type: Checking Account
Purpose: General checking account used for Associated Students account, club accounts, Food Services, Bursar's Office, and Bursar holding accounts, CRPA.
Authorized Signatures: (two signatures required)
Scott Thayer, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Credit Card Depository
Account #: XXXXXX4320
Type: Checking Account
Purpose: Clearing account for all credit card activities
Authorized Signatures: (two signatures required)
Scott Thayer, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXXXX4668 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized Signatures: (two signatures required)
Scott Thayer, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Foundation
Account #: XXXXXX4338
Type: Checking Account
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.
Authorized Signatures: (two signatures required)
Scott Thayer, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

US Bank, N.A.

800 Nicollett Mall BC- MN- H201, Minneapolis, MN 55400

Account Name: North Orange County CCD (NOCCCD) Revolving Fund
Account #: XXXXX6948
Type: Checking Account
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.
Authorized Signatures: (two signatures required)
Byron D. Clift Breland, Fred Williams, Jenney Ho, Kashmira Vyas
Irma Ramos, Julie Kossick

Wells Fargo Bank

420 Montgomery Street, San Francisco, CA 94104

Account Name: Athens Insurance Service Inc/North Orange County Community College District
Account #: XXXXXX1376
Type: Commercial Checking Account
Purpose: The escrow account of \$100,000 is maintained for payment of tail claims.
Authorized: (two signatures required) Checks equal or greater than \$2,000 require a third signature.
Signatures: James Jenkins, Jane Catelani, Tami Oh

CLOSED ACCOUNTS:**Bank of the West**13300 Crossroads Parkway North
City of Industry, CA 91746

Account Name: North Orange County CCD - Cypress College
Account #: XXXXXX5146
Type: Money Market Account
Purpose: This revolving cash account of \$250,000 is maintained for emergencies.
Authorized: (two signatures required) There are no checks for this account
Signatures: Joanna Schilling, Stephen Schoonmaker, and Dao Do

Union Bank

445 S. Figueroa Street, 8th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Clearing Account
Account #: XXXXX6063
Type: Checking Account
Purpose: All tuition and lab fees are deposited in this account.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Savings Account
Account #: XXXXXX6071
Type: Savings Account
Purpose: Holding funds from previously-issued student refund checks which have expired.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Union Bank

1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: NOCCCD Fullerton College
Account #: XXXXXX6098
Type: Checking Account
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.
Authorized Signatures: (two signatures required)
Cynthia Olivo, Malmi Vitharanage, Linh Quan, Vivian Gaytan.

Union Bank

1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: Cypress College General
Account #: XXXXXX6101
Type: Checking Account
Purpose: General checking account used for Associated Students account, club accounts, Bookstore, Food Services, Bursar's Office, and Bursar holding accounts, CRPA, and Financial Aid Loan Fund.
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Credit Card Depository
Account #: XXXXXX6128
Type: Checking Account
Purpose: Clearing account for all credit card activities
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXXXX4668 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Foundation
Account #: XXXXXX6136
Type: Checking Account
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.
Authorized Signatures: (two signatures required)
Joanna Schilling, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Union Bank

445 S. Figueroa Street, 16th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) Revolving Fund

Account #: XXXXX7182

Type: Checking Account

Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.

Authorized (two signatures required)

Signatures: Byron D. Clift Breland, Fred Williams, Jenney Ho, Kashmir Vyas
Irma Ramos, Julie Kossick

AYES:

NOES: None

ABSENT: None

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Evangelina Rosales President of the Board of Trustees of the North Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a Regular Meeting thereof held on February 13, 2024, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 13th day of February 2024.

President of the Board of Trustees

3.e.10
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Surplus and Obsolete Supplies and Equipment

| | |
|--------------|-------------------|
| Action | <u> X </u> |
| Resolution | <u> </u> |
| Information | <u> </u> |
| Enclosure(s) | <u> X </u> |

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and are no longer suitable for the District. Other campuses were made aware of the surplus items and were given the opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts received no response. In this instance, local high schools were not notified because the District deemed that these items would not be of use to them. Furthermore, prior to liquidation of the surplus items from the December 12, 2023 Board meeting, the District donated six (6) computers to the Fullerton Museum, a local non-profit organization.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

This agenda item was submitted by Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6550, Disposal of District Personal Property

FUNDING SOURCE AND FINANCIAL IMPACT: Proceeds from the sale of surplus items will be deposited into the General Fund.

RECOMMENDATION: Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

Fred Williams

Recommended by


Approved for Submittal

3.f.1

Item No.

SURPLUS ITEMS

| Qty. | Description | Location |
|------|------------------------------------|----------|
| 56 | Blades | AC |
| 1 | Blade Enclosure | AC |
| 47 | Computer Towers | AC |
| 1 | Data Transfer Switch | AC |
| 3 | DVD Drives | AC |
| 2 | Email Security Appliances | AC |
| 2 | Fans | AC |
| 8 | Fibre Channel Storage Drives | AC |
| 1 | Firewall | AC |
| 2 | Key Switches | AC |
| 59 | Keyboards | AC |
| 3 | Laptops | AC |
| 1 | Live Scan Machine | AC |
| 1 | Midplane Chassis | AC |
| 2 | Modems | AC |
| 25 | Computer Mice | AC |
| 129 | Phones | AC |
| 6 | Computer Power Supplies | AC |
| 4 | Powerstrips | AC |
| 13 | Printers | AC |
| 152 | Processors | AC |
| 1 | Power Bank | AC |
| 6 | Rack Servers | AC |
| 1 | Rack Sleeve | AC |
| 14 | Redundant Power Systems | AC |
| 2 | Routers | AC |
| 1 | Scanner | AC |
| 6 | Servers | AC |
| 46 | Switches | AC |
| 582 | Uninterruptible Power Supply Units | AC |
| 1 | Wire Manager | AC |
| 69 | Wireless Access Points | AC |
| 124 | Computers | FC |
| 6 | Hotspots | FC |
| 4 | Laptops | FC |
| 11 | Printers | FC |
| 23 | Projectors | FC |
| 2 | Radio Station Clocks | FC |
| 1 | Scanner | FC |
| 1 | Tablet | FC |
| 31 | Computers | NOCE |
| 1 | Copier | NOCE |
| 1 | iPad | NOCE |
| 12 | Laptops | NOCE |
| 1 | Printer | NOCE |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: February 13, 2024

Resolution

Information

SUBJECT: Renew Consulting Agreement with
Nossaman

Enclosure(s)

BACKGROUND: On January 24, 2023, the Board approved a one-year extension of the consultant agreement with Nossaman LLP. The contract ended on January 31, 2024. In order to increase the North Orange County Community College District's (District) legislative visibility and efficacy, the District would like to renew the consultant agreement with Nossaman LLP to provide state and federal advocacy services for three years. Nossaman LLP will continue its work with the California Community Colleges Chancellor's Office, and other appropriate elected officials and staff as directed, to assist in achieving the District's legislative priorities.

This agenda item was submitted by Kai Stearns, District Director, Public Affairs and Governmental Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction This item responds to District Strategic Direction 3) Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Nossaman LLP fees in the amount of \$6,500 per month plus direct expenses not to exceed \$2,000 and quarterly Secretary of State filing fees up to \$1,500 per quarter will be charged to Public Affairs.

RECOMMENDATION: Authorization is requested for retroactive approval to renew the consultant agreement with Nossaman LLP in the amount of \$6,500 per month for a set fee monthly retainer, direct expenses not to exceed \$2,000, and quarterly Secretary of State filing fees up to \$1,500 per quarter beginning on February 1, 2024 through January 31, 2027, for a total amount not to exceed \$86,000 annually. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
Resolution
Information
Enclosure(s)

DATE: February 13, 2024

SUBJECT: Notice of Completion - Bid 2223-17,
Building #4 (Theater Arts) & Building #13
(Tech-Ed III) Roofing Project at Cypress
College

BACKGROUND: On May 9, 2023, the Board of Trustees awarded a contract to Chapman Coast Roof Co., Inc. for Building #4 (Theater Arts) & Building #13 (Tech-Ed III) Roofing Project at Cypress College. The project is complete and filing the Notice of Completion of Work is now required.

This agenda item was submitted by Phil Fleming, Director of Physical Plant and Facilities, Cypress College, and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Once the contract is closed out, the final retention payment will be charged to Scheduled Maintenance Fund.

RECOMMENDATION: Authorization is requested to file the Notice of Completion for the Building #4 (Theater Arts) & Building #13 (Tech-Ed III) Roofing Project at Cypress College with Chapman Coast Roof Co., Inc. and pay the final retention payment when due.

Fred Williams

Recommended by


Approved for Submittal

3.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Adoption of Resolution No. 23/24-16 to Implement a Uniform Rating System for Prequalifying and Rating General Contractor Bidders

| | |
|--------------|-----------|
| Action | <u>X</u> |
| Resolution | <u>X</u> |
| Information | <u> </u> |
| Enclosure(s) | <u>X</u> |

BACKGROUND: Pursuant to Public Contract Code (PCC) section 20651.5, the District desires to adopt the “Uniform Rating System” for projects that need prequalification as determined by the District. The Uniform Rating System is a uniform system of rating bidders on the basis of completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid. PCC section 20651.5 indicates the governing board of a community college district may require each prospective bidder on the district’s projects to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder’s financial ability and experience in performing public works.

The attached Resolution No. 23/24-16 is a request to adopt a Uniform Rating System to prequalify contractors for projects that require prequalification as determined by the District. Exhibit A of the Resolution is the Prequalification Questionnaire for Prospective Bidders. Exhibit B of the Resolution includes the process for evaluation and the scoring criteria to be utilized by the District. It is recommended that the Board adopt the attached proposed Questionnaire and Uniform Rating System, which was developed in accordance with Public Contract Code §20651.5.

This agenda item was submitted by Jenney Ho, District Director, Purchasing, Oscar Saghie, Project Manager, Campus Capital Projects and Allison Coburn, Project Manager, Campus Capital Projects.

How does this relate to the five District Strategic Directions? This item responds to Direction #3 – Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning; and Direction #5 – Physical Environment: NOCCCD will be a leader in creating accessible and sustainable facilities that support student and employee success.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 23/24-16 to Implement a Uniform Rating System for Prequalifying and Rating Contractor Bidders for projects that require prequalification as determined by the District.

Fred Williams

Recommended by

B. V. dist Bredl

Approved for Submittal

3.i.2

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



**RESOLUTION NO. 23/24-16 IMPLEMENTING UNIFORM SYSTEM FOR
PREQUALIFYING AND RATING BIDDERS**

WHEREAS, pursuant to Public Contract Code section 20651.5, the governing board of a community college district may require each prospective bidder on the district's projects to complete and submit to the district a standardized questionnaire and financial statement in a form specified by the district, including a complete statement of the prospective bidder's financial ability and experience in performing public works;

WHEREAS, the North Orange County Community College District ("District") desires to use the prequalification procedures as set forth in Public Contract Code section 20651.5 for projects that require prequalification, as determined by the District;

WHEREAS, the District staff intends to implement a uniform system of rating bidders on the basis of completed questionnaires and financial statements, in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid ("Uniform Rating System"), except that the District's prequalification of a prospective bidder shall not limit or preclude the District's subsequent consideration of a prequalified bidder's responsibility on factors other than the prospective bidder's financial qualification;

WHEREAS, District staff and legal counsel has developed the Uniform Rating System, which is inclusive of:

- The District's Prequalification Questionnaire for Prospective Bidders attached hereto as **Exhibit A**; and
- The District's Scoring for Prime Contractor Prequalification Questionnaire attached hereto as **Exhibit B**.

WHEREAS, the District shall issue the standardized questionnaire and financial statement ("Questionnaire") to prequalify contractors for projects that require prequalification as determined by the District;

WHEREAS, the Questionnaire must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified;

WHEREAS, the Questionnaire is not a public record and is not to be opened to public inspection; and

WHEREAS, the District may not accept a proposal from any potential bidder who is required to submit a Questionnaire in accordance with Public Contract Code section 20651.5, but who or which has not done so at least five days prior to the date fixed for the public opening of sealed bids and has not been prequalified at least one day prior to that date.

NOW, THEREFORE, the District Board hereby finds, determines, declares and resolves as follows:

Section 1. The Board approves the use of a uniform system of rating bidders on the basis of completed questionnaires and financial statements pursuant to Public Contract Code section 20651.5.

Section 2. The Board adopts the Uniform Rating System and Questionnaire attached hereto as Exhibit A and Exhibit B, respectively, to this Resolution.

Section 3. The Board hereby delegates to the District's Vice Chancellor, Finance & Facilities or his/her designee the authority to determine which projects will require prequalification, whether a potential bidder shall be considered prequalified, the authority to hear and oversee prequalification determination appeals, and the authority to make revisions to the Questionnaire and Uniform Rating System of allocating points.

Section 4. The Questionnaire shall be completed by any potential bidder in conformance with Public Contract Code section 20651.5.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Evangelina Rosales, President of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
North Orange County Community College District

REVISED PAGE

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 13th day of February 2023, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 13th day of February 2023.

Clerk of the Governing Board
North Orange County Community College District

EXHIBIT "A"

Prequalification Questionnaire for Prospective Bidders

Refer to the following pages.

EXHIBIT "B"

District's Scoring of Prime Contractor Prequalification Questionnaires

Refer to the following pages.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Prequalification Questionnaire for Prospective Bidders – GENERAL CONTRACTORS ONLY

PROJECT:

ESTIMATED BID PHASE:

PREQUALIFICATION DUE DATE:

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PREQUALIFICATION PROCESS / MANDATORY PREQUALIFICATION

This **prequalification must be completed by contractors** with a _____ license(s) **that intend to bid as a general contractor** (prime contractor) directly to the District for the project _____. As a condition of bidding, prospective bidders are required to submit to the District a completed prequalification package as specified in the “Submission of Completed Applications” section below.

Only prospective bidders meeting the “Minimum Criteria for Prequalification”, as set forth in the following Application for Contractor Prequalification, will be eligible to submit a bid proposal for the above listed project. Contractor prequalification status will be verified upon submission of bid proposals. Only bids received from prequalified bidders will be accepted.

The District reserves the right to reject any or all prequalification applications, and to waive irregularities or informalities in any Application or in the prequalification process. Furthermore, the designation of a contractor as “prequalified” does not in any way waive or reduce the requirements established for the submission of a bid proposal. The District will evaluate all bid proposals for completeness and accuracy.

PROJECT DESCRIPTION

The project consists of _____.

Engineer’s estimate for the project is \$xxxxxx. The anticipated date of the Division of the State Architect (DSA) approval is _____. The bid period is anticipated to begin _____.

The DSA submittal drawings and specifications (not for construction) are available to view at the link below:

Insert Link

SUBMISSION OF COMPLETED APPLICATIONS

Completed Prequalification Applications and supporting documents (“Prequalification Application(s)”) **must be submitted electronically by _____ before 2:00 p.m. via the following ONLY:**

Part II: Prequalification Questionnaire (Essential Requirements and Rated Questions)

Insert Link

Remaining Documentation Email to _____

Mailed or hand delivered Prequalification Applications will not be accepted.

By submitting a Prequalification Application, prospective bidders agree that the District, in determining a contractor’s eligibility for bidding, may consider the contractor’s experience, performance under other contracts, financial condition, and other factors which could affect the contractor’s performance on the Project. A complete Prequalification Application submission will be comprised of a fully completed, signed, electronic submission containing all of the following:

1. Part I: Contractor Declaration;
2. Part II: Prequalification Questionnaire (Essential Requirements and Rated Questions);
3. Part III: Experience and References;

4. Part IV: Most recent one year of audited/reviewed financials and Certificate of Accountant;
5. Affidavit of Contractor;
6. Certificate of Insurance;
7. Verification of Workers' Compensation Insurance;
8. Surety Letter;
9. Explanations (as appropriate).

Prospective bidders must furnish **all** of the above-listed items and are solely responsible for ensuring the completeness and accuracy of information provided. Failure to comply with this requirement may cause rejection of the Prequalification Application as being non-responsive. Each Prequalification Application must be signed under penalty of perjury in the manner designated on the "Affidavit of Contractor" by an individual who has the legal authority to bind the Contractor.

QUESTIONS

Questions regarding this prequalification may be directed to _____ and shall be received **prior to 2:00 p.m. on _____**.

MINIMUM CRITERIA FOR PREQUALIFICATION

In order to pre-qualify to bid on the Project, a Contractor must meet the minimum criteria for each of the following four categories:

1. Meet all "Essential Requirements" for prequalification;
2. Meet or exceed required score on the rated questionnaire;
3. Demonstrate through reference the minimum required experience on projects;
4. Demonstrate the financial capacity to perform this Project as evidenced by the Contractor's financial statements.

Any false statements, inaccuracies, omissions, or failures to disclose are grounds for exclusion from bidding. If the District discovers false statements, inaccuracies, omissions, or failures to disclose by a Contractor at any time, the Contractor will be notified of the disqualification.

NOTIFICATION OF PREQUALIFICATION RESULTS

Contractors will be notified by mail or email of their prequalification within ten business days of submission of their prequalification Application. If the Contractor is rated as "Qualified" for this Project, it will be eligible to submit a bid proposal for the Project, pursuant to all requirements and conditions of bidding. Any Contractor determined to be non-responsive or not qualified will not be eligible to re-submit a prequalification Application for the Project.

APPEALS

Contractors that do not prequalify as a result of their response to the Prequalification Application and/or supporting documentation will receive written notice from the District and may request an informal hearing to contest the District's decision. The request for a hearing must be received in writing within three (3) business days of receipt of the District's notice and must state the basis of the appeal. The decision reached by District as the result of any

resulting hearing is final and may not be appealed. The District reserves the right to reject any or all responses to Prequalification Applications and to waive any non-material irregularities in any response received.

PUBLIC RECORDS

Although the names of Contractors seeking prequalification may be public information, pursuant to, without limitation, Public Contract Code section 20651.5, each Contractor's questionnaire and financial statements "shall not be public records and shall not be open to public inspection". However, the contents of Contractor's prequalification questionnaires and financial statements may be disclosed to third parties for purposes of clarification or investigation of material allegations or in any appeal process.

DEPARTMENT OF INDUSTRIAL (DIR) REGULATIONS AND PREVAILING WAGE

The project is a public works project and subject to prevailing wage. Each bidder submitting a proposal to complete the work, labor, material, and/or services ("Work") subject to this procurement must be a Department of Industrial Relations ("DIR") registered contractor pursuant to Labor Code §1725.5. A bidder who is not DIR registered contractor when submitting a proposal for the Work is deemed "not qualified" and the proposal of such a Bidder will be rejected for non-responsiveness.

Pursuant to Labor Code §1725.5, all subcontractors identified in a Bidder's subcontractors' list shall be DIR registered contractors as well. An affirmative and on-going obligation of the contractor under the contract documents is the contractor's verification that all subcontractors, of all tiers, are at all times during performance of the work in full and strict compliance with DIR Registration requirements. The Contractor shall not permit or allow any subcontractor of any tier to perform any work without the Contractor's verification that all such subcontractors are in full and strict compliance with DIR Registration requirements.

PART I. CONTRACTOR DECLARATION

Contractor (as name appears on license): _____

Address: _____

Phone: _____ FAX: _____

Email: _____

California Contractors License:

License No(s): _____ Primary License class: _____ Expiration Date: _____

CA Department of Industrial Relations (DIR) # _____ (see Exhibit A)

Type of Firm: (check one) Individual _____ Corporation _____ Partnership _____

Other (specify) _____

Tax I.D. No.: _____ Date Business Formed: _____

Date Incorporated (if applicable): _____ State of Incorporation: _____

| OWNERS, OFFICERS, AND PRINCIPALS (including Responsible Managing Officer and Responsible Managing Employee) | | | |
|--|------------------------|-----------------|-----------------------|
| <i>Name</i> | <i>Years with Firm</i> | <i>Position</i> | <i>% of Ownership</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

If "yes" to any of the below-listed questions, explain on a separate signed page.

Have any of the individuals listed above ever been licensed under a different name or license number? Yes _____ No _____

Have any of the individuals listed above ever had their Contractor's licenses suspended or revoked even if such suspension or revocation was stayed at any time? Yes _____ No _____

Has there been any change in the control of the Contractor's firm in the last five years? Yes _____ No _____

Are any of the individuals listed above connected with any other companies, subsidiary, parent, or affiliate? Yes _____ No _____

PART II. PREQUALIFICATION QUESTIONNAIRE

Section 1A: Essential Requirements

The Contractor is disqualified if the answer to any of questions 1 through 6 in this section is “No” or the answer to any of questions 7 through 11 in this section is “Yes.”

1. Does the Contractor possess a valid and current California Contractor’s license applicable to the Project?

_____ Yes _____ No

2. Has the Contractor attached a Certificate of Insurance demonstrating a valid insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$3,000,000 aggregate, or has attached a letter from its insurer that such policy limits will be secured in the event that the Contractor is awarded the Project?

_____ Yes _____ No

3. Has the Contractor attached verification of a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code sections 3700 et. seq.?

_____ Yes _____ No _____ Exempt (Contractor has no employees)

4. Has the Contractor attached a letter from an admitted surety insurer (approved by the California Department of Insurance, NOT by the Contractor’s agent or broker) authorized to issue bonds in the State of California, which states that the Contractor has a current available bonding capacity to cover this Project?

_____ Yes _____ No

5. Does the Contractor have an Experience Modification Rate (“EMR”) for California workers’ compensation insurance of 1.25 or less? **NOTE:** Proof of EMR rate from the Workers’ Compensation Insurance Rating Bureau (“WCIRB”), in the form of an experience modification worksheet, with effective date within the previous 12 months, must be included with the Application.

_____ Yes _____ No

6. Is the Contractor currently registered and in good-standing with the California Department of Industrial Relations for public works projects?

_____ Yes _____ No

7. Has the Contractor defaulted on a contract that caused a surety to suffer a loss on either a performance or payment bond in the past five years?
- _____ Yes _____ No
8. In the past ten years, has the Contractor had one or more of its construction contracts terminated due to contractor fault, prior to completion of the project?
- _____ Yes _____ No
9. Has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm declared bankruptcy or been placed in receivership within the past five years?
- _____ Yes _____ No
10. Has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm ever been found guilty of or liable for violating any federal, state, or local statute, regulation, or ordinance regarding a construction contract?
- _____ Yes _____ No
11. Has there been any occasion in the last five years in which the Contractor or the Contractor's firm was required to pay back wages AND penalties for failure to comply with California's prevailing wage laws? (Note: This question does not pertain to violations by a subcontractor.)
- _____ Yes _____ No

Section 1B: Rated Questions

1. Number of years of experience in public works construction? _____ Years
2. Number of years of experience in public works education construction? _____ Years
3. Number of years of experience as a prime contractor? _____ Years
4. Does the Contractor's business entity have a physical office location within the County of Orange? _____ Yes _____ No
5. The District is committed to local hiring on its construction projects. What percentage of Orange County residents can you commit to employ on this Project? _____ Percent

If Yes to any of the below-listed questions, explain on a separate signed page.

6. Has a claim and or other complaint ever been filed against the Contractor's California Contractors License with the California Contractors State License Board in the last five years? _____ Yes _____ No
7. Has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm, ever been unable to obtain a bond or been denied a bond for a construction contract in the last five years? _____ Yes _____ No
8. In the last years, has the Contractor's firm ever been required to pay liquidated or actual damages under a construction contract? _____ Yes _____ No
9. Has any judgment ever been entered against the Contractor's firm concerning work on a construction project within the past 10 years? _____ Yes _____ No
10. Has the Contractor's firm ever been involved in arbitration and/or litigation related to payment or performance on a construction project within the past 10 years? _____ Yes _____ No
11. In the last 10 years, has any surety made any payments on behalf of the Contractor's firm to satisfy any claims made against a payment or performance bond issued on behalf of the Contractor in connection with a construction project? _____ Yes _____ No
12. Has the Contractor ever submitted a claim for damages against a public agency? _____ Yes _____ No
13. Has the Occupational Safety and Health Administration (OSHA or Cal-OSHA) cited and assessed penalties against the Contractor for any "serious," "willful," or "repeat" violations of its safety or health regulations in the past five years? (Note: If the Contractor has filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, information about this need not be included.) _____ Yes _____ No

14. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Contractor or the owner of a project in the past five years? (Note: If the Contractor has filed an appeal of a citation, and the appropriate appeals board has not yet ruled on the appeal, information about this need not be included.)
_____ Yes _____ No

PART III. EXPERIENCE & REFERENCES

List references for at least three (3) Division of the State Architect (DSA) public school district/ community college district contracts completed within the past five years, having a total contract value of at least 80% of the engineer's estimate for the Project, and consisting of work comparable in scope and complexity to the Project Bid Package(s) submitting on. Projects involving private K-12, private colleges, and universities **are not applicable DSA projects** due to limited DSA review and oversight of the project.

(Continued on next page)

| Project 1: | | | |
|---|--|----------------------|--|
| Name of Project: | | | |
| DSA Application #: | | | |
| Type of Construction/Project Description: | | | |
| | | | |
| Start Date: | | Completion Date: | |
| Contract Value: | | Change Order Amount: | |
| Owner Contact: | | Contact Number: | |
| Architect Contact: | | Contact Number: | |
| DSA Inspector: | | Contact Number: | |
| Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Contract completed without owner dispute (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |

| Project 2: | | | |
|---|--|----------------------|--|
| Name of Project: | | | |
| DSA Application #: | | | |
| Type of Construction/Project Description: | | | |
| | | | |
| Start Date: | | Completion Date: | |
| Contract Value: | | Change Order Amount: | |
| Owner Contact: | | Contact Number: | |
| Architect Contact: | | Contact Number: | |
| DSA Inspector: | | Contact Number: | |
| Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Contract completed without owner dispute (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |

| Project 3: | | | |
|---|--|----------------------|--|
| Name of Project: | | | |
| DSA Application #: | | | |
| Type of Construction/Project Description: | | | |
| | | | |
| Start Date: | | Completion Date: | |
| Contract Value: | | Change Order Amount: | |
| Owner Contact: | | Contact Number: | |
| Architect Contact: | | Contact Number: | |
| DSA Inspector: | | Contact Number: | |
| Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Contract completed without owner dispute (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |

| Project 4: | | | |
|---|--|----------------------|--|
| Name of Project: | | | |
| DSA Application #: | | | |
| Type of Construction/Project Description: | | | |
| | | | |
| Start Date: | | Completion Date: | |
| Contract Value: | | Change Order Amount: | |
| Owner Contact: | | Contact Number: | |
| Architect Contact: | | Contact Number: | |
| DSA Inspector: | | Contact Number: | |
| Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |
| Contract completed without owner dispute (Yes/No)? <i>If no, please explain on a separate signed page</i> | | | |

List the present and all prior sureties who have provided a bond to Contractor in the last five years.

| SURETY HISTORY | | |
|-------------------|----------------------|--------------|
| Company & Address | Contact Name & Phone | Largest Bond |
| | | |
| | | |
| | | |
| | | |
| | | |

Single Project Bond Limit: _____

Aggregate Bond Capacity: _____

Total Value of Work in Progress: _____

Current Bond Rating: _____

PART IV. FINANCIAL RATING

All prospective bidders must meet the engineer's estimate (see listing in Prequalification advertisement for each package) when evaluating the lesser of:

- Five times working capital (current assets minus current liabilities), OR
- Net worth (assets less liabilities, plus available letter of credit confirmed by bank letter), OR
- Annual Revenue times 30%

Prospective bidders shall provide each of the documents listed below in order to be deemed financially qualified to bid on this Project. Failure to complete or to provide the information requested may result in disqualification.

A. Audited/Reviewed Financial Statements

The prospective bidder must submit the most recent one year of independently audited/reviewed financials including balance sheet, income statement, statement of cash flows, and notes to the financials. (A compilation or income tax return will be accepted only for maximum \$250,000 contract award.)

B. Certificate of Accountant

The certificate of an accountant licensed by the State of California will be required in all cases. A suggested form of a certificate for both an audit and a review is attached (Attachment 1). The accountant may submit a certificate in his/her own words provided it does not include qualifications too extensive as to nullify the value of the statement or its usefulness to the District.

C. General Letter of Credit (optional)

A Letter of Credit may be included in determining the Net Worth (assets less liabilities) of the contractor for the purposes of prequalification with the District. A suggested letter format is attached (Attachment 2). Banks may issue a Letter of Credit on its own letterhead, provided that the letter contains the same provisions, is addressed to the District, and bears an original signature.

AFFIDAVIT OF CONTRACTOR

The submitter of the foregoing answers and statements of experience and financial condition has read the same and the matters stated therein are true of his or her own knowledge. The submitter may be required to provide the District with any information necessary to verify information in this Application. Should the information in the Application at any time cease to accurately and completely represent the submitter in any substantial respect, the submitter will refrain from further bidding on the Project.

Attached is a certified copy of the minutes of the corporation indicating that the person whose signature appears below has authority to bind the corporation. For other types of organization, provide evidence in a form and substance acceptable to the District (such as a Power of attorney) that the person whose signature appears below has authority to bind the Contractor.

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP:

I, _____, an individual,
doing business as _____
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

PARTNERSHIP AFFIDAVIT:

I, _____,
a partner of _____,
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

CORPORATE AFFIDAVIT:

I, _____, the
_____ of _____,
(Title of Corporate Officer) (Full Corporate Name)

hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

Executed this _____ Day of _____, 2022,

City of _____, County of _____,

State of _____.

Signature of Applicant _____

ATTACHMENT 1A: CERTIFICATE OF ACCOUNTANT

FOR AN AUDIT OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE

STATE OF _____

We have examined the Financial Statement of _____ as of _____. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures, as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages __to, inclusive, sets forth fairly the financial condition of _____ as of _____, in conformity with generally accepted accounting principles.

(Print Name of Firm)

(Accountant must sign here)

(Telephone No.)

(License No.)

Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a 10 percent financial interest.

ATTACHMENT 1B: CERTIFICATE OF ACCOUNTANT

FOR A REVIEW OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE

I (we) have reviewed the accompanying financial statement of _____ as of _____. The information included in the financial statement is the representation of the management of the above firm.

Based on (our) review, with the exception of the matter (s), described in the following paragraph (s), (we are) not aware of any material modifications that should be made to the accompanying financial statements, in order for them to be in conformity with generally accepted accounting principles.

NOTE THIS REVIEW CONSISTS PRINCIPALLY OF INQUIRIES OF MANAGEMENT AND APPROPRIATE ANALYTICAL PROCEDURES APPLIED TO THIS FINANCIAL DATA. IT IS SUBSTANTIALLY LESS IN SCOPE THAN AN EXAMINATION IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS, THE OBJECTIVE OF WHICH IS THE EXPRESSION OF AN OPINION REGARDING THE FINANCIAL STATEMENTS TAKEN AS A WHOLE. ACCORDINGLY, WE HAVE NOT EXPRESSED SUCH AN OPINION.

(Print Name of Firm)

(Accountant must sign here)

(Telephone No.)

(License No.)

Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; nor by any individual who is a member of the firm with more than a 10 percent financial interest.

ATTACHMENT 2: GENERAL LETTER OF CREDIT

TO: North Orange County Community College District 1830 W.
Romneya Drive
Anaheim, CA 92801-1819

ATTN: Purchasing Department

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the prequalification of _____(Name of Contractor).

Under the direction of the Board of Trustees pertaining to the construction, alteration, and maintenance of North Orange County Community College District facilities, we certify that the above-named Contractor has been extended an unqualified line of credit not to exceed \$ _____, and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this Letter of Credit is to be used by the District solely for determining the financial resources of the Contractor for purposes of determining prequalification.

Bank No. Code _____

(Name of Bank)

(Address)

(City)

By: _____

(Please type or print name & title)

DISTRICT’S SCORING OF PRIME CONTRACTOR PREQUALIFICATION QUESTIONNAIRES

1. Confirm the contractor has submitted Part I, Contractor Declaration.
2. Confirm the contractor has passing answers for the “Pass/Fail Questions” under Part II, Section 1A: Essential Requirements.
3. Score the “Rated Questions” under Part II, Section 1B: Rated Questions. The following scoring will be used in evaluating the Prequalification Questionnaire. A Total Score from the “Rated Questions” **at or above 70** will prequalify the contractor.

| Topic/Question | Scoring & Max. Poss. Score | Score |
|---|--|--------------|
| 1. Years of Experience (public works) | 10 + years - 10 points 5 to 10 years - 7 points 2 to 5 years - 3 points 0 to 2 years - 0 points | 10 |
| 2. Years of Experience (public works education) | 10 + years - 10 points 5 to 10 years - 7 points 2 to 5 years - 3 points 0 to 2 years - 0 points | 10 |
| 3. Years as a prime contractor | 10 + years - 10 points 5 to 10 years - 7 points 2 to 5 years - 3 points 0 to 2 years - 0 points | 10 |
| 4. Office in Orange County | Yes = 10 points; No = 0 points | 10 |
| 5. Local Hire | Greater than 30% - 10 points 15% to 30% - 5 points Less than 15% - 0 points | 10 |
| 6. Filed Claims/Complaints | No = 10 points; Yes = 0 points | 10 |
| 7. Denied Bond | No = 5 points; Yes = 0 points | 5 |
| 8. Liquidated Damages | No = 5 points; Yes = 0 points | 5 |
| 9. Judgement | No = 5 points; Yes = 0 points | 5 |
| 10. Arbitration/Litigation | No = 5 points; Yes = 0 points | 5 |
| 11. Surety Pay | No = 5 points; Yes = 0 points | 5 |
| 12. Claims for Damages | No = 5 points; Yes = 0 points | 5 |
| 13. OSHA Citations | No = 5 points; Yes = 0 points | 5 |
| 14. EPA/AQMD/RWQCB Citations | No = 5 points; Yes = 0 points | 5 |
| Total Score | | 100 |

| | |
|---|---|
| Scoring of Prime Contractor Prequalification Questionnaire | Minimum points required for prequalification: 70 |
|---|---|

4. Confirm contractor has submitted DSA projects and Surety references under Part III, Experience and References.
5. Confirm contractor has submitted the required financial statements and meets the required minimums under Part IV, Financial Rating.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 13, 2024 Resolution
Information
Enclosure(s)
SUBJECT: Agreement with CampusLogic Ellucian
For Subscription Services

BACKGROUND: At its May 23, 2023 meeting, the Board approved a one-year agreement with CampusLogic Inc. (now Ellucian CampusLogic, Inc) for \$154,700 for subscription services to continue the use of StudentForms and Award Letter from April 1, 2023 through March 31, 2024.

Financial Aid Offices are required to verify students' Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) data under a process called Verification. The Department of Education selects students randomly who are to be verified. Approximately 20% of the students who apply for financial aid at Fullerton College are selected for verification.

In 2014 the Department of Education implemented a major alteration of the verification process for the first time since the mid 1980's. The new requirements now place the students into one of "five groups" each with their own set of requirements, complicating the verification. As the volume of applicants seeking financial aid has grown, coupled with increasingly complex regulations, and with changes to the need analysis formula, the associated verification selection has also increased.

For the last ten years, the Fullerton College Financial Aid office has used Ellucian CampusLogic Inc. that provides electronic verification forms and automated processing, which reduces the backlog and makes it faster and more convenient for students to complete the verification process. The services of Ellucian CampusLogic Inc., fullcoll.studentforms.com system, have proven to be cost effective for Fullerton College and convenient for students.

The system is also used for student academic progress (SAP) appeals and income adjustments.

Fullerton College would like to renew its subscription with Ellucian CampusLogic Inc. for \$165,529 which will allow the College to continue using StudentForms and CampusCommunicator from April 1, 2024 through March 31, 2025.

The agenda item was submitted by Greg Ryan, Director, Financial Aid, Fullerton College.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1) Student Experience & Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their education and career goals.

How does this relate to Board Policy: This is submitted in accordance with Board Policy 3720, Computer and Electronic Communication Systems; and Board Policy 6340.

FUNDING SOURCE AND FINANCIAL IMPACT: All expenses related to Ellucian CampusLogic Inc. products will be funded from Fullerton College's BFAP-SFAA categorical funds.

RECOMMENDATION: Authorization is requested to enter into a one-year agreement with Ellucian CampusLogic Inc. for \$165,529 for the subscription services. This subscription includes the continued use of StudentForms and CampusCommunicator from April 1, 2024 through March 31, 2025. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement and any related documents on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M

Approved for Submittal

3.j.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 13, 2024 Resolution
Information
SUBJECT: A2MEND Summit Conference Sponsorship Enclosure(s)

BACKGROUND: To give the District an opportunity to provide professional development regarding best practices to support African American Students, we are seeking to participate as a Title Sponsor at the 17th Annual Summit in Los Angeles. The A2MEND Summit is an annual event that aims to foster African American male success in community colleges. The Summit is the premier conference in the nation dedicated to addressing the instructional and student support needs of African-American students:

- It provides professional development and networking opportunities for higher education professionals, especially those who work with African American male students;
- It showcases best practices and strategies to address the barriers and challenges that African American male students face in academic achievement, retention, and completion;
- It offers a platform for African American male students to share their experiences, perspectives, and aspirations, and to connect with mentors, role models, and peers;
- It promotes awareness and advocacy for the issues and needs of African American male students in community colleges and beyond.

The A2MEND Summit is a valuable and enriching experience for anyone who is interested in supporting and empowering African American male students in community colleges. Everyone is welcome and encouraged to attend.

This sponsorship includes ten (10) full conference registrations valued at \$6,750, recognition as Title Sponsor, optional speaking opportunities to address the entire audience with words from our District leadership, verbal recognition, information table for hiring opportunities, logo in conference materials and webpage, and advanced access to attendee list so we can inform them about our employment opportunities. This aligns with Board Policy 6350, Hospitality, encouraging awareness of the college and district programs. The cost of the Title sponsorship is \$25,000. Per Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs, ongoing hospitality-related costs in excess of \$5,000 per event or new events in excess of \$1,000 require approval by the Board.

Accordingly, authorization is requested to increase the hospitality budget by \$35,000 for the Title level sponsorship at the A2MEND 17th Annual Summit at \$25,000 and a \$10,000 Diamond level sponsorship at the 2024 Asian Pacific Americans in Higher Education (APAHE) Conference that will come for approval at a future Board meeting. This will

increase the hospitality budget from \$195,000 to \$230,000.

Currently, African American Students are one of two groups (the other being LatinX students) who consistently appear in our equity gap data across the District. Participating in the A2MEND Conference will support our campus faculty, staff and administrators in learning which other practices need to be in place to further support our Black Students. The district also has two A2MEND charters located at Cypress College and Fullerton College. Many of these students will also be attending the conference. NOCCCD expects to have more than 30 staff and approximately 15 students in attendance at this year's summit. This once-a-year opportunity brings together leadership from across the California Community College system to ensure our system, districts and colleges are focusing on Black Student Success so that together, we can eliminate racial equity gaps.

This agenda item was submitted by, Dr. Cynthia Olivo, Fullerton College President, Dr. Scott Thayer, Cypress College President, Valentina Purtell, NOCE President and Dr. Byron D. Clift Breland, Chancellor.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction #1: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals; and District Strategic Direction #4: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs and Board Policy 6350, Hospitality, encouraging awareness of the college and district programs.

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the sponsorship for the A²MEND Summit conference is \$25,000 and will be funded from the Board-approved Hospitality funds.

RECOMMENDATION: Authorization is requested to approve the \$25,000 sponsorship of the A2MEND Summit conference as a Title Sponsor and to increase the hospitality budget by \$35,000.

Fred Williams

Recommended by


Approved for Submittal

3.k.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: February 13, 2024 Information _____
Enclosure(s) X
SUBJECT: Cypress College
Curriculum Matters

BACKGROUND: The divisions and the Curriculum Committee at Cypress College and the District Curriculum Coordinating Committee have approved the attached summary of new curriculum and curriculum revisions.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Joyce Peacock, Chair of the Cypress College Curriculum Committee.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. More specifically, Goal 1.1: The District will guide students to successfully navigate pathways for completion and lifelong learning.

How does this relate to Board Policy: This item is in compliance with Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Spring 2024 and Fall 2024. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

B. J. Dift *Bud M*

Approved for Submittal

4.a.1

Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda

February 13, 2024

(DCCC approved January 18, 2024)

| DEACTIVATE COURSES | | |
|---|-----------|---|
| COURSE ID | EFF DATE | JUSTIFICATION |
| PHS 270 C Nutrition Science and Application | 2024 Fall | Because PHS 107 will be in effect Fall 24, we are deactivating PHS 270 and PHS 286 effective same term. |
| PHS 270HC Honors Nutrition Science and Application | 2024 Fall | Because PHS 107 will be in effect Fall 24, we are deactivating PHS 270 and PHS 286 effective same term. |

| NEW COURSES | | | | | |
|---|--|------------|---|-----------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| CTRP N057C Machine Shorthand Challenge-Beginning (Non-Credit) Units: 0 Lecture: 0 Laboratory: 5-90 | *New Non-Credit Course *Distance Education: Partially *Repeatability: Unlimited *Open Entry/Open Exit *Grading Option: Pass/No Pass *Prerequisite: None | 30 | Class time focuses on individualized instruction, student dictation presentation time, and/or group learning through readback and live voice dictation. | 2024 Fall | CTRP N057 C will add a non-credit component to shadow CTRP 57 C credit class. |
| CTRP N058C Machine shorthand Challenge-Intermediate (Non-Credit) Units: 0 Lecture: 0 Laboratory: 5-90 | *New Non-Credit Course *Distance Education: Partially *Repeatability: Unlimited *Open Entry/Open Exit *Grading Option: Pass/No Pass *Prerequisite: None | 30 | Class time focuses on individualized instruction, student dictation presentation time, and/or group learning through readback and live voice dictation. | 2024 Fall | This course is being offered to fulfill the CSR requirements of machine shorthand hours as a non-credit class. |
| CTRP N060C Machine Shorthand Challenge-Professional (Non-Credit) Units: 0 Lecture: 0 Laboratory: 5-90 | *New Non-Credit Course *Distance Education: Partially *Repeatability: Unlimited *Open Entry/Open Exit *Grading Option: Pass/No Pass *Prerequisite: None | 30 | Class time focuses on individualized instruction, student dictation presentation time, and/or group learning through readback and live voice dictation. | 2024 Fall | This class will give the students working on the RPR level of excellency an opportunity to work on higher speed dictation. |

| REVISED COURSES | | | | | |
|--|--|------------|--|-----------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| DA 016 C Dental Materials Units: 3 Lecture: 2 Laboratory: 3 | *Outline Update *Add Distance Education: Partially Online *Prerequisite revalidated *Student Learning Outcomes Update *Textbook Update | 24 | Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions: Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2024 Fall | Outline, adding partially online, SLOs, prerequisite revalidated, and textbooks updated to better reflect course content. |
| DA 061 C Oral Anatomy/Dental Assisting Units: 3 Lecture: 3 Laboratory: 0 | *Outline Update *Add Distance Education: Partially and Fully Online *Prerequisite revalidated *Textbook Update | 24 | Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2024 Fall | Outline, adding distance education, prerequisite revalidated, and textbooks updated to better reflect course content. |
| DA 065 C Radiology/Dental Assisting Units: 3 Lecture: 2 Laboratory: 3 | *Outline Update *Add Distance Education: Partially Online *Prerequisite revalidated *Textbook Update | 24 | Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2024 Fall | Outline, adding distance education, prerequisite revalidated, and textbooks updated to better reflect course content. |
| DA 066 C Radiology II/Dental Assisting Units: 1 Lecture: 0 Laboratory: 3 | *Outline Update *Prerequisite revalidated *Student Learning Outcomes Update *Textbook Update | 24 | Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in class size document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2024 Fall | Outline, prerequisite revalidated, SLOs, and textbooks updated to better reflect course content. |

| REVISED COURSES | | | | | |
|---|---|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | reports) | | |
| FREN 203 C Intermediate French III Units: 4 Lecture: 4 Laboratory: 0 | *Outline Update *Class size from 35 to 30 *Prerequisites revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update | 30 | Change the class size to 30. Class time focuses on individualized instruction, student presentation time, and/or group learning. Students complete 2 mini-presentations on a French reading and a final presentation on a socio-historical topic. This course also requires three formal writing assignments using analytical and critical thinking skills. These compositions involve reflections and analyses of socio-cultural and historical topics. They are assessed for conceptual understanding of grammatical structures, style, and mechanics at the intermediate level in French. The grading rubrics for the writing assignments assess both conceptual knowledge and treatment of the assigned subject matter. | 2024 Fall | Outline, class size, prerequisites revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revising course description and SLOs to include an assessment of students' socio-cultural competence in the target language. This competence is measured by more than a deep understanding of the French culture and language. It also involves an awareness of how we use French to navigate different social situations, to create our identity, and to engage with other French speakers in a culturally responsive way that acknowledges and appreciates linguistic and cultural. The course content for FREN 203 already includes multiple readings and exploration of French and Francophone culture in a variety of areas and disciplines such as art, cinema, media, sports, and technology. Additionally, chapter exams and the final exam include an assessment of a student's understanding of short readings on these topics as well as an analysis. By revising the course descriptions, assignments, methods of instruction and evaluation, and SLOs, they will reflect the content of this course as well as the full range of skills that students acquire at our intermediate level French course. They will also more accurately demonstrate the culturally responsive curriculum of our department's French program and courses. |
| FREN 204 C Intermediate French IV Units: 4 Lecture: 4 Laboratory: 0 | *Outline Update *Class size from 35 to 30 *Prerequisites revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update | 30 | Change the class size to 30. Class time focuses on individualized instruction, student presentation time, and/or group learning. Students complete 2 mini-presentations on a French reading and a final presentation on a cultural or socio-historical topic. This course also requires three formal writing assignments using analytical and critical thinking skills. These compositions involve further | 2024 Fall | Outline, class size, prerequisites revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revising course description and SLOs to include an assessment of students' socio-cultural competence in the target language. This competence is measured by more than a deep understanding of the French culture and language. It also involves an awareness of how we use French to navigate different social situations, to create our identity, and to engage with other French speakers in a culturally |

| REVISED COURSES | | | | | |
|--|--|------------|---|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | analyses of socio-cultural and historical topics relevant to the modern French-speaking world. They are assessed for conceptual understanding of grammatical structures, style, and mechanics at the upper-intermediate level in French. The grading rubrics for the writing assignments assess both conceptual knowledge and treatment of the assigned subject matter. | | responsive way that acknowledges and appreciates linguistic and cultural diversity. Like FREN 203, FREN 204 already includes multiple readings and exploration of French and Francophone culture in a variety of areas and disciplines such as art, cinema, media, social media, sports, and technology. Additionally, chapter exams and the final exam include an assessment of a student's understanding of short readings on these topics as well as an analysis of their thematic content and relevance. By revising the course descriptions, course content, assignments, methods of instruction and evaluation, and SLOs, these revisions will more accurately reflect the content of this course as well as the full range of skills that students acquire at our upper-intermediate level French course. They will also more accurately demonstrate the culturally responsive curriculum of our department's French program and courses. |
| MUS 124 C Recording Studio I Units: 3 Lecture: 2 Laboratory: 3 | *Outline Update *Class size update from 20 to 25 *Advisory revalidated *Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2024 Fall | Outline, class size, advisory revalidated, and textbooks updated to better reflect course content. |
| MUS 175 C Swing Band Units: 1 Lecture: 0 Laboratory: 4 | *Outline Update *Prerequisite revalidated | 20 | The class size is a part of the Fullerton/Cypress agreement Individualized Instruction Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2024 Fall | Outline and prerequisites revalidated to better reflect course content. |
| MUS 276 C Jazz Band Units: 1 Lecture: 0 Laboratory: 4 | *Outline Update *Prerequisite revalidated | 20 | Vetted with Fullerton college Music Department Course now has been converted from lecture to lab hours. The Three Types of Courses that a District Policy may Designate as Repeatable: 1) Courses for which repetition is necessary to meet the major requirements of CSU or UC | 2024 Fall | Outline and prerequisite revalidated to better reflect course content. |

| REVISED COURSES | | | | | |
|-----------------|--------------|------------|--|----------|---------------|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | <p>for completion of a bachelor's degree (§ 55041(a)(1)): Certain CSU or UC campuses may require students to repeat a specified course as part of the requirements for a specific major. Students who do not repeat these courses are not permitted to receive a bachelor's degree in that major. For example, CSU Sacramento requires the following: "All [Bachelor's of Music] music majors, regardless of their unit load, shall be enrolled each semester in Applied Music for 2 units (until they have reached the maximum of 16 units), and in a Large Performance Ensemble until the Senior Recital is completed." A district can thus designate its corollary Applied Music course and its corollary Large Performance Ensemble course as repeatable until the student meets the lower division component of these major requirements. Once the district has properly designated a course as repeatable, then any student eligible to enroll in that course can enroll in that course multiple times. While the particular course may require the student to meet other eligibility requirements, such as an applicable prerequisite or corequisite, the student does not have to intend to transfer to UC or CSU to enroll in a course that has been properly designated as repeatable. Put another way, once properly designated as repeatable because repetition is necessary to meet the major requirements of CSU or UC for</p> | | |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | completion of a bachelor's degree, then all students, i.e., those that do or do not intend to enroll in CSU or UC, may enroll multiple times in the course. | | |
| MUSA 120 C Beginning Guitar Units: 1 Lecture: 1 Laboratory: 1 | *Outline Update *Class size from 20 to 25 *Student Learning Outcomes *Textbook Update | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2024 Fall | Outline, class size, SLOs, and textbook updated to better reflect course content. |
| MUSA 121 C Intermediate Guitar Units: 1 Lecture: 1 Laboratory: 1 | *Outline Update *Class size from 18 to 25 *Prerequisite revalidated *Removed Audition from requisites. *Student Learning Outcomes Update *Textbook Update | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2024 Fall | Outline, class size, prerequisite revalidated, removed audition from prerequisites, SLOs, and textbook updated to better reflect course content. |
| PHS 285 C Global and Community Health Units: 3 Lecture: 3 Laboratory: 0 | *Outline Update *Student Learning Outcomes Update *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2024 Fall | Outline, SLOs, and textbook updated to better reflect course content. Revision to align with C-ID descriptor PH 109 |

| MODIFY DEGREES/CERTIFICATES | | | |
|-----------------------------|---|----------------|---|
| DEGREE | | EFF DATE | JUSTIFICATION |
| Chemistry | <p>Chemistry Associate in Science Degree for UC Transfer</p> <p>The Chemistry Associate in Science Degree for UC Transfer, also known as the Chemistry AS-UCT, prepares students for transfer to UC campuses that offer bachelor's degrees in chemistry. This program aligns with the UC Transfer Pathway (UCTP). The Chemistry AS-UCT introduces students to general principles of inorganic and organic chemistry with associated laboratory analysis and prepares students for upper division coursework in the discipline of chemistry through the coursework in chemistry, physics and mathematics. Students with a degree in chemistry may pursue careers in a variety of fields such as pharmacy, medicine, engineering, teaching, biotechnology, patent law, and forensic science. Students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. In addition to completing the coursework and IGETC courses for this degree, students must achieve a cumulative minimum grade point average of 3.5 in the major. This degree requires 49 units in the major, 16-20 general education (IGETC) coursework, in addition to other graduation requirements.</p> <p>Required Courses: (49 units)</p> | 2024 Spring | Updated program to remove general education requirements list. Catalog description and total units updated from 65-57 to 49, previously board approved 11/8/2022. |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | | EFF DATE | JUSTIFICATION |
|----------------|--|---|-----------|---|
| | | Units | | |
| | CHEM111AC | General Chemistry I | | |
| | CHEM111BC | General Chemistry II | | |
| | CHEM211AC | Organic Chemistry I | | |
| | CHEM211BC | Organic Chemistry II | | |
| | PHYS221 C | General Physics I | | |
| | PHYS222 C | General Physics II | | |
| | PHYS223 C | General Physics III | | |
| | MATH150AC | Calculus I | | |
| | MATH150BC | Calculus II | | |
| | MATH250AC | Multivariable Calculus | | |
| | MATH250BC | Linear Algebra and Differential Equations | | |
| | Total Units | | | |
| Earth Sciences | <p>Environmental Science Associate in Science Degree for Transfer (AS-T) This curriculum is designed to provide an opportunity for the Environmental Science major to achieve an Associate in Science Degree in Environmental Science for Transfer (AS-T in Environmental Science) which completes the first and second year requirements for transfer to a four-year public California institution. Students with a degree in Environmental Science may pursue careers in education, consulting, research or work in fields such as environmental geology, environmental engineering, zoology, hydrology, conservation science, or environmental law. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Environmental Science or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AS-T in Environmental Science students must complete the following requirements: (1) a minimum of 41 semester units or 60 quarter units in the Environmental Science major with a grade of C or better; AP(Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (2) the Intersegmental General Education Transfer Curriculum (CSU IGETC) for STEM; (3) any electives need to reach 60 semester or 90 quarter units of CSU transferable coursework; and (4) have an overall GPA of 2.0. This degree requires a total of 41 units.</p> | | 2024 Fall | *Catalog Description Update *PSLOs Update *Remove: BIOL 174 C *Add: BIOL 135AC Total units from 40 to 41. |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>Required Core: (15 units)</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>BIOL135AC</td> <td>Principles of Biology I: Cell and Molecular Biology</td> <td align="right">5</td> </tr> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td align="right">5</td> </tr> <tr> <td>CHEM111BC</td> <td>General Chemistry II</td> <td align="right">5</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3">List A: (15 units)</td> </tr> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>GEOL190 C</td> <td>Environmental Geology</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>BIOL103 C</td> <td>Environmental Science</td> <td align="right">3</td> </tr> <tr> <td>GEOL100 C</td> <td>Physical Geology</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">and</td> <td></td> </tr> <tr> <td>GEOL101 C</td> <td>Physical Geology Laboratory</td> <td align="right">1</td> </tr> <tr> <td>MATH120 C</td> <td>Introduction to Probability and Statistics</td> <td align="right">4</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>SOC161 C</td> <td>Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>SOC161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td align="right">4</td> </tr> <tr> <td>MATH150AC</td> <td>Calculus I</td> <td align="right">4</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>MATH130 C</td> <td>Survey of Calculus</td> <td align="right">4</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3">List B: (11 units)</td> </tr> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td align="right">4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td align="right">4</td> </tr> <tr> <td>ECON105 C</td> <td>Principles of Economics-Micro</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>ECON105HC</td> <td>Honors Principles of Economics-Micro</td> <td align="right">3</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Total Units</td> <td></td> <td align="right">41</td> </tr> </table> | | | Units | BIOL135AC | Principles of Biology I: Cell and Molecular Biology | 5 | CHEM111AC | General Chemistry I | 5 | CHEM111BC | General Chemistry II | 5 | | | | List A: (15 units) | | | | | Units | GEOL190 C | Environmental Geology | 3 | | or | | BIOL103 C | Environmental Science | 3 | GEOL100 C | Physical Geology | 3 | | and | | GEOL101 C | Physical Geology Laboratory | 1 | MATH120 C | Introduction to Probability and Statistics | 4 | | or | | SOC161 C | Probability and Statistics-Social Sciences | 4 | | or | | SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | | or | | PSY161 C | Probability and Statistics-Social Sciences | 4 | | or | | PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | MATH150AC | Calculus I | 4 | | or | | MATH130 C | Survey of Calculus | 4 | | | | List B: (11 units) | | | | | Units | PHYS221 C | General Physics I | 4 | PHYS222 C | General Physics II | 4 | ECON105 C | Principles of Economics-Micro | 3 | | or | | ECON105HC | Honors Principles of Economics-Micro | 3 | | | | Total Units | | 41 | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL135AC | Principles of Biology I: Cell and Molecular Biology | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111AC | General Chemistry I | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111BC | General Chemistry II | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| List A: (15 units) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| GEOL190 C | Environmental Geology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| BIOL103 C | Environmental Science | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GEOL100 C | Physical Geology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| GEOL101 C | Physical Geology Laboratory | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH120 C | Introduction to Probability and Statistics | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SOC161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY161 C | Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PSY161HC | Honors Probability and Statistics-Social Sciences | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH150AC | Calculus I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| MATH130 C | Survey of Calculus | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| List B: (11 units) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PHYS221 C | General Physics I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS222 C | General Physics II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECON105 C | Principles of Economics-Micro | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ECON105HC | Honors Principles of Economics-Micro | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total Units | | 41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kinesiology | <p>Aquatics Specialist Certificate Primary emphasis is to prepare the student for occupational competency in swimming instruction as recommended by the state of California and the American Red Cross. Course work in KIN 235 C, KIN 255 C, and KIN 256 C may use credit for prior learning approval based on current Red Cross certification in First Aid and CPR, Life Guarding and Water Safety Instruction at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16-17 units.</p> <p>Required courses: (5 units)</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>KIN112 C</td> <td>Swimming - Intermediate-Advanced</td> <td align="right">1</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td align="right">3</td> </tr> <tr> <td>KIN255 C</td> <td>Lifeguarding</td> <td align="right">1</td> </tr> <tr> <td colspan="3"> </td> </tr> </table> <p>(see counselor if kinesiology major)</p> <p>Elective courses: (11-12 units)</p> | | | Units | KIN112 C | Swimming - Intermediate-Advanced | 1 | KIN235 C | First Aid, CPR and Emergencies | 3 | KIN255 C | Lifeguarding | 1 | | | | 2024 Fall | *Removed: PHS 270C, PHS 270HC *Add: PHS 107 C Total units remain the same. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN112 C | Swimming - Intermediate-Advanced | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN235 C | First Aid, CPR and Emergencies | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN255 C | Lifeguarding | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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MODIFY DEGREES/CERTIFICATES

| DEGREE | | | EFF DATE | JUSTIFICATION |
|-------------|---|---|--------------|---|
| | | Units | | |
| | KIN110 C | Surfing | 0.5 - 1 | |
| | KIN114 C | Springboard Diving | 0.5 - 1 | |
| | KIN115 C | Springboard Diving-Intermediate-Advanced | 0.5 - 1 | |
| | KIN116 C | Swim for Fitness | 0.5 - 1 | |
| | KIN117 C | Water Aerobics | 0.5 - 1 | |
| | KIN118 C | Aqua Zumba | 0.5 - 1 | |
| | KIN119 C | Aqua Bootcamp | 0.5 - 1 | |
| | KIN192 C | Water Polo | 0.5 - 1 | |
| | KIN236 C | Athletic Injuries-Prevention and Care | 3 | |
| | KIN247 C | Sports Management | 3 | |
| | KIN248 C | Psychology of Sport | 3 | |
| | KIN256 C | Water Safety Instruction | 2 | |
| | KIN272 C | Strength and Conditioning | 3 | |
| | KIN274 C | Exercise Testing and Prescription | 3 | |
| | KIN295 C | Kinesiology- Internship Seminar | 3 | |
| | PHS107 C | Nutrition and World Food Issues | 3 | |
| | REC100 C | Foundations of Recreation and Leisure Services | 3 | |
| | | or | | |
| | REC101 C | Principles of Community Recreation | 3 | |
| | REC102 C | Recreation - Sport Leadership and Diverse Groups | 3 | |
| | REC106 C | Outdoor Recreation and Camp Counseling | 3 | |
| | | | | |
| | Total Units | | 16 - 17 | |
| Kinesiology | <p>Athletic Coach Certificate</p> | | 2024 Fall | <p>*Removed: PHS 270C, PHS 270HC *Add: PHS 107 C *Update course title: PHS 294 C Total units remain the same.</p> |
| | <p>Primary emphasis is to prepare the student for occupational coaching at various levels. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.</p> | | | |
| | <p>Required courses: (9 units)</p> | | | |
| | | Units | | |
| | KIN235 C | First Aid, CPR and Emergencies | 3 | |
| | | or | | |
| | KIN236 C | Athletic Injuries-Prevention and Care | 3 | |
| | KIN272 C | Strength and Conditioning | 3 | |
| | KIN295 C | Kinesiology- Internship Seminar | 3 | |
| | <p>Elective courses: (7 units)</p> | | | |
| | | Units | | |
| | <p>Activity courses KIN 100-199</p> | | 0.5 - 1 | |
| | KIN240 C | Sports Officiating | 3 | |
| | KIN241 C | Theory of Coaching Basketball | 3 | |
| | KIN242 C | Theory of Coaching Baseball | 3 | |
| | KIN247 C | Sports Management | 3 | |
| | KIN248 C | Psychology of Sport | 3 | |
| | KIN249 C | Sport and United States Society | 3 | |
| | KIN273 C | Exercise Physiology | 3 | |
| | KIN274 C | Exercise Testing and Prescription | 3 | |
| | PHS107 C | Nutrition and World Food Issues | 3 | |
| | PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | 3 | |
| | PHS296 C | Whole Systems Integrative Health | 3 | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------|--|----------------|---|-------|----------|--------------------------------|---|----------|---------------------------|---|----------|-----------------------------------|---|----------|---------------------------------|---|--|--|-------|--------------------------------------|--|---------|----------|---------------------------------------|---|----------|---------------------|---|----------|---------------------------------|---|----------|------------------|---|----------|---------------------|---|----------|---------------------------------|---|----------|------------------------------|---|----------|---|---|----------|----------------------------------|---|-------------|----|--------------|---|
| | <table border="1"> <tr> <td>Total Units</td> <td align="right">16</td> </tr> </table> | Total Units | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kinesiology | <p>Fitness Specialist Certificate Primary emphasis is to prepare the student for occupational competency in private and corporate fitness industry. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.</p> <p>Required courses: (12 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th align="right">Units</th> </tr> </thead> <tbody> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td align="right">3</td> </tr> <tr> <td>KIN272 C</td> <td>Strength and Conditioning</td> <td align="right">3</td> </tr> <tr> <td>KIN274 C</td> <td>Exercise Testing and Prescription</td> <td align="right">3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td align="right">3</td> </tr> </tbody> </table> <p>Elective courses: (4 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th align="right">Units</th> </tr> </thead> <tbody> <tr> <td colspan="2">Activity courses KIN 100 -201</td> <td align="right">0.5 - 1</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td align="right">3</td> </tr> <tr> <td>KIN248 C</td> <td>Psychology of Sport</td> <td align="right">3</td> </tr> <tr> <td>KIN249 C</td> <td>Sport and United States Society</td> <td align="right">3</td> </tr> <tr> <td>KIN271 C</td> <td>Movement Anatomy</td> <td align="right">3</td> </tr> <tr> <td>KIN273 C</td> <td>Exercise Physiology</td> <td align="right">3</td> </tr> <tr> <td>PHS107 C</td> <td>Nutrition and World Food Issues</td> <td align="right">3</td> </tr> <tr> <td>PHS284 C</td> <td>Contemporary Personal Health</td> <td align="right">3</td> </tr> <tr> <td>PHS294 C</td> <td>Interpersonal Neurobiology and the Mind-Body Connection</td> <td align="right">3</td> </tr> <tr> <td>PHS296 C</td> <td>Whole Systems Integrative Health</td> <td align="right">3</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Total Units</td> <td align="right">16</td> </tr> </table> | | | Units | KIN235 C | First Aid, CPR and Emergencies | 3 | KIN272 C | Strength and Conditioning | 3 | KIN274 C | Exercise Testing and Prescription | 3 | KIN295 C | Kinesiology- Internship Seminar | 3 | | | Units | Activity courses KIN 100 -201 | | 0.5 - 1 | KIN236 C | Athletic Injuries-Prevention and Care | 3 | KIN248 C | Psychology of Sport | 3 | KIN249 C | Sport and United States Society | 3 | KIN271 C | Movement Anatomy | 3 | KIN273 C | Exercise Physiology | 3 | PHS107 C | Nutrition and World Food Issues | 3 | PHS284 C | Contemporary Personal Health | 3 | PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | 3 | PHS296 C | Whole Systems Integrative Health | 3 | Total Units | 16 | 2024 Fall | *Removed: PHS 270C, PHS 270HC *Add: PHS 107 C *Update course title: PHS 294 C Total units remain the same. |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN235 C | First Aid, CPR and Emergencies | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN272 C | Strength and Conditioning | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN274 C | Exercise Testing and Prescription | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN295 C | Kinesiology- Internship Seminar | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity courses KIN 100 -201 | | 0.5 - 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN236 C | Athletic Injuries-Prevention and Care | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN248 C | Psychology of Sport | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN249 C | Sport and United States Society | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN271 C | Movement Anatomy | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN273 C | Exercise Physiology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS107 C | Nutrition and World Food Issues | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS284 C | Contemporary Personal Health | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS296 C | Whole Systems Integrative Health | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Physics | <p>Physics Associate in Science Degree for UC Transfer The Physics Associate in Science Degree for UC Transfer, also known as the Physics AS-UCT, prepares students for transfer to UC campuses that offer bachelor's degrees in physics. This program aligns with the UC Transfer Pathway (UCTP). The Physics AS-UCT introduces students to general principles of mechanics, electricity, magnetism, thermodynamics, optics, and modern physics with related laboratory work and prepares students for upper division coursework in the discipline of physics through the coursework in physics and mathematics. This degree in physics provides valuable quantitative and problem-solving skills that are in demand for hiring as lab technicians in fields such as manufacturing, different fields of engineering, and education. For people who obtain a terminal bachelor's degree in physics, about half work in industry, in fields such as aerospace, military, software, and electronics. Most of the other half work either as high school teachers or as lab technicians at universities or government-funded laboratories. PhD's in physics are qualified for teaching at the university level and for scientific research, as well as for higher-level jobs in the same areas as those with bachelor's degrees. Students completing this degree are guaranteed admission to the UC system, but not necessarily to a particular UC campus or major of their choice. In addition to completing the coursework and IGETC courses for this degree, students must achieve a cumulative minimum grade point average of 3.5 in the major. This degree requires 39 units in the major, 16-20 general education (IGETC) coursework, in addition to other graduation requirements.</p> <p>Required units: (39 units)</p> | 2024 Spring | Updated program to remove general education requirements list. Catalog description and total units updated from 55-59 to 39, previously board approved 11/8/2022. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|---------|----------|---------------|-----------|---------------------|---------------------------------|-----------|----------------------|---|-----------|-------------------|----------------------------------|-----------|--------------------|---|-----------|---------------------|--------------------------------------|-----------|------------|----------------------------|-----------|-------------|---------------------------|-----------|------------------------|---|-----------|---|-------------------|-------------|----------|--------------|---------|-----------|--|
| | <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td>5</td> </tr> <tr> <td>CHEM111BC</td> <td>General Chemistry II</td> <td>5</td> </tr> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td>4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td>4</td> </tr> <tr> <td>PHYS223 C</td> <td>General Physics III</td> <td>4</td> </tr> <tr> <td>MATH150AC</td> <td>Calculus I</td> <td>4</td> </tr> <tr> <td>MATH150BC</td> <td>Calculus II</td> <td>4</td> </tr> <tr> <td>MATH250AC</td> <td>Multivariable Calculus</td> <td>4</td> </tr> <tr> <td>MATH250BC</td> <td>Linear Algebra and Differential Equations</td> <td>5</td> </tr> <tr> <td colspan="2">Total Units</td> <td>39</td> </tr> </tbody> </table> | | | Units | CHEM111AC | General Chemistry I | 5 | CHEM111BC | General Chemistry II | 5 | PHYS221 C | General Physics I | 4 | PHYS222 C | General Physics II | 4 | PHYS223 C | General Physics III | 4 | MATH150AC | Calculus I | 4 | MATH150BC | Calculus II | 4 | MATH250AC | Multivariable Calculus | 4 | MATH250BC | Linear Algebra and Differential Equations | 5 | Total Units | | 39 | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111AC | General Chemistry I | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHEM111BC | General Chemistry II | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS221 C | General Physics I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS222 C | General Physics II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHYS223 C | General Physics III | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH150AC | Calculus I | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH150BC | Calculus II | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH250AC | Multivariable Calculus | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MATH250BC | Linear Algebra and Differential Equations | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Health Science | <p>Integrative Health and Wellness Studies Associate in Science Degree</p> <p>Integrative Health and Wellness Studies is an interdisciplinary approach to the study of health. Health is defined as a state of physical, psychological, social, and spiritual wellbeing. Furthermore, health is defined as a state of wholeness, of being whole, and in this respect, we approach the study of health from a perspective of what is holy, and sacred. In approaching a vitalist, and holistic definition of health, we will comprehensively consider sleep, movement, nutrition, resiliency, mind-body practices, our connection to nature, and environment, that allow for the emergence of a whole person perspective of human flourishing and health. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) social justice, equity, and sustainability and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This major requires a total of 20-25 units, in addition to other graduation requirements.</p> <p>Required Courses (9 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHS107 C</td> <td>Nutrition and World Food Issues</td> <td>3</td> </tr> <tr> <td>PHS294 C</td> <td>Interpersonal Neurobiology and the Mind-Body Connection</td> <td>3</td> </tr> <tr> <td>PHS296 C</td> <td>Whole Systems Integrative Health</td> <td>3</td> </tr> </tbody> </table> <p>Select 1-degree emphasis (11-16 units).</p> <p>Degree Emphasis: Yoga Studies (11 units). Students completing Yoga Studies emphasis would have earned Yoga Teacher Training Certificate (200-hour) accredited by Yoga Alliance in addition to completing AS degree.</p> <p>Required Courses (9 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN290 C</td> <td>Philosophy and Consciousness of Yoga</td> <td>3</td> </tr> <tr> <td>KIN291 C</td> <td>Yoga and the Physical Body</td> <td>3</td> </tr> <tr> <td>KIN293 C</td> <td>Contemporary Yoga Studies</td> <td>3</td> </tr> </tbody> </table> <p>Restricted Electives (2 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN128 C</td> <td>Yoga-Intermediate</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN129 C</td> <td>Vinyasa Yoga</td> <td>0.5 - 1</td> </tr> </tbody> </table> | | | | Units | PHS107 C | Nutrition and World Food Issues | 3 | PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | 3 | PHS296 C | Whole Systems Integrative Health | 3 | | | Units | KIN290 C | Philosophy and Consciousness of Yoga | 3 | KIN291 C | Yoga and the Physical Body | 3 | KIN293 C | Contemporary Yoga Studies | 3 | | | Units | KIN128 C | Yoga-Intermediate | 0.5 - 1 | KIN129 C | Vinyasa Yoga | 0.5 - 1 | 2024 Fall | <p>*Add: PHS 107 C, PHS 280 C, PHS 280HC, PHS 283 C, PHS 284 C, PHS 285 C, PHS 295 C, PHS 287 C, COMM 120 C, HUSR 226 C, HUSR 240 C, KIN 235 C, PSY 131 C, PSY 255 C, SOC 250 C</p> <p>*Course title update: PHS 294 C</p> <p>*Remove: PHS 270 C, PHS 270HC, INDS 200 C, INDS 201 C</p> <p>Total units from 28 to 20-25.</p> |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS107 C | Nutrition and World Food Issues | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHS296 C | Whole Systems Integrative Health | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN290 C | Philosophy and Consciousness of Yoga | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN291 C | Yoga and the Physical Body | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN293 C | Contemporary Yoga Studies | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN128 C | Yoga-Intermediate | 0.5 - 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN129 C | Vinyasa Yoga | 0.5 - 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | | EFF DATE | JUSTIFICATION |
|--------|---|--------------------------------------|----------|---------------|
| | KIN130 C | Yoga | 0.5 - 1 | |
| | KIN131 C | Restorative and Gentle Yoga | 0.5 - 1 | |
| | KIN132 C | Hatha Yoga | 0.5 - 1 | |
| | | | | |
| | <p>Degree Emphasis: Yoga Therapy (14 units). Students completing this emphasis would have earned Yoga Therapy Certificate (300-hour) accredited by Yoga Alliance in addition to completing AS degree. Only students who already possess RYT-200-hour level certification by Yoga Alliance qualify for this emphasis.</p> | | | |
| | <p>Required courses (12 units)</p> | | | |
| | | | Units | |
| | KIN292 C | Yoga and the Subtle Body | 3 | |
| | KIN293 C | Contemporary Yoga Studies | 3 | |
| | KIN294C | Ayurveda and Lifestyle Medicine | 3 | |
| | KIN296C | Yoga Therapy | 3 | |
| | | | | |
| | <p>Restricted Electives (2 units)</p> | | | |
| | | | Units | |
| | KIN128 C | Yoga-Intermediate | 0.5 - 1 | |
| | KIN129 C | Vinyasa Yoga | 0.5 - 1 | |
| | KIN130 C | Yoga | 0.5 - 1 | |
| | KIN131 C | Restorative and Gentle Yoga | 0.5 - 1 | |
| | KIN132 C | Hatha Yoga | 0.5 - 1 | |
| | | | | |
| | <p>Degree Emphasis: Integrative Health Studies (16 units).</p> | | | |
| | <p>Restricted Electives (16 units).</p> | | | |
| | | | Units | |
| | KIN290 C | Philosophy and Consciousness of Yoga | 3 | |
| | KIN291 C | Yoga and the Physical Body | 3 | |
| | KIN292 C | Yoga and the Subtle Body | 3 | |
| | KIN294C | Ayurveda and Lifestyle Medicine | 3 | |
| | KIN296C | Yoga Therapy | 3 | |
| | PHS280 C | Introduction to Public Health | 3 | |
| | or | | | |
| | PHS280HC | Honors Introduction to Public Health | 3 | |
| | PHIL101 C | Introduction to Religious Studies | 3 | |
| | or | | | |
| | PHIL110 C | Religions of the East | 3 | |
| | PHS281 C | Health and Social Justice | 3 | |
| | or | | | |
| | PHS281HC | Honors Health and Social Justice | 3 | |
| | PHS283 C | Women's Health | 3 | |
| | PHS285 C | Global and Community Health | 3 | |
| | PHS284 C | Contemporary Personal Health | 3 | |
| | or | | | |
| | COUN105 C | Stress and Anxiety Management | 1 | |
| | PHS295 C | Civic Engagement in Public Health | 3 | |
| | | | | |
| | <p>Degree Emphasis: Community Health Worker (15 units). Students would have earned Community Health Worker Certificate in addition to completing AS degree.</p> | | | |
| | <p>Required Courses (6 units)</p> | | | |
| | | | Units | |
| | PHS281 C | Health and Social Justice | 3 | |
| | or | | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | | EFF DATE | JUSTIFICATION |
|-----------------------|--|---|----------|--|
| | PHS281HC | Honors Health and Social Justice | | |
| | PHS295 C | Civic Engagement in Public Health | | |
| | | | | |
| | Restricted Courses (9 units) | | | |
| | | Units | | |
| | PHS280 C | Introduction to Public Health | | |
| | or | | | |
| | PHS280HC | Honors Introduction to Public Health | | |
| | COMM120 C | Intercultural Communication | | |
| | HUSR226 C | Behavior Modification | | |
| | HUSR240 C | Drugs and Alcohol in Our Society | | |
| | KIN235 C | First Aid, CPR and Emergencies | | |
| | PHS283 C | Women's Health | | |
| | PHS284 C | Contemporary Personal Health | | |
| | PHS285 C | Global and Community Health | | |
| | PHS287 C | Case Studies in Public Health | | |
| | PSY131 C | Cross-Cultural Psychology | | |
| | PSY255 C | Psychology of Aging | | |
| | SOC250 C | Sociology of Aging | | |
| | Total Units | | 20 - 25 | |
| Public Health Science | Yoga Therapy Certificate (300-HR) | | 2024 | Updated program with PHS 294 C, previously approved by committee on 10/31/ 2023. |
| | <p>The Yoga Therapy Certificate (300-hr) is designed for students who wish to pursue Yoga from a therapeutic perspective and interventional perspective and satisfies requirements of Yoga Alliance (RYS 300) accredited program. Yoga therapy is the therapeutic application of Yoga derived from Patanjali's Yoga Sutras and principles of Ayurvedic medicine. Yoga Therapy is a whole systems approach to health, healing, and vitality, and its primary goal is to facilitate a state of sattva, balance, to the individual, which is accomplished through assessing and implementing specific modalities across all kosha layers of the individual, from physical to subtle and energetic. The certificate is designed to prepare students for employment as Yoga Teachers in the health and wellness industry. To earn this certificate, complete the required courses as listed with a grade of C or better. This certificate requires a total of 19 units.</p> | | Fall | |
| | Required courses are listed in suggested sequence: (12 units) | | | |
| | | Units | | |
| | KIN292 C | Yoga and the Subtle Body | | |
| | KIN294C | Ayurveda and Lifestyle Medicine | | |
| | KIN296C | Yoga Therapy | | |
| | KIN293 C | Contemporary Yoga Studies | | |
| | | | | |
| | Elective courses: select 7 units from the following: (7 units) | | | |
| | | Units | | |
| | KIN128 C | Yoga-Intermediate | | 0.5 - 1 |
| | KIN129 C | Vinyasa Yoga | | 0.5 - 1 |
| | KIN130 C | Yoga | | 0.5 - 1 |
| | KIN131 C | Restorative and Gentle Yoga | | 0.5 - 1 |
| | KIN132 C | Hatha Yoga | | 0.5 - 1 |
| | PHS294 C | Interpersonal Neurobiology and the Mind-Body Connection | | 3 |
| | PHS296 C | Whole Systems Integrative Health | | 3 |
| | | | | |
| | Total Units | | 19 | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|------------------|---------------|-------|----------|--|---|--|----|--|----------|------------------------------------|---|----------|--|---|----------|--------------------------------|---|--|--|-------|-------------------------------------|--|---------|----------|--|---|----------|---------------------------------------|---|----------|-------------------|---|----------|---------------------------|---|--|----|--|----------|----------------------------------|---|-----------|-----------------------|---|--|----|--|-----------|------------------------------|---|---------|-------------------------------|---|-----------|-----------------------|---|-----------|--------------------------|---|----------|----------------------------|---|--|----|--|----------|-----------------------------------|---|----------|---------------------------------|---|--------------------|--|------------------|--------------|---|
| Recreation | <p>Recreation Assistant Certificate</p> <p>Program Description: Primary emphasis is to prepare the student for introductory level of recreation and leisure career opportunities. All students must complete at least 16 units. Course work in KIN 235 C may use credit for prior learning approval based on current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16-19.5 units.</p> <p>Required coursework: (9 units)</p> <table border="1" data-bbox="342 577 1040 787"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>REC100 C</td> <td>Foundations of Recreation and Leisure Services</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>REC101 C</td> <td>Principles of Community Recreation</td> <td>3</td> </tr> <tr> <td>REC102 C</td> <td>Recreation - Sport Leadership and Diverse Groups</td> <td>3</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> </tbody> </table> <p>Select from the elective courses listed below (7-10.5 units).</p> <table border="1" data-bbox="342 814 1040 1417"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td colspan="2">Activity Courses KIN 100-201</td> <td>0.5 - 1</td> </tr> <tr> <td>REC106 C</td> <td>Outdoor Recreation and Camp Counseling</td> <td>3</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN247 C</td> <td>Sports Management</td> <td>3</td> </tr> <tr> <td>SOC101 C</td> <td>Introduction to Sociology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC101HC</td> <td>Honors Introduction to Sociology</td> <td>3</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH102HC</td> <td>Honors Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>HS145 C</td> <td>Survey of Medical Terminology</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> <tr> <td>PSY101 C</td> <td>Introduction to Psychology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY101HC</td> <td>Honors Introduction to Psychology</td> <td>3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>16 - 19.5</td> </tr> </tbody> </table> | | | Units | REC100 C | Foundations of Recreation and Leisure Services | 3 | | or | | REC101 C | Principles of Community Recreation | 3 | REC102 C | Recreation - Sport Leadership and Diverse Groups | 3 | KIN235 C | First Aid, CPR and Emergencies | 3 | | | Units | Activity Courses KIN 100-201 | | 0.5 - 1 | REC106 C | Outdoor Recreation and Camp Counseling | 3 | KIN236 C | Athletic Injuries-Prevention and Care | 3 | KIN247 C | Sports Management | 3 | SOC101 C | Introduction to Sociology | 3 | | or | | SOC101HC | Honors Introduction to Sociology | 3 | ANTH102 C | Cultural Anthropology | 3 | | or | | ANTH102HC | Honors Cultural Anthropology | 3 | HS145 C | Survey of Medical Terminology | 3 | BIOL231 C | General Human Anatomy | 4 | BIOL241 C | General Human Physiology | 4 | PSY101 C | Introduction to Psychology | 3 | | or | | PSY101HC | Honors Introduction to Psychology | 3 | KIN295 C | Kinesiology- Internship Seminar | 3 | Total Units | | 16 - 19.5 | 2024 Fall | *Catalog description update *PSLOs update Total units remain the same |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REC100 C | Foundations of Recreation and Leisure Services | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REC101 C | Principles of Community Recreation | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REC102 C | Recreation - Sport Leadership and Diverse Groups | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN235 C | First Aid, CPR and Emergencies | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity Courses KIN 100-201 | | 0.5 - 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REC106 C | Outdoor Recreation and Camp Counseling | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN236 C | Athletic Injuries-Prevention and Care | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN247 C | Sports Management | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOC101 C | Introduction to Sociology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SOC101HC | Honors Introduction to Sociology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANTH102 C | Cultural Anthropology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANTH102HC | Honors Cultural Anthropology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HS145 C | Survey of Medical Terminology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL231 C | General Human Anatomy | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL241 C | General Human Physiology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY101 C | Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PSY101HC | Honors Introduction to Psychology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIN295 C | Kinesiology- Internship Seminar | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 16 - 19.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|--|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | February 13, 2024 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | North Orange Continuing Education Curriculum Matters | Enclosure(s) | <u> X </u> |

BACKGROUND: The Office of Instruction, Curriculum Committee, and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of North Orange Continuing Education and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; and (5) to restructure programmatic curricula.

All curriculum is submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is being submitted by Dr. Kimberley H. Stiemke, Chair of the North Orange Continuing Education Curriculum Committee, and Dr. Karen Bautista, Vice President of Instruction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals.

How does this relate to Board Policy: The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for all curricula comes from the campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Summer 2024 and Fall 2024. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by



Approved for Submittal

4.b.1

Item No.



North Orange Continuing Education Curriculum

Pending Board approval on February 13, 2024.
 Approved by District Curriculum Coordinating Committee on January 18, 2024.
 Approved by North Orange Continuing Education Curriculum Committee
 on December 12, 2023.

| New Courses | | | | |
|-------------|--------------------------------------|-------|-------------|--|
| Course ID | Title | Hours | Eff Date | Justification |
| ESLA 239 | ESL Skill Review, Beginning Literacy | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 240 | ESL Skill Review, Beginning Low | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 241 | ESL Skill Review, Beginning High | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 242 | ESL Skill Review, Intermediate Low | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 243 | ESL Skill Review, Intermediate High | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 244 | ESL Skill Review, Advanced | 90 | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The goal is to serve students who come to our school after the regular term has started or during the shortened summer term, and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. |
| ESLA 351 | ESL for Art Appreciation | 90 | 2024 Fall | The demand for content based language skills and training in the arts is likely to increase as the percentage of job openings increase. For instance, the Bureau of Labor projects that there will be a 5-6% increase in production designers from 2021-2031. |
| ESLA 352 | ESL for Readers Theatre | 90 | 2024 Fall | Demand for content based language skills and theatre training for the film/TV industry is likely to increase. The film/TV industry is one of the fastest growing sectors in the U.S. as online platforms, streaming, and the number of TV shows increase. The Bureau of Labor statistics indicate that there will be a rise in the number of openings from 2021-2031 for acting positions (8%); directors and producers (8%); camera operators (12%); and film/video editors (14%). |
| ESLA 353 | ESL for Acting | 90 | 2024 Fall | Demand for content based language skills and theatre training needed for the film/TV industry is likely to increase. The film/TV industry is one of the fastest growing sectors in the |

| New Courses | | | | |
|-------------|----------------------------|-------|-----------|--|
| Course ID | Title | Hours | Eff Date | Justification |
| | | | | U.S. as online platforms, streaming, and the number of TV shows increase. The Bureau of Labor statistics indicate that there will be a rise in the number of openings from 2021-2031 for acting positions (8%); directors and producers (8%); camera operators (12%); and film/video editors (14%). |
| ESLA 354 | ESL for Film and TV Acting | 90 | 2024 Fall | Demand for content based language skills needed for the film/TV industry is likely to increase. The film/TV industry is one of the fastest growing sectors in the U.S. as online platforms, streaming, and the number of TV shows increase. The Bureau of Labor statistics indicate that there will be a rise in the number of openings from 2021-2031 for acting positions (8%); directors and producers (8%); camera operators (12%); and film/ video editors (14%). |

| Revised Courses | | | | |
|-----------------|--|--------|-------------|--|
| Course ID | Title | Hours | Eff Date | Justification |
| DSSS 303 | WISE - Safety Skills | 450 | 2024 Summer | Update CB21 and De Addendum to Reflect Instructor Student Contact Hours. |
| ELET 175 | Electrical Trades Mathematics I | 54 | 2024 Summer | A challenge exam has been added to provide students with the opportunity to use their previous knowledge to challenge the current curriculum/course. The hours have also been increased to include out of class hours. |
| EMER 100 | Mature Driver Improvement | 8 | 2024 Fall | Subject Code Realignment: Convert Subject Code from SAFE 205 to EMER 100. |
| EMER 125 | Journey Back Into Time for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from ENCO 501 to EMER 125. |
| EMER 145 | Senior Topics for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from EDEN 100 to EMER 145. |
| EMER 150 | Mobile Information Literacy | 36 | 2024 Fall | Addition of Distance Education Addendum. |
| EMER 205 | Creative Arts for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert Subject Code from CRAE 100 to EMER 205. |
| EMER 225 | Painting for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from CRAE 105 to EMER 225. |
| EMER 235 | Beginning Drama for Older Adults | 24 | 2024 Fall | Subject Code realignment: Convert subject code from CRAE 315 to EMER 235. |
| EMER 275 | Senior Chorus | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from MUSC 303 to EMER 275. |
| EMER 280 | Tone Chime Choir for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from MUSC 304 to EMER 280. |
| EMER 305 | Food Preparation and Good Nutrition for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert subject code from HLTH 109 to EMER 305 and title update. |
| EMER 315 | Health and Wellness for Older Adults: Adapted Mobility | 36 | 2024 Fall | Subject Code Realignment from HLTH 205 to EMER 335. |
| EMER 325 | History of Comedy and Humor for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert Subject Code from HLTH 161 to EMER 325. |
| EMER 330 | Staying Mentally Sharp for Older Adults | 36 | 2024 Fall | Subject Code Realignment: Convert Subject Code from HLTH 167 to EMER 330. |
| ENCO 200 | Braille Transcribing - Reading & Writing Uncontracted and Contracted | 45 | 2024 Summer | CB09 and CB03 coding update. |
| ENCO 201 | Braille Transcribing - Formatting Contracted Unified English Braille | 45 | 2024 Summer | CB09 and CB03 coding update. |
| ESLA 001 | ESL Student Support Center | 12-120 | 2024 Fall | The ESL program is updating this course to better serve our diverse students' needs. The revision includes a refresh of content, objectives and SLOs, as well as a course name change to differentiate from other NOCE "learning centers." |

| Revised Courses | | | | |
|-----------------|---------------------------------------|-------|-------------|--|
| Course ID | Title | Hours | Eff Date | Justification |
| PARN 304 | Mental Wellness in the Home | 36 | 2023 Fall | PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community and instructor feedback, the title of this course is also being updated. |
| PARN 350 | Love and Logic® Seminar 1 | 1.5 | 2024 Summer | Title update from Love and Logic Workshop to Love and Logic Seminar 1. |
| PARN 352 | Internet Safety Seminar | 1.5 | 2024 Summer | Title update from Internet Safety Workshop to Internet Safety Seminar. |
| PARN 354 | Adverse Childhood Experiences Seminar | 1.5 | 2024 Summer | Title update from Adverse Childhood Experiences Workshop to Adverse Childhood Seminar. |
| WFPR 105 | Build Your Career | 12 | 2024 Summer | Update coding to program applicable. |

| Course Deactivations | | | |
|----------------------|--|-------------|--|
| Course ID | Title | Eff Date | Justification |
| ABE 430 | Literacy - Beginning | 2024 Summer | Course is no longer offered. |
| ABE 432 | Literacy - Intermediate | 2024 Summer | Course is no longer offered. |
| ABE 435 | Literacy - Advanced | 2024 Summer | Course is no longer offered. |
| ABED 100 | Improving Individual Skills Lab | 2024 Summer | Course is no longer offered. |
| EMER 403 | Health and Wellness for Older Adults | 2024 Summer | This course is being offered as EMER 310. |
| ENCO 125S | Signs of Holidays | 2024 Summer | Course no longer offered. |
| ENCO 181 | Oral Histories for Older Adult | 2024 Summer | Course no longer offered. |
| ENCO 183S | Great Literature for Seniors | 2024 Summer | Course no longer offered. |
| HLTH 126 | Hearing Impaired for Older Adults | 2024 Summer | Course no longer offered. |
| HLTH 170 | Healthier Living: Managing Ongoing Health Conditions for the Older Adult | 2024 Summer | Course no longer offered. |
| HLTH 180 | Brain Health for Older Adults | 2024 Summer | Course no longer offered. |
| IHSS 106 | High School U.S. History | 2024 Summer | This course was replaced by IHSS 315, 316, 317, and 318. |
| IHSS 107 | High School U.S. Government | 2024 Summer | This course was replaced by IHSS 310 and 311. |
| IHSS 111 | High School Economics | 2024 Summer | This course was replaced by IHSS 305 and 306. |
| IHSS 114 | High School Film Appreciation | 2024 Summer | This course is no longer offered. |
| IHSS 123 | High School Biology | 2024 Summer | This course was replaced by IHSS 415, 416, 417, 418. |
| IHSS 124 | High School Health | 2024 Summer | This course was replaced by IHSS 345, 346, 347, and 348. |
| IHSS 841 | High School Math: Whole Numbers | 2024 Summer | Course is no longer offered. |
| IHSS 842 | High School Math: Fractions | 2024 Summer | Course is no longer offered. |
| IHSS 843 | High School Math: Decimals and Percents | 2024 Summer | Course is no longer offered. |

| Course Deactivations | | | |
|----------------------|--|-------------|------------------------------|
| Course ID | Title | Eff Date | Justification |
| IHSS 844 | High School Math: Measurement, Geometry, & Algebra | 2024 Summer | Course is no longer offered. |
| IHSS 998 | High School Reading Strategies 2 | 2024 Summer | Course is no longer offered. |
| MEDO 118 | Pediatric First Aid & CPR | 2024 Summer | Course no longer offered. |
| MEDO 250 | Spanish for Healthcare Professionals | 2024 Summer | Course no longer offered. |
| MEDO 265 | CPR and First Aid: For Healthcare Professionals. | 2024 Summer | Course no longer offered. |
| MEDO 270 | Medical Assisting Ed Planning | 2024 Summer | Course no longer offered. |
| MEDO 295 | National Certified Medical Assistant Exam Prep | 2024 Summer | Course no longer offered. |
| MEOC 144 | Out-Patient Externship. | 2024 Summer | Course no longer offered. |
| MEOC 210 | Introduction of Computers for Health Care Workers | 2023 Summer | Course no longer offered. |
| MEOC 225 | Medical Coding-Introduction | 2024 Summer | Course no longer offered. |
| MEOC 227 | Medical Coding-Intermediate | 2024 Summer | Course no longer offered. |
| PARN 104A | Kindergym (Ages 1 - 4.5) | 2024 Summer | Course no longer offered. |
| PARN 108 | You/Your Young Child & Music | 2024 Summer | Course no longer offered. |

| New Programs | | | | |
|----------------------------|---|---|--|----|
| Program Title | | Eff Date | Justification | |
| ESL Skill Review, Advanced | The ESL Skill Review, Advanced certificate program focuses on vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on increasing students' academic vocabulary by using context clues, stems and affixes, dictionary skills, and practice with the Academic Word List. In addition, they will become familiar with the denotations and connotations of words. Civics topics will be chosen each term based on the needs of the students. | | 2024 Summer The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The ESL Skill Review course will focus on vocabulary word forms, word families, English grammar forms and structures. The goal of the ESL Skill Review, Advanced certificate program is to serve students who come to our school after the regular term has started or during the shortened summer term and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. | |
| | Core Courses | | | |
| | | Hours | | |
| | ESLA 244 | ESL Skill Review, Advanced | | 90 |
| | Elective Course (Must Choose One) | | | |
| | | Hours | | |
| | ESLA 181 | ESL Reading Skills, Intermediate to Advanced | | 36 |
| | ESLA 183 | ESL Speaking Skills, Intermediate to Advanced | | 36 |
| | ESLA 186 | ESL Writing Skills, Intermediate to Advanced | | 36 |
| | ESLA 223 | ESL Grammar Review, Intermediate to Advanced | | 36 |
| | ESLA 226 | ESL Vocabulary Review, Intermediate to Advanced | | 36 |
| Total Hours | | 126 | | |

| New Programs | | | | | |
|-------------------------------------|--|-------------|--|---|--------------|
| Program Title | | Eff Date | Justification | | |
| ESL Skill Review, Intermediate High | The ESL Skill Review, Intermediate High certificate program focuses on vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on the acquisition and use of new vocabulary and the strategies to understand and interpret content. Civics topics will be chosen each term based on the needs of the students. | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The ESL Skill Review course will focus on vocabulary word forms, word families, English grammar forms and structures. The goal of the ESL Skill Review, Intermediate High certificate program is to serve students who come to our school after the regular term has started or during the shortened summer term and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. | | |
| | Core Courses | | | | |
| | | | | Hours | |
| | ESLA 243 | | | ESL Skill Review, Intermediate High | 90 |
| | Elective Course (Must Choose One) | | | | |
| | | | | | Hours |
| | ESLA 181 | | | ESL Reading Skills, Intermediate to Advanced | 36 |
| | ESLA 183 | | | ESL Speaking Skills, Intermediate to Advanced | 36 |
| | ESLA 186 | | | ESL Writing Skills, Intermediate to Advanced | 36 |
| | ESLA 223 | | | ESL Grammar Review, Intermediate to Advanced | 36 |
| | ESLA 226 | | | ESL Vocabulary Review, Intermediate to Advanced | 36 |
| Total Hours | | 126 | | | |
| ESL Skill Review, Intermediate Low | The ESL Skill Review, Intermediate Low certificate program focuses on vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. The vocabulary focus is on word forms and families, determining the meaning of words in context, and introducing the basic affixes in the prediction meaning. Civics topics will be chosen each term based on the needs of the students. | 2024 Summer | The ESL program is creating short-term ESL courses to serve as either an overview or a review, depending on the needs of the student, of the grammar and vocabulary presented in each level of our ESL Integrated Skills courses. The ESL Skill Review course will focus on vocabulary word forms, word families, English grammar forms and structures. The goal of the ESL Skill Review, Intermediate Low certificate program is to serve students who come to our school after the regular term has started or during the shortened summer term and provide them with an opportunity to cover that key course material while they wait for the next full semester to begin. | | |
| | Core Courses | | | | |
| | | | | Hours | |
| | ESLA 242 | | | ESL Skill Review, Intermediate Low | 90 |
| | Elective Course (Must Choose One) | | | | |
| | | | | | Hours |
| | ESLA 181 | | | ESL Reading Skills, Intermediate to Advanced | 36 |
| | ESLA 183 | | | ESL Speaking Skills, Intermediate to Advanced | 36 |
| | ESLA 186 | | | ESL Writing Skills, Intermediate to Advanced | 36 |
| | ESLA 223 | | | ESL Grammar Review, Intermediate to Advanced | 36 |
| | ESLA 226 | | | ESL Vocabulary Review, Intermediate to Advanced | 36 |
| Total Hours | | 126 | | | |
| ESL for the Arts | The ESL (English as a Second Language) for the Arts certificate is an integrated language program. Students are required to complete three courses from the following list: ESL for Art Appreciation, ESL for Readers Theatre, ESL for Acting, and ESL for Film and TV Acting. The courses are designed to give students the terminology and analytical skills needed to improve reading, speaking, writing, and listening skills within the areas of the visual | 2024 Fall | The Program supports transition into credit courses and helps prepare students for careers in arts fields. | | |

| New Programs | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|------------|----------|---------------|-------|----------|--------------------------|----|----------|-------------------------|----|----------|----------------|----|----------|----------------------------|----|--------------------|--|------------|--|--|
| Program Title | | | Eff Date | Justification | | | | | | | | | | | | | | | | | | |
| | <p>and performing arts. The ESL for Art Appreciation course is designed to give students the terminology and analytical skills needed to improve reading, speaking, writing, and listening skills within the area of visual arts. ESL for Acting focuses on applying reading, listening, and speaking language skills within the context of performance and public speaking. Its goals are the acquisition of critical thinking and presentation skills as well as accent reduction required to participate in credit courses and arts related careers. The ESL for Readers Theatre course is designed to give students the tools to analyze and present texts in the arena of public speaking with a concentration on reading, speaking, and writing. ESL for Film and TV Acting builds reading, speaking, listening, and technology skills necessary for college broadcasting and on camera acting courses as well as arts related employment.</p> | | | | | | | | | | | | | | | | | | | | | |
| | <p>Core Courses (must complete three of four options)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ESLA 351</td> <td>ESL for Art Appreciation</td> <td>90</td> </tr> <tr> <td>ESLA 352</td> <td>ESL for Readers Theatre</td> <td>90</td> </tr> <tr> <td>ESLA 353</td> <td>ESL for Acting</td> <td>90</td> </tr> <tr> <td>ESLA 354</td> <td>ESL for Film and TV Acting</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>270</td> </tr> </tbody> </table> | | | | Hours | ESLA 351 | ESL for Art Appreciation | 90 | ESLA 352 | ESL for Readers Theatre | 90 | ESLA 353 | ESL for Acting | 90 | ESLA 354 | ESL for Film and TV Acting | 90 | Total Hours | | 270 | | |
| | | Hours | | | | | | | | | | | | | | | | | | | | |
| ESLA 351 | ESL for Art Appreciation | 90 | | | | | | | | | | | | | | | | | | | | |
| ESLA 352 | ESL for Readers Theatre | 90 | | | | | | | | | | | | | | | | | | | | |
| ESLA 353 | ESL for Acting | 90 | | | | | | | | | | | | | | | | | | | | |
| ESLA 354 | ESL for Film and TV Acting | 90 | | | | | | | | | | | | | | | | | | | | |
| Total Hours | | 270 | | | | | | | | | | | | | | | | | | | | |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| DATE: | February 13, 2024 | Resolution | <u>X</u> |
| SUBJECT: | Fullerton College – College and Career Access Pathway (CCAP) Grant Award | Information | <u> </u> |
| | | Enclosure(s) | <u> </u> |

BACKGROUND: Fullerton College is pleased to report a grant award from the Fullerton Joint Union High School District (FJUHSD) as a pass-through entity from the California Department of Education (CDE). The grant titled, College and Career Access Program (CCAP) has been awarded in the total amount of \$468,920 for the 2023-24, 2024-25, 2025-26, and 2026-27 fiscal years for the advancement of collaborative work and partnership improvement areas to strengthen dual enrollment programming at eight FJUHSD high schools.

This program provides robust student support for an existing CCAP that will be expanded to aid students transition to and lead to success in college at the following FJUHSD high schools: Buena Park, Fullerton, La Habra, La Sierra, La Vista, Sonora, Sunny Hills, and Troy. While a CCAP partnership has existed between Fullerton College and FJUHSD in the past, a new Guided Dual Enrollment pathway will be aligned toward the completion of a certificate, degree, or transfer program and incorporate Career Technical Education (CTE) pathway opportunities. This new pathway will help address different student learning needs and interests, as well as regional labor and market indicator needs. By participating in this program, it will create a stronger economy overall as more students turn college certificates and degrees into careers.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD and Ericka Adakai, Director, Educational Partnerships and Programs, Fullerton College.

How does this relate to the five District Strategic Directions? This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

How does this relate to Board Policy: This item complies with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to ensure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

FUNDING SOURCE AND FINANCIAL IMPACT: Fullerton College has been awarded funding in the total of \$468,920 from the Fullerton Joint Union High School District (FJUHSD) as a pass-through entity from the California Department of Education (CDE) to be used within four fiscal years for dual enrollment opportunities at eight FJUHSD high schools.

RECOMMENDATION: Authorization is requested for Fullerton College to enter into an agreement with the Fullerton Joint Union High School District (FJUHSD) to accept the total of \$468,920 to be used by the 2026-27 fiscal year. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

B. V. dist Bredm

Approved for Submittal

4.c.2

Item No.

**Fullerton College
College and Career Access Pathways (CCAP) Grant**

**July 01, 2023 - June 30, 2027
Year 1**

| <u>OBJECT OF EXPENDITURE</u> | | | | | <u>PROPOSED BUDGET</u> |
|--|-----------------------|------|-------|------|----------------------------|
| 50000 Other Operating Expenses & Services | | | | | |
| Other Operating Expenses & Services | 17914 | 5225 | 50000 | 6190 | \$ 114,980 |
| | Total Expenses | | | | \$ 114,980 |
| 80000 Revenue | | | | | |
| Other Reimbursable Categorical Program | 17914 | 5225 | 86543 | 6190 | \$ 114,980 |
| | Total Revenues | | | | \$ 114,980 |

RESOLUTION OF THE BOARD OF TRUSTEES
 OF
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 OF
 ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund (0101), for fiscal year 2023-2024, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| <u>INCOME ACCOUNT</u> | <u>INCOME SOURCE</u> | <u>AMOUNT</u> |
|-----------------------------|-------------------------------------|-------------------|
| 8659 | Other Reimbursable Categorical | \$ <u>114,980</u> |
| | | |
| <u>EXPENDITURES ACCOUNT</u> | <u>DESCRIPTION</u> | |
| 5000 | Other Operating Expenses & Services | 114,980 |
| | | |
| | TOTALS | \$ <u>114,980</u> |

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE))

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 13, 2024, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Academic Personnel

| | |
|--------------|-------------------|
| Action | <u> X </u> |
| Resolution | <u> </u> |
| Information | <u> </u> |
| Enclosure(s) | <u> X </u> |

BACKGROUND: Academic personnel matters within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by


Approved for Submittal

5.a.1

Item No.

Academic Personnel
February 13, 2024

LEAVE OF ABSENCE

| | | |
|------------------|----|---|
| @00337533 | CC | AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 01/25/2024-03/29/2024 |
| Liu, Annie | FC | English Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester |
| Sanchez, Adriana | FC | English Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 SPRING SEMESTER

| | | |
|------------------------|------|------------------|
| Berry, Sarah | FC | Column 1, Step 1 |
| Buitron, Maria | NOCE | Column 1, Step 1 |
| Chun, Sarah | CC | Column 1, Step 1 |
| Carlopio, Heather | NOCE | Column 2, Step 1 |
| Felton, Kelly | CC | Column 2, Step 2 |
| Fitzpatrick, Tyler | FC | Column 1, Step 1 |
| Franco, Arnold | CC | Column 2, Step 1 |
| Garcia, Monique | FC | Column 1, Step 1 |
| Gonzalez, Tricia | FC | Column 1, Step 1 |
| Hutchison, Kelly | CC | Column 1, Step 1 |
| Hurtado, Hailie | CC | Column 1, Step 1 |
| Kherfan, Sadeddin | CC | Column 1, Step 1 |
| Kigozi, Jean | CC | Column 3, Step 1 |
| Little, Lisa | FC | Column 1, Step 2 |
| Lustgarten, Rebecca | CC | Column 1, Step 1 |
| Navarrete-Medina, Joey | CC | Column 1, Step 1 |
| Olague, Anysia | CC | Column 1, Step 1 |
| Ortiz, Margarita | CC | Column 1, Step 1 |
| Orozco-Khilnani, Nisha | NOCE | Column 2, Step 1 |
| Peikes, Erin | FC | Column 3, Step 1 |
| Pung, Daniel | CC | Column 1, Step 1 |
| Rezaee Baroon, Mo Ali | FC | Column 1, Step 1 |
| Rueckert, Daniel | NOCE | Column 1, Step 1 |
| Rogers, Jack | CC | Column 1, Step 1 |
| Senteno, Hugo | CC | Column 1, Step 1 |
| Schacht, Kaelin | CC | Column 1, Step 1 |
| Velasco, Zoot | FC | Column 1, Step 1 |
| Wilson, Jordon | CC | Column 1, Step 1 |

Academic Personnel
February 13, 2024

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Niyondagara, Alice NOCE Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

| | | |
|-------------------|------|---|
| Aguiar, Emmanuel | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Atkinson, Anne | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Baltazar, Audrey | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Cappuccio, Katie | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Cherng, Daniel | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Cosgrove, Marilee | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Diaz, Emma | NOCE | Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 12/01/2023-12/31/2023 |
| Estrada, Steven | CC | Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024 – 02/29/2024 |
| Fanning, Charles | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Farol, Ron | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |

Academic Personnel
February 13, 2024

| | | |
|----------------------------|----|--|
| Fiallo, Carolina | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Filimon, Ilinca | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Fraidany, Apollo | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| French, James | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Frias, Mayra | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Garcia, Monique | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Gee, Donna | CC | Supervising Dentist (Dental Assisting) Column 3, Step 1 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Glass, John | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Gomez, Tanya | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Harter-Johnson, Danashanti | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Hartman, Deanna | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |

Academic Personnel
February 13, 2024

| | | |
|---------------------|----|---|
| Hortua, Giovanni | CC | Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024 – 02/29/2024 |
| Ingersoll, Brittany | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| James, Deborah | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Jimenez, Janette | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Johnson, John | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Juarez, Anita | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Kaeser, Amy | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Kirkwood, Kyra | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Leos, Nigel | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Lind, Daniel | CC | Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024 – 02/29/2024 |
| Ly, Jennifer | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |

Academic Personnel
February 13, 2024

| | | |
|------------------------|----|--|
| Masl, Sonya | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Montero, Vanessa | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Moon, Hochin | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Moreno-Terrill, Steven | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Nguyen, Brian | CC | Supervising Dentist (Dental Assisting) Column 3, Step 1 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Obrite, Patricia | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Papoulias, Lambe | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Pennings, Megan | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Pham, Victor | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Raleigh, Sam | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Riley, Marc | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |

Academic Personnel
February 13, 2024

| | | |
|--------------------------|----|--|
| Rodriguez, Eric | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Roman Rodriguez, Dorcas | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Sabet, Sarah | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Samuel Philips, Cathrine | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Sanford, Juana | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Torres, Hilario | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Vicioso, Emily | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Vigil, Adriana | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Walton, Tyler | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Wang, Han Wen | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |
| Wilkinson, David | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/24/2024 |

Academic Personnel
February 13, 2024

Yi, Stephanie

FC Mandatory Dual Enrollment Faculty Training
Stipend not to exceed \$80.00
Eff. 01/24/2024

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|----------------------|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| | | Resolution | <u> </u> |
| DATE: | February 13, 2024 | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |
| SUBJECT: | Classified Personnel | | |

BACKGROUND: Classified personnel matters within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by


Approved for Submittal

5.b.1

Item No.

Classified Personnel
February 13, 2024

RESIGNATIONS

| | | |
|------------------|----|--|
| Majano, Mauricio | FC | Office Coordinator (50%) Catalog & Schedule Coordinator (50%) 12-month position Eff. 03/01/2024 PN FCC554 PN FCC552 |
|------------------|----|--|

NEW PERSONNEL

| | | |
|-------------------|----|---|
| Dieterman, Joshua | FC | Health Services Specialist 9 – month position (50%) Range 49, Step C Classified Salary Schedule Eff. 02/15/2024 PN FCC882 |
| Garcia, Epifanio | CC | Laboratory Technician/ Physical Science 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/15/2024 PN CCC854 |
| Miu, Therese | CC | Special Projects Coordinator, AANHPI Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 02/15/2024 – 06/30/2024 PN CCT999 |
| Perez, Christian | CC | Accounting Technician 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/15/2024 PN CCC956 |
| Solis, Sergio | CC | Facilities Custodian II 12-month position (100%) Range 28, Step B + 10% Shift Classified Salary Schedule Eff. 02/15/2024 PN CCC788 |

Classified Personnel
February 13, 2024

| | | |
|---------------|------|---|
| Tucker, Bayli | NOCE | Special Projects Coordinator, Counseling and Student Services Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 02/20/2024 – 06/30/2024 PN SCT999 |
|---------------|------|---|

VOLUNTARY CHANGES IN ASSIGNMENT

| | | |
|-----------------|------|---|
| Abutin, Roxanne | NOCE | Student Services Technician/SSSP (100%) Temporary Decrease in Percent Employed From: 100% To: 50% Eff. 02/16/2024 – 03/16/2024 PN SCC927 |
|-----------------|------|---|

| | | |
|--------------------|----|---|
| Dominguez, Ernesto | CC | Administrative Assistant II (100%) Return to Regular Assignment From: 12 months To: 11 months Eff. 01/01/2024 |
|--------------------|----|---|

| | | |
|--------------|----|--|
| Flores, Hugo | FC | Admissions and Records Coordinator (100%) Extension of Temporary Change in Assignment To: NOCE Interim Manager, ESL & Citizenship 12-month position (100%) Range 14, Column A + PG&D Management Salary Schedule Eff. 02/01/2024 – 06/30/2024 PN SCM996-TR |
|--------------|----|--|

| | | |
|----------------|----|--|
| Gadalla, Ayman | CC | Instructional Assistant/ Business Education Permanent Increase in Months Employed From: 11 months To: 12 months Eff. 01/01/2024 PN CCC955 |
|----------------|----|--|

Classified Personnel
February 13, 2024

| | | |
|---------------|----|---|
| Rohkea, Seija | FC | Laboratory Technician/ Art Gallery |
| | | Permanent Increase in Months & Percentage Employed From: 10 months & 75% To: 12 months & 100% Eff. 02/05/2024 PN FCC822 |

| | | |
|----------------|----|---|
| Tracy, Theresa | CC | Instructional Assistant/ Business & CIS |
| | | Permanent Increase in Months Employed From: 11 months To: 12 months Eff. 01/01/2024 PN CCC829 |

PROFESSIONAL GROWTH & DEVELOPMENT

| | | |
|---------------------|----|---|
| Asavakulpanus, Nipa | AC | District Accounting Specialist (100%) 5 th Increment (\$400) Eff. 07/01/2024 |
|---------------------|----|---|

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

| | | |
|-------------------|------|---|
| Camarillo, Yanett | NOCE | Clerical Assistant I (100%) 6% Stipend Eff. 01/01/2024 – 03/31/2024 |
|-------------------|------|---|

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

| | | |
|-----------|------|---|
| Tang, Kim | NOCE | Manager, NOCE CTE Extension of 10% Stipend Eff. 08/01/2023 – 10/31/2023 |
|-----------|------|---|

LEAVES OF ABSENCE

| | | |
|-----------|------|---|
| @00004846 | NOCE | Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/29/2024 – 3/1/2024 (Consecutive Leave) |
|-----------|------|---|

| | | |
|-----------|------|--|
| @01618468 | NOCE | Family Medical Leave (FMLA/CFRA) Extension of Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/18/2024 – 2/22/2024 (Consecutive Leave) |
|-----------|------|--|

Classified Personnel
February 13, 2024

@00139609 FC Family Medical Leave (FMLA/CFRA)
Extension of Paid Leave Using Regular and
Supplemental Sick Leave Until Exhausted; Unpaid
Thereafter
Eff. 11/6/2023 – 5/6/2024 (Consecutive Leave)

@01058089 FC Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. February 12, 2024 through February 23, 2024
(Consecutive Leave)
Eff. April 22, 2024 through May 3, 2024
(Consecutive Leave)
Eff. June 24, 2024 through July 5, 2024
(Consecutive Leave)
Eff. September 9, 2024 through September 20, 2024
(Consecutive Leave)
Eff. October 23, 2024 through November 20, 2024
(Consecutive Leave)

CORRECTION TO BOARD AGENDA OF DECEMBER 12, 2023
VOLUNTARY CHANGES IN ASSIGNMENT

Salazar, Kellyann FC Health Education Coordinator (100%)

Temporary Decrease in Months Employed
From: 11-months, 100%
To: 10-months, 100%
Eff. 01/01/2024 – 06/30/2024
PN FCC611

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Professional Experts

| | |
|--------------|-------------------|
| Action | <u> X </u> |
| Resolution | <u> </u> |
| Information | <u> </u> |
| Enclosure(s) | <u> X </u> |

BACKGROUND: Professional Experts within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by



Approved for Submittal

5.c.1

Item No.

Professional Experts
February 13, 2024

PROFESSIONAL EXPERTS

| Name | Site | Job Classification | Project Title | Max Permitted Hours per Week | Begin | End |
|-----------------------|------|---------------------|--|------------------------------|------------|------------|
| Acosta Jr., Ramon | CC | Project Expert | Perkins V Transportation | 25 | 02/01/2024 | 05/16/2024 |
| Adams, Virgil | AC | Technical Expert II | Diversity & Inclusion Faculty Fellow | 10 | 07/01/2023 | 12/31/2023 |
| Adams, Virgil | AC | Technical Expert II | Diversity & Inclusion Faculty Fellow | 10 | 01/01/2024 | 06/30/2024 |
| Allen, Harold Donald | FC | Technical Expert II | Spring 2024 Math Workshops and Review Sessions | 3 | 01/24/2024 | 05/21/2024 |
| Amundson, Stephen | CC | Technical Expert I | Piano Accompanist for Musical Theater Class | 20 | 01/29/2024 | 05/31/2024 |
| Arseo, Dylan | FC | Project Expert | Document Retention Project | 26 | 02/05/2024 | 05/17/2024 |
| Baclay, Romina | CC | Technical Expert II | Clinical Teaching Assistant (CTA) | 16 | 01/29/2024 | 03/22/2024 |
| Banda, Sergio | AC | Technical Expert II | Diversity, Equity & Inclusion Faculty Fellow | 10 | 12/10/2023 | 06/30/2024 |
| Brydges, Michael | CC | Technical Expert II | ESL + COMM Learning Community | 10 | 02/05/2024 | 06/30/2024 |
| Cadena, Maria | AC | Technical Expert II | Diversity & Compliance Work | 20 | 01/01/2024 | 06/30/2024 |
| Calhoun, Victoria | FC | Project Coordinator | Community Enrollment Services | 26 | 01/24/2024 | 06/30/2024 |
| Canales Santos, Diana | CC | Project Expert | College Program Leader | 26 | 02/14/2024 | 06/30/2024 |
| Carlisle, Teresa | NOCE | Project Expert | Career Pathways Specialist | 26 | 01/16/2024 | 01/30/2024 |
| Carlisle, Teresa | NOCE | Project Expert | Career Pathways Specialist | 26 | 02/20/2024 | 03/22/2024 |
| Carlisle, Teresa | NOCE | Project Expert | Career Pathways Specialist | 26 | 04/08/2024 | 05/24/2024 |
| Carlisle, Teresa | NOCE | Project Expert | Career Pathways Specialist | 26 | 06/03/2024 | 06/28/2024 |
| Chavez, Ryan | FC | Assistant Coach 1 | Assistant Coach – Baseball | 26 | 01/16/2024 | 05/24/2024 |
| Chen, Erica | CC | Technical Expert II | Clinical Teaching Assistant (CTA) | 12 | 01/29/2024 | 05/24/2024 |
| Cheever, Gary | FC | Assistant Coach 2 | Assistant Coach – Swim | 26 | 01/29/2024 | 05/24/2024 |
| Cintron, Nicole | FC | Project Coordinator | CTE Outreach & Recruitment Coordinator | 24 | 01/08/2024 | 02/10/2024 |
| Cintron, Nicole | FC | Project Coordinator | CTE Outreach & Recruitment Coordinator | 24 | 02/19/2024 | 03/23/2024 |
| Cintron, Nicole | FC | Project Coordinator | CTE Outreach & Recruitment Coordinator | 24 | 04/01/2024 | 05/04/2024 |
| Cintron, Nicole | FC | Project Coordinator | CTE Outreach & Recruitment Coordinator | 24 | 05/13/2024 | 05/25/2024 |

Professional Experts
February 13, 2024

| | | | | | | |
|--------------------------|------|---------------------|--|----|------------|------------|
| Cintron, Nicole | FC | Project Coordinator | CTE Outreach & Recruitment Coordinator | 24 | 06/10/2024 | 06/22/2024 |
| Contreras, Enrique | CC | Project Coordinator | Data and Platform Development Coordinator | 26 | 03/04/2024 | 03/23/2024 |
| Contreras, Enrique | CC | Project Coordinator | Data and Platform Development Coordinator | 26 | 04/01/2024 | 04/20/2024 |
| Contreras, Enrique | CC | Project Coordinator | Data and Platform Development Coordinator | 26 | 05/06/2024 | 06/23/2024 |
| Duron, Yolanda | FC | Technical Expert II | Program Review Reader | 10 | 12/18/2023 | 05/25/2024 |
| Farris-Singh, Ferrari | NOCE | Project Expert | Off-Sie Classroom Support | 26 | 01/22/2024 | 06/30/2024 |
| Flavell, Alex | FC | Technical Expert II | Music Department Collaborative Accompanist | 9 | 01/29/2024 | 05/25/2024 |
| Fleming, Karen | FC | Technical Expert II | Weaponless Defense Safety Advisor | 26 | 02/01/2024 | 05/30/2024 |
| Gargano, Amanda | CC | Technical Expert II | Hotel Restaurant Culinary Arts move to Cypress | 12 | 01/22/2024 | 02/16/2024 |
| Guardado, Cynthia | FC | Technical Expert II | CoRE Staff Development Faculty Coordinator Co-Lead | 40 | 12/04/2023 | 06/30/2024 |
| Guardado, Cynthia | FC | Technical Expert II | Professional Learning Winter Coordination | 20 | 12/11/2023 | 01/24/2024 |
| Gutierrez, Geziel | CC | Project Expert | College Program Leader | 26 | 02/28/2024 | 06/30/2024 |
| Higgins, Rita | FC | Technical Expert II | ANFP Faculty Advisor | 10 | 02/28/2024 | 06/15/2024 |
| Jagodina, Marianna | FC | Technical Expert II | Spring 2024 Math Workshops and Review Sessions | 2 | 01/31/2024 | 05/21/2024 |
| Johnson, Robert | NOCE | Project Expert | Career Pathway Specialist | 26 | 01/16/2024 | 05/02/2024 |
| Juarez Valencia, Daniela | CC | Technical Expert II | CS3 STEM Assistant Coordinator | 26 | 03/04/2024 | 03/21/2024 |
| Juarez Valencia, Daniela | CC | Technical Expert II | CS3 STEM Assistant Coordinator | 26 | 04/01/2024 | 04/18/2024 |
| Juarez Valencia, Daniela | CC | Technical Expert II | CS3 STEM Assistant Coordinator | 26 | 04/29/2024 | 05/16/2024 |
| Juarez Valencia, Daniela | CC | Technical Expert II | CS3 STEM Assistant Coordinator | 26 | 05/27/2024 | 06/20/2024 |
| Kao, Hui | FC | Technical Expert II | Music Department Collaborative Accompanist | 4 | 01/29/2024 | 05/25/2024 |
| Labounty, Colby | FC | Project Manager | Promise Coach | 26 | 02/14/2024 | 06/30/2024 |
| Lee, Juliet | NOCE | Project Coordinator | CC TAP Coordinator | 26 | 02/25/2024 | 03/15/2024 |
| Lee, Juliet | NOCE | Project Coordinator | CC TAP Coordinator | 26 | 04/01/2024 | 04/05/2024 |
| Letcher, Annette | AC | Technical Expert II | Diversity, Culture & Inclusion Faculty Fellow | 10 | 12/10/2023 | 06/30/2024 |
| Licea, Andres | CC | Project Coordinator | Outreach Assistant, Charger Experience program | 26 | 01/02/2024 | 06/30/2024 |

Professional Experts
February 13, 2024

| | | | | | | |
|----------------------|------|---------------------|--|----|------------|------------|
| Lincoln, Crystal | FC | Project Coordinator | Parent Engagement Specialist | 26 | 01/22/2024 | 05/03/2024 |
| Loney, Laura | FC | Technical Expert II | Spring 2024 Math Workshops and Review Sessions | 2 | 01/31/2024 | 05/21/2024 |
| Lopez, David F. | FC | Technical Expert II | Program Review Reader | 10 | 12/18/2023 | 05/25/2024 |
| Lua Hernandez, Edgar | FC | Project Expert | Special Admit/Dual Enrollment Support | 26 | 02/05/2024 | 05/27/2024 |
| Maclean, Daphne | FC | Technical Expert II | Spring 2024 Math Workshops and Review Sessions | 2 | 01/31/2024 | 05/21/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 01/07/2024 | 02/03/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 02/11/2024 | 02/24/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 03/10/2024 | 03/23/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 03/31/2024 | 04/13/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 04/21/2024 | 05/25/2024 |
| MacPherson, Carolyn | AC | Project Coordinator | Benefits Technological Initiatives | 26 | 06/02/2024 | 06/22/2024 |
| Massey, John | FC | Technical Expert II | Theatre Arts Department Accompanist | 26 | 01/29/2024 | 05/25/2024 |
| McNeal Jasmine | FC | Technical Expert II | Art Dept. Art Gallery Curator | 12 | 01/29/2024 | 05/25/2024 |
| Murtaza, Carol | CC | Technical Expert II | SWP 23-25 Regional Nursing | 16 | 01/29/2024 | 05/24/2024 |
| Nakawatase, Tiffany | NOCE | Technical Expert II | Outreach/Marketing | 26 | 01/16/2024 | 06/30/2024 |
| Naranjo, Danielle | FC | Project Expert | AB540 Affidavit Project | 26 | 02/05/2024 | 06/30/2024 |
| Navales, Ryan | CC | Technical Expert I | Musician for Fall 2023 Production | 26 | 10/02/2023 | 10/16/2023 |
| Nguyen, Gregory | FC | Technical Expert II | Math Lab Coordinator Training | 4 | 01/02/2024 | 01/23/2024 |
| Paige, Deborah | FC | Technical Expert II | Program Review Reader | 10 | 12/19/2023 | 05/25/2024 |
| Perez, Roger | FC | Technical Expert II | Accreditation Writing Team | 40 | 01/29/2024 | 05/25/2024 |
| Peters, Jeremy | CC | Technical Expert II | Hotel Restaurant Culinary Arts move to Cypress | 12 | 01/22/2024 | 02/16/2024 |
| Petrie, Caleb | FC | Technical Expert II | Spring 2024 Math STEM Boot Camps | 4 | 01/16/2024 | 01/25/2024 |
| Robertson, Alison | CC | Technical Expert II | ESL + COMM Learning Community | 10 | 02/05/2024 | 06/30/2024 |
| Rodriguez, Hamid | FC | Project Expert | Cybersecurity Lab Support | 24 | 01/24/2024 | 06/30/2024 |
| Rodriguez, Steven | AC | Technical Expert I | WTE and assistance during new hire training | 26 | 02/01/2024 | 02/29/2024 |
| Rossi, Nicole | FC | Technical Expert II | Pre-Spring 2024 Math STEM Boot Camps | 4 | 01/16/2024 | 01/25/2024 |
| Salama, Marian | NOCE | Project Expert | Off-Site Classroom Support | 26 | 01/22/2024 | 06/30/2024 |

Professional Experts
February 13, 2024

| | | | | | | |
|----------------------|------|---------------------|---|----|------------|------------|
| Sanchez, Elizabeth | FC | Project Manager | Learning-Aligned Employment Program (LAEP) | 16 | 01/29/2024 | 05/22/2024 |
| Saunders, Mary Ann | CC | Technical Expert I | Perkins V Grant Support | 26 | 01/22/2024 | 06/30/2024 |
| Schniepp, Jennifer | FC | Technical Expert II | Theatre Arts Department Accompanist | 26 | 01/29/2024 | 05/25/2024 |
| Starkey, Monique | FC | Technical Expert II | Instructional Success Teams (ISTs) Winter Project | 20 | 12/11/2023 | 01/26/2024 |
| Stinson, Felicia | FC | Project Coordinator | CTE Student-to-Workforce Coordinator | 26 | 01/15/2024 | 02/24/2024 |
| Stinson, Felicia | FC | Project Coordinator | CTE Student-to-Workforce Coordinator | 26 | 03/04/2024 | 03/30/2024 |
| Stinson, Felicia | FC | Project Coordinator | CTE Student-to-Workforce Coordinator | 26 | 04/08/2024 | 04/27/2024 |
| Stinson, Felicia | FC | Project Coordinator | CTE Student-to-Workforce Coordinator | 26 | 05/06/2024 | 05/25/2024 |
| Stinson, Felicia | FC | Project Coordinator | CTE Student-to-Workforce Coordinator | 26 | 06/03/2024 | 06/22/2024 |
| Stosch, Clara | FC | Technical Expert II | Music Department Collaborative Accompanist | 4 | 01.29.2024 | 05/25/2024 |
| Tan, Joshua | FC | Technical Expert II | Music Department Collaborative Accompanist | 8 | 01/29/2024 | 05/25/2024 |
| Trader, Amie | FC | Project Expert | Employer Engagement | 26 | 01/22/2024 | 03/22/2024 |
| Uppal, Jaspinder | NOCE | Project Coordinator | CC TAP Coordinator | 26 | 01/14/2024 | 02/09/2024 |
| Uppal, Jaspinder | NOCE | Project Coordinator | CC TAP Coordinator | 26 | 02/19/2024 | 03/22/2024 |
| Vandervort, Kimberly | FC | Technical Expert II | Accreditation Writing Team | 10 | 01/29/2024 | 05/25/2024 |
| Wada, Kathryn | CC | Technical Expert II | ESL + COMM Learning Community | 5 | 02/05/2024 | 06/30/2024 |
| Wu, Connie | FC | Assistant Coach 5 | Assistant Coach – Swim | 26 | 01/16/2024 | 05/24/2024 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Hourly Personnel

| | |
|--------------|-------------------|
| Action | <u> X </u> |
| Resolution | <u> </u> |
| Information | <u> </u> |
| Enclosure(s) | <u> X </u> |

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District's administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by


Approved for Submittal

5.d.1

Item No.

Hourly Personnel
February 13, 2024

Short-Term Hourly

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|------------------------|------|--|----------|----------|------------|
| Alvarez, Antonio | FC | Technical - Assist in Biology Department | 02/14/24 | 06/15/24 | TE B 3 |
| Arata, Maycoll | CC | Technical - Assist in Admissions and Records | 04/08/24 | 06/30/24 | TE A 1 |
| Carter, Ashleigh | CC | Technical - Assist in President's Office | 02/14/24 | 05/22/24 | TE A 1 |
| Hsu, Kyle | CC | Technical - Student outreach ambassador | 02/28/24 | 06/30/24 | TE A 1 |
| Lachman, Kalysa | FC | Technical - Assist with Promise program | 02/14/24 | 05/13/24 | TE A 1 |
| Lee, Akylai | CC | Technical - Assist in Admissions and Records | 04/29/24 | 06/30/24 | TE A 1 |
| Lin, Nicole | FC | Direct Instr Support - Interpreter for hearing - impaired students | 02/14/24 | 06/30/24 | TE E 1 |
| Lin, Nicole | FC | Direct Instr Support - Interpreter for hearing - impaired students | 02/14/24 | 06/30/24 | TE F 2 |
| Lindsay, Rachel | CC | Technical - Assist in Court Reporting Program | 02/14/24 | 05/14/24 | TE A 1 |
| Lopez, Daniel | CC | Technical - Assist in MESA Program | 02/14/24 | 05/14/24 | TE A 2 |
| Mallari, Russel | CC | Technical - Assist in Financial Aid Office | 03/28/24 | 06/20/24 | TE A 3 |
| Montenegro, Juliana | CC | Technical - Assist in Campus Communications Office | 03/18/24 | 06/16/24 | TE B 3 |
| Moran, Monique | NOCE | Direct Instr Support - DSS Classroom Assistant | 02/14/24 | 06/30/24 | TE B 2 |
| Nelson, Megan | FC | Direct Instr Support - Interpreter for hearing - impaired students | 02/14/24 | 06/30/24 | TE E 4 |
| Nelson, Megan | FC | Direct Instr Support - Interpreter for hearing - impaired students | 02/14/24 | 06/30/24 | TE F 4 |
| Pavelich-Wells, Joshua | NOCE | Direct Instr Support - Interpreter for hearing-impaired students | 02/14/24 | 06/30/24 | TE E 1 |
| Quinones, Cristina | NOCE | Technical - Assist in ESL Program | 02/12/24 | 05/12/24 | TE A 1 |
| Safawi, Mohamad | CC | Technical - Assist in Financial Aid Office | 02/14/24 | 05/08/24 | TE A 2 |
| Solorio, Zelida | FC | Technical - Assist in Theatre Arts | 02/16/24 | 06/30/24 | TE J 1 |
| Tan, Mona | CC | Direct Instr Support - Assist in DSS | 02/14/24 | 06/30/24 | TE A 4 |

Medical

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|-------------|------|--|----------|----------|------------|
| Bell, Naomi | FC | Medical - Clinical Psychologist for campus Health Center | 02/14/24 | 06/30/24 | ME C 4 |

Hourly Personnel
February 13, 2024

Tutors, Interpreters, and Readers

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|----------------------|------|---|----------|----------|------------|
| Duong, Du | CC | Direct Instr Support - Tutor for English Department | 02/05/24 | 05/25/24 | TE A 2 |
| Hill, Ruby | FC | Direct Instr Support - Tutor for Tutoring Center | 01/22/24 | 06/30/24 | TE A 2 |
| Ramirez, Christine | FC | Direct Instr Support - Tutor for Tutoring Center | 01/22/24 | 06/30/24 | TE A 2 |
| Sousa Severino, Rian | FC | Direct Instr Support - Tutor for Tutoring Center | 01/22/24 | 06/30/24 | TE A 2 |

Substitutes

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|-----------------------|------|--|----------|----------|------------|
| Cardona, Miguel | FC | Service/Maint - Substitute for vacant Facilities Custodian I PN FCC769 | 01/22/24 | 03/22/24 | TE B 3 |
| Magana-Barrios, Karla | FC | Service/Maint - Substitute for vacant Facilities Custodian I PN FCC560 | 01/22/24 | 03/22/24 | TE B 3 |
| Tawakuly, Melika | FC | Technical - Substitute for Classified employee on leave | 02/16/24 | 03/15/24 | TE A 1 |

Full Time Students and Work Study

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|-------------------|------|---|----------|----------|------------|
| Aftab, Alisha | CC | Full-time Student - Assist in DSS Office | 01/16/24 | 06/30/24 | TE A 3 |
| Ayala, Elizabeth | FC | Work Study Student - Assist in the Library | 02/14/24 | 06/30/24 | TE A 1 |
| Chea, Kacey | CC | Work Study Student - Assist in Career Center | 02/14/24 | 06/15/24 | TE A 1 |
| Dela Pena, Nina | CC | Work Study Student - Assist in Career Center | 02/14/24 | 06/15/24 | TE A 1 |
| Figuroa, Corinne | FC | Work Study Student - Assist in the Art program | 02/14/24 | 06/30/24 | TE A 1 |
| Garcia, Alicia | CC | Work Study Student - Assist in DSS Office | 02/14/24 | 06/30/24 | TE A 2 |
| Gonzalez, Mitchel | FC | Work Study Student - Assist in Student Services Call Center | 02/14/24 | 06/30/24 | TE A 2 |
| Gutierrez, Julian | FC | Work Study Student - Assist in Promise program | 02/14/24 | 06/30/24 | TE A 1 |
| Han, Zhongyun | FC | F1 Student - Assist in DSS | 02/14/24 | 05/24/24 | TE A 1 |
| Horton, Samantha | FC | Work Study - Assist in the SS Call Center | 02/14/24 | 06/30/24 | TE A 1 |
| Jaco, Amber | CC | Full-time Student - Assist in Campus Safety | 02/14/24 | 06/30/24 | TE A 4 |
| Juarez, Jose | CC | Work Study Student - Assist in Career Center | 02/14/24 | 06/15/24 | TE A 1 |

Hourly Personnel
February 13, 2024

| | | | | | |
|-------------------------|----|--|----------|----------|--------|
| Nguyen, Tam | CC | Work Study Student - Assist in DSS Office | 01/16/24 | 06/15/24 | TE A 3 |
| Ortiz, Maria | FC | Work Study Student - Assist in the Library | 02/14/24 | 06/30/24 | TE A 1 |
| Pliego, Amy | FC | Work Study Student - Assist in the Transfer Center | 02/14/24 | 06/30/24 | TE A 1 |
| Romero, Fernanda | CC | Full-time Student - Assist in Campus Safety | 02/13/24 | 06/30/24 | TE A 4 |
| Ruvalcava, Gloria | FC | Work Study Student - Assist in CARE program | 02/14/24 | 06/30/24 | TE A 1 |
| Shihadah, Jamilah | CC | Full-time Student - Assist in Campus Safety | 02/14/24 | 06/30/24 | TE A 4 |
| Solorio, Zelinda | FC | Advanced Technical - Assist In the Theatre Arts | 02/16/24 | 06/30/24 | TE J 1 |
| Valentin Perez, Jocelyn | FC | Work Study Student - Assist in EOPS | 02/14/24 | 06/30/24 | TE A 1 |
| Vizcaino, Emmanuel | CC | Full-time Student - Assist in Campus Safety | 02/14/24 | 06/30/24 | TE A 4 |
| Vyas, Maitri | FC | F1 Student - Assist in the ACT computer lab | 02/14/24 | 05/25/24 | TE A 2 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 13, 2024 Resolution
SUBJECT: Volunteers Information
Enclosure(s) X

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by



Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
February 13, 2024

Volunteers

| Name | Site | Program | Begin | End |
|-------------------------|------|----------------------------------|----------|----------|
| Amundson, Kylie | CC | DSS - Personal Service Attendant | 01/29/24 | 05/25/24 |
| Barrera, Susan | FC | Veterans Resource Center | 02/01/24 | 06/30/24 |
| Cano, Tania | CC | DSS - Course Fieldwork | 01/29/24 | 05/24/24 |
| DePrete, Michael | CC | DSS - Personal Service Attendant | 01/29/24 | 05/25/24 |
| DePrete, Nancy | CC | DSS - Personal Service Attendant | 01/29/24 | 05/25/24 |
| Garcia, Henry | NOCE | DSS - Personal Service Attendant | 01/11/24 | 06/28/24 |
| Grande, Andrea | NOCE | DSS - Personal Service Attendant | 11/27/23 | 05/24/24 |
| Lopez, Lorena | FC | Athletic Intern | 01/24/24 | 05/24/24 |
| Lopez, Saul | NOCE | DSS - Personal Service Attendant | 01/11/24 | 05/24/24 |
| Ortiz Martinez, Ashley | CC | DSS - Personal Service Attendant | 01/29/24 | 05/25/24 |
| Sanford-Pauling, Baylie | FC | Athletic Intern | 01/24/24 | 05/24/24 |
| Shannon, Jamie | CC | DSS - Personal Service Attendant | 01/29/24 | 05/25/24 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 13, 2024
SUBJECT: District Equal Employment Opportunity (EEO) 2023-2026 Plan

| | |
|--------------|-------------------|
| Action | <u> X </u> |
| Resolution | <u> </u> |
| Information | <u> </u> |
| Enclosure(s) | <u> X </u> |

BACKGROUND: On November 28, 2023, the Office of EEO and Compliance presented the draft 2023-2026 EEO Plan to the Board of Trustees as an information item. Districts were required to submit a draft of the EEO Plan to the State Chancellor’s Office for review. In December 2023, the State Chancellor’s Office provided minimal feedback which is incorporated in the final EEO Plan and is submitted to the Board for approval.

The EEO Plan was developed with the assistance of the District’s Equal Employment Opportunity Advisory Committee and the Office of Research, Planning, and Data Management.

The EEO Plan is available online at:
<https://nocccd.edu/equal-employment-opportunity-eeo-advisory-committee>

How does this relate to the five District Strategic Directions? District Strategic Direction 2 and 3. NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the North Orange County Community College District 2023-2026 EEO Plan.

Irma Ramos

Recommended by

B. V. Dipt Bredal

Approved for Submittal

5.f.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 13, 2024
SUBJECT: Board of Trustees Assessment Instrument

| | |
|--------------|-------|
| Action | _____ |
| Resolution | _____ |
| Information | X |
| Enclosure(s) | X |

BACKGROUND: On February 12, 2019, the Board adopted revised Board Policy 2745, Board Self-Evaluation, with the Board of Trustees Assessment Instrument to be distributed annually during the month of March (per the current revisions to BP 2745). The Instrument was last revised on March 22, 2022 to separate question 36 in order to clarify that it is intended to solicit the Board’s overall rating.

The Board of Trustees Assessment Instrument is scheduled to be distributed at the March 12, 2024 Board meeting, thus, there is a need for the Board to review and consider making changes by February 27, 2024.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in accordance with Board Policy 2745, Board Self-Evaluation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Board of Trustees Assessment Instrument and recommend any appropriate changes to the Instrument for re-adoption at the February 27, 2024 Board meeting.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.a.1
Item No.

North Orange County Community College District

BOARD OF TRUSTEES ASSESSMENT

Accrediting Commission for Community and Junior Colleges Standard ~~IV.C.10:~~ **4.6:**
Governance and Decision-Making: ~~“Board policies and/or bylaws clearly establish a process for Board evaluation. The evaluation assesses the Board’s effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.”~~ **“The governing board functions effectively as a collective entity to promote the institution’s values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance. (ER 7)”**

The Board assessment is very different from the political evaluation, which takes place at the ballot box. The purpose of the Board assessment is to identify those areas of Board functioning which are working well and those which may need improvement.

The Board assessment speaks to the Board as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board as a group making decisions.

PROCESS

An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in ~~April~~ **March** of each year.

The completed assessment forms shall be submitted to the Chancellor’s Office on or before the second meeting in ~~April~~ **March**.

The Chancellor’s Office shall complete results of the assessment for distribution at the first meeting in ~~May~~ **April**.

The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in ~~May~~ **April**.

Board of Trustees Assessment

Rating Scale:
4 = Excellent
3 = Acceptable
2 = Need Improvement
1 = Unsatisfactory
0 = No Knowledge of

| Question | Rating | Comments/Suggestions |
|--|--|----------------------|
| The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of student learning programs and services. | | |
| 1. | The Board has clearly defined institutional goals with desired outcomes both short and long-term. | |
| 2. | The Board's highest priority is student learning and student success. | |
| 3a. | The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years. | |
| 3b. | The Board reviews the mission and vision statements every three years. | |
| 3c. | The Board regularly reviews its policies to be consistent with its mission. | |
| 4. | The Chancellor's goals, as affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration. | |
| 5a. | The Board upholds a code of ethics and conflict of interest policy. | |
| 5b. | The Board has a clearly defined policy dealing with violations. | |

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|---|--|--|--|
| 6. | To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality. | | |
| 7. | The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program. | | |
| 8. | The Board regularly evaluates its processes to support continuous improvement. | | |
| Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.” | | | |

| Question | | Rating | Comments/Suggestions |
|--|---|--------|----------------------|
| As an independent policy-making body that reflects the public interest, the Board acts as a whole. The Board advocates for and defends the institution and protects it from undue influence or political pressures: | | | |
| 9. | Direction to staff is based on a consensus of a majority of the Board. Individual Board members do not assume authority. | | |
| 10. | Board members respect each other's opinions. | | |
| 11. | Discussions are structured so that all have an opportunity to contribute to the decision. | | |
| 12. | Board members have adequate information upon which to base decisions. | | |
| 13. | The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor. | | |

| | | | |
|--|---|--|--|
| 14. | The Board's delegation of administrative authority to the Chancellor is clear to all parties. | | |
| Overall rating for "The Board acts as a whole." | | | |

| Question | | Rating | Comments/Suggestions |
|--|--|--------|----------------------|
| Board meetings run effectively: | | | |
| 15. | Board members are punctual to and attend all Board meetings to conclusion. | | |
| 16. | The Board reviews agenda materials and is prepared for Board meetings. | | |
| 17a. | New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies. | | |
| 17b. | The Board members engage in ongoing professional development. | | |
| 18. | The Board agendas focus on policy issues that relate to Board responsibilities. | | |
| 19. | The Board conducts its meetings in compliance with state laws, including the Brown Act. | | |
| 20. | Agendas include legislative and state policy issues that impact the District. | | |
| 21. | Board meetings include some education or information time. | | |

| | | | |
|---|--|--|--|
| 22. | Board meetings provide adequate time for discussion. | | |
| Overall rating for “Board meetings run effectively.” | | | |

| Question | | | | Rating | Comments/Suggestions |
|--|---|--|--|---------------|-----------------------------|
| Board members are actively knowledgeable about and engaged in the District community: | | | | | |
| 23a. | Board members are knowledgeable about community college and state related issues. | | | | |
| 23b. | Board members are knowledgeable and take an appropriate role in the accreditation process. | | | | |
| 24. | The Board acts as an advocate for community colleges. | | | | |
| 25. | Board members are available to District employees for comments and suggestions. | | | | |
| 26. | The Board shows its support for the District through members attending various events. | | | | |
| 27. | The Board is knowledgeable about the District’s history, values, strengths, and weaknesses. | | | | |
| 28. | The Board understands, appreciates, and is responsive to the diverse community which it serves. | | | | |
| 29. | The Board has processes in place for appropriately involving the community in relevant decisions. | | | | |

| | | | |
|---|---|--|--|
| 30. | The Board helps promote the image of the District in the community. | | |
| 31. | The Board understands the collective bargaining process and its role in the process. | | |
| 32. | The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget. | | |
| 33. | The Board gives adequate attention to the mission and goals of the District. | | |
| 34. | The Board has a procedure for annual evaluations of the Chancellor. | | |
| 35. | The Board demonstrates a good understanding of collegial consultation and related processes. | | |
| Overall rating for “Board members are actively knowledgeable about and engaged in the District community.” | | | |

| Question | | Rating | Comments/Suggestions |
|---|--|--------|----------------------|
| Overall rating for the Board and general comments: | | | |
| 36. | In general, what rating does the Board as a whole deserve? | | |
| 37. | General Comments/Suggestions: | | |

Date of Adoption: August 1997

Date of Last Revision: March 2022; March 2021; March 2019; March 2017; March 2015; March 2013; March 2009; March 2007; March 2005; August 2001

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|-------------------------------|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | February 13, 2024 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | Revised Policies in Chapter 2 | Enclosure(s) | <u> X </u> |

BACKGROUND: The Board Policies and Administrative Procedure included in this agenda item were reviewed and revised to reflect recommendations resulting from the Board of Trustees retreat to address matters related to student trustee membership, Board professional development, and Board self-evaluation. The policies were reviewed by the Board at its November 28, 2023 meeting before being forwarded to the District Consultation Council for their review.

The District Consultation Council reviewed and reached consensus on the following revised policies on January 22, 2024:

BP 2015, Student Members: This policy includes recommendations by the District Consultation Council noted in blue, and the subsequent Board recommendations that are noted in red, to include an NOCE student trustee.

BP 2740, Board Professional Development: This policy includes a recommendation to include Board meeting agendas to the list of orientation program topics for new trustees and student trustees, and to include the collective bargaining process as a topic only for new trustees.

BP 2745, Board Self-Evaluation: This policy includes a recommendation to change the Board annual evaluation process from April to March and minor grammar corrections.

AP 2745, Board Self-Evaluation: This procedure was revised to move up the Board annual evaluation process by one month so that the evaluation instrument is distributed and due in March (instead of April) and shared and agendized in April (instead of May).

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the proposed, revised Board Policies in Chapter 2.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.b.1
Item No.

BP 2015 Student Members

Reference:

Education Code Section 72023.5;
Education Code Section 70902

- 1.0 The Board of Trustees shall include ~~two student members~~ **one student member each from Cypress College, Fullerton College, and North Orange Continuing Education** to represent the students ~~at large~~ **of their campus. Student members shall be elected, and may be recalled, by the students of their campus in accordance with procedures established by the Chancellor.** The term of office shall be one year, commencing June 1. Student members are authorized to cast advisory votes only, which shall not be included in determining the vote required to carry any measure before the Board of Trustees, but shall be recorded in the official minutes of the Board meeting, and shall be taken prior to the other votes. Advisory votes may not be cast on motions related to personnel and labor relations. Student members are expected to gather input and opinions from the students at large, ~~as well as the Associated Students,~~ **and from the student body association or student organization of their campus** on any relevant agenda items and provide such input to the Board of Trustees.
- 2.0 To be eligible for election as a student trustee, students shall be enrolled in and maintain a minimum of five (5) semester credit units **or 75 semester noncredit hours** in the District at the time of nomination and throughout the term of service. The student members must maintain a minimum of a cumulative 2.0 grade point average **or Satisfactory Progress (SP) and Pass (P) grades in noncredit classes.** If, on the first day of each semester, or during the term of service, a student member fails to meet the criteria of this policy, the student member shall be disqualified for service on the Board of Trustees. The student member is not required to give up employment with the District.
- 2.1 These requirements apply to the spring and fall semesters only.
- 3.0 If the seat of a student member becomes vacant during their term, the Board of Trustees may authorize the officers of the relevant student body association or student organization to appoint an eligible student to serve the remainder of the term in accordance with procedures established by the Chancellor.**
- ~~4.0~~ Student members shall be seated with the Board of Trustees and shall be recognized as full members of the Board at meetings. Student members may not attend closed session. Student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). Student members shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.
- ~~4.1~~ Student members may make or second open session motions, except motions underlying personnel and labor relations. Student members are encouraged to participate in the discussion of issues and agenda items in open session.
- ~~5.4.0~~ Student members who attend all Board meetings that they are legally allowed to attend shall receive 50 percent of the compensation afforded to other individual members of the

BP 2015 Student Members

Board of Trustees, pursuant to Education Code Section 72425. Any Board meetings missed by a student member shall result in a pro rata reduction in compensation for that month, except under the following condition: A student member may be paid for the first two meetings from which ~~he/she is~~ **they are** absent in a calendar year if the Board **of Trustees**, by resolution adopted and included in its minutes, finds at the time of the meeting that the student member was ill, on jury duty, performing services outside the meeting for the District, or the absence is due to a hardship deemed acceptable by the Board.

- 6**~~5~~.0 The Board **of Trustees** encourages participation of its student members in trustee-related conferences, activities, and retreats and may approve reasonable expenses that fall within the guidelines of Board policies.
- 7**~~6~~.0 On or before May 15 of each year, the Board **of Trustees** shall consider whether to afford the student members **s** any of the privileges noted in this policy by reviewing it for re-adoption.
- 8.0** **The president of the Board of Trustees shall appoint each year a trustee to serve as mentor to the student members.**

See Administrative Procedure 2015, Student Members; and Board Policy and Administrative Procedures 2105, Election of Student Members.

Date of Adoption: May 10, 2022 Re-adoption
April 27, 2021 Re-adoption
April 28, 2020 Re-adoption
May 9, 2017
April 12, 2016
April 14, 2015
April 8, 2014
April 23, 2013
April 26, 2011
April 27, 2010
May 13, 2008
May 8, 2007
April 11, 2006
June 24, 2003

Date of Last Revision: April 25, 2023
February 12, 2019
May 8, 2012
January 27, 2009
June 14, 2005
April 13, 2004

BP 2740 Board Professional Development

Reference:

ACCJC Accreditation Standard IV.C.9;
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 The Board of Trustees is committed to its professional development and to an ongoing trustee education program that includes new trustee orientation.
 - 1.1 The Board will engage in study sessions, have access to reading materials, and support conference attendance and other activities that foster professional development in the relevant areas: accreditation, board evaluation, fiscal responsibilities, governance, student success, the Brown Act, ethics, diversity, equity, inclusion, anti-racist practices, and CEO and Board relations.
 - 1.2 The Chancellor shall establish an orientation program for new trustees and student trustees that:
 - 1.2.1 Covers topics including respective Board and Chancellor responsibilities, accreditation, the budget, governance, ~~the collective bargaining process,~~ ethics, the Brown Act, ~~and~~ parliamentary procedure and Board meeting agendas, and, for new trustees, the collective bargaining process.
 - 1.2.2 Incorporates publications recommended by such organizations as the Community College League of California and the Association of Community College Trustees.
 - 1.2.3 Includes meetings with the Board President, executive staff, campus leaders, and representatives of constituency groups.

See Administrative Procedure 2740, Board Education.

Date of Adoption: June 24, 2003

Date of Last Revision: November 24, 2020
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

BP 2745 Board Self-Evaluation

Reference:

ACCJC Accreditation Standard IV.C.10;
WASC/ACS Criterion 2, Indicator 2.3

- 1.0 The Board [of Trustees](#) is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.
- 2.0 The Board [of Trustees](#) shall conduct an annual evaluation process in ~~April~~ [March](#) and place the results on a regular board meeting agenda for review and appropriate action.

See Administrative Procedure 2745, Board Self-Evaluation.

Date of Adoption: June 24, 2003

Date of Last Revision: February 12, 2019
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellors Staff
November 25, 2003

DRAFT

AP 2745 Board Self-Evaluation

Reference:

**ACCJC Accreditation Standard IV.C.10;
WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 The following process will be used to conduct the annual self-evaluation of the Board of Trustees:
 - 1.1 An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in March.
 - 1.2 The completed assessment forms shall be submitted to the Chancellor's Office on or before the second meeting in March.
 - 1.3 The Chancellor's Office shall complete results of the assessment for distribution at the first meeting in April.
 - 1.4 The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in April.

Date of Adoption: June 24, 2003

Revision Adopted: January 22, 2024 District Consultation Council
April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
November 25, 2003

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | X |
| DATE: | February 13, 2024 | Information | |
| | | Enclosure(s) | X |
| SUBJECT: | Resolution No. 23/24-17 Designating February as Black History Month | | |

BACKGROUND: In 1926, Dr. Carter G. Woodson instituted the first week-long celebration to raise awareness of African Americans' contributions to history. 50 years later, the week became a month, and today February is celebrated as Black History Month. The month of February was chosen because it celebrates the birthdays of Abraham Lincoln and Frederick Douglass, both of whom dramatically affected the lives of African Americans. Frederick Douglass (1817-1895) was a writer, lecturer, editor, and civil rights activist who escaped slavery at age 21 and went on to campaign for the abolition of slavery, establish a newspaper, and hold the office of Minister to Haiti. He was a major voice in the anti-slavery/civil rights movement of his time. Abraham Lincoln (born February 12, 1809), as the sixteenth president of the United States, issued the Emancipation Proclamation on January 1, 1863, thereby declaring that all slaves within the Confederacy would be permanently free.

Each year, the Association for the Study of African American Life and History (ASAALH) founded by Dr. Woodson, sets the theme for the month. The 2024 theme of Black History Month is dedicated to art as a platform for social justice highlighting the contributions of Black/African American artists; including poets, writers, visual artists, musicians, and dancers, who have historically served as change agents through their crafts.

This agenda item is presented at the request of Board President Evangelina Rosales.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Directions 1) Student Experience & Success – NOCCCD will provide comprehensive support, equitable opportunities, cocurricular programming, and clear pathways to ensure that students achieve their educational and career goals, and 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.

How does this relate to Board Policy: This item is in accordance with Board

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 23/24-17 designating February as Black History Month.

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.c.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution No. 23/24-17, Designating February as Black History Month

WHEREAS, February is celebrated as Black History Month, an annual observance of the achievements and contributions of African Americans to the history and culture of the United States; and

WHEREAS, Black History Month originated in 1926 as Negro History Week, created by historian Dr. Carter G. Woodson, who is known as the ‘father of Black history’ and other prominent African Americans, and was expanded to a month-long celebration in 1976 by President Gerald Ford; and

WHEREAS, Black History Month honors the legacy and impact of African Americans in various fields and disciplines, such as arts, science, education, politics, sports, and more; and

WHEREAS, Black History Month also recognizes the struggles and challenges that African Americans have faced and continue to face in the pursuit of liberty, justice, and equality; and

WHEREAS, the North Orange County Community College District serves a population of over one million people in northern Orange County, California, of which 2.5% are African American, according to the 2020 Census; and

WHEREAS, the North Orange County Community College District enrolls over 57,000 students each year, of which 2.8% are African American; and

WHEREAS, the North Orange County Community College District employs 2,551 total employees, of which 4.7% are African American; and

WHEREAS, the North Orange County Community College District is committed to advancing equity, diversity, anti-racism, accessibility and inclusion in its policies, practices, and programs, and to supporting the success and empowerment of its African American students, faculty, staff, and administrators; now

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District joins with the nation in affirming, recognizing and celebrating February as Black History Month by acknowledging the significant and impactful contributions of Black/African Americans to this nation, to our higher education community and to the North Orange County Community College District, and encourages its campuses and student organizations to promote historical and cultural awareness by featuring various programs, exhibits, and other relevant activities and by participating in events sponsored by local communities.

PASSED AND ADOPTED by the Governing Board of the North Orange Community College District, this 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Evangelina Rosales
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 13, 2024 Resolution _____
SUBJECT: Trustee Term Limits Information _____
Enclosure(s) _____

BACKGROUND: On January 23, 2024, the Board discussed term limits for NOCCCD trustees, taking into account that the topic has been previously raised by Board members over the past several years. The discussion during the January 23, 2024 meeting resulted in a majority of the Board requesting that an action item be agendized for the February 13, 2024 Board meeting. The law regarding the setting of term limits for community college districts appears at Education Code §72103, which provides in relevant part:

(c) Notwithstanding any other provision of law, the governing board of a community college district may adopt or the residents of the community college district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the community college district may serve on the governing board of a community college district. Any proposal to limit the number of terms a member of the governing board of a community college district may serve on the governing board of a community college district shall apply prospectively only and shall not become operative unless it is submitted to the electors of the community college district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(d) (1) An initiative measure proposed pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code. (2) A proposal submitted to the electors by the governing board pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 6 (commencing with Section 9500) of Division 9 of the Elections Code.

Term limits can be established by a vote of the electorate, not a resolution of the governing board, and would not apply retroactively. Any current Board member would be eligible for three additional terms if term limits were enacted.

Subsequent to the meeting, it was requested that a thorough search be done on California school districts and community college districts with term limits so that the Board has current and accurate information.

Community College Districts (CCD)

- Southwestern CCD set term limits at three four-year terms in 2018. Currently, this is the only CCD in California with term limits.
- Kern CCD, Rio Hondo CCD, San Bernardino CCD, San Jose-Evergreen CCD, Santa Barbara CCD, Shasta-Tehama-Trinity Joint CCD, and Sierra Joint CCD have adopted Board Policy 2130, Term Limits, and do not limit the number of terms that can be served.

School Districts (SD) – Note: This is not an exhaustive list

- Los Angeles Unified SD passed a limit of three terms (maximum of 12 years) in 2007.
- Orange Unified SD passed a lifetime term limit of three, four-year terms in 2016.
- Simi Valley Unified passed a limit of two consecutive terms in 2016.
- Sweetwater Union High SD passed a two-term limit in 2016.
- Newport-Mesa United SD passed a limit of three consecutive four-year terms in 2018, but trustees are eligible to serve again after a break in service.
- Palo Alto Unified SD passed a limit of two consecutive terms in 2018.
- San Diego Unified SD passed a limit of three consecutive four-year terms in 2018 with limits beginning with the elections held in 2020.
- Santa Ana Unified SD passed a lifetime term limit of three, four-year terms in 2022.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: This item is in accordance with Board Policy 2010, Board Membership.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for a term limit ballot measure would be district carryover funds because the costs are a one-time expense that were not previously budgeted for.

The Orange County Registrar of Voters has provided an early estimate for placing a measure on the November 2024 ballot inclusive of all general election costs. They estimate costs to be within the range of \$468,791 – \$551,588. The estimate does not include costs assessed by the Los Angeles County Registrar-Recorder/County Clerk or the additional costs associated with the four trustees who are due for re-election this year.

RECOMMENDATION: It is recommended that the Board determine whether or not they are interested in establishing term limits.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 13, 2024

SUBJECT: Future Board Agenda Items

| | |
|--------------|---------------|
| Action | _____ |
| Resolution | _____ |
| Information | _____ X _____ |
| Enclosure(s) | _____ |

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

This information item is presented to allow for discussion on any potential future Board agenda items.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board and Board Policy 2340, Agendas.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss any potential future Board agenda items.

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | |
|-----------------|---|------------------------------|
| TO: | BOARD OF TRUSTEES | Action _____ |
| DATE: | February 13, 2024 | Resolution _____ |
| SUBJECT: | Study Session: Negotiations Process – Collective Bargaining and Interest-Based Negotiations | Information <u> X </u> |
| | | Enclosure(s) _____ |

BACKGROUND: The purpose of this item is to provide the Board of Trustees with an overview of the collective bargaining process and interest-based negotiations, as well as the legal and practical implications for the District. Bill Diedrich from Atkinson, Andelson, Loya, Ruud & Romo, a law firm with expertise in labor and employment law, will deliver the presentation and answer any questions from the Board. The presentation will cover the following topics:

- The difference between proposal bargaining and interest-based bargaining, and the advantages and disadvantages of each approach;
- The steps and stages of interest-based bargaining, and the roles and responsibilities of the bargaining teams;
- The legal framework and requirements for collective bargaining in the public sector; and
- The best practices and challenges for implementing interest-based bargaining in the District, and the potential outcomes and benefits for both labor and management.

The presentation aims to inform and educate the board on the collective bargaining process and interest-based negotiations, and to facilitate a constructive dialogue on how to achieve mutually beneficial agreements with the district’s bargaining units.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board conduct a study session to discuss the negotiations process including the collective bargaining process and interest-based negotiations.

Byron D. Clift Breland
Recommended by



Approved for Submittal

7.a
Item No.

UNAPPROVED
MINUTES OF THE ONLY REGULAR MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

January 23, 2024

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, January 23, 2024, at 5:30 p.m. in the Anaheim Union High School District Board Room with a YouTube livestream broadcast.

Board President Evangelina Rosales called the meeting to order at 5:30 p.m. and asked Trustee Jeffrey P. Brown to lead the Pledge of Allegiance.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, and Evangelina Rosales. Student Trustee Chloe Serrano. Student Trustee Jesus Ramirez Jr. arrived at 5:50 p.m. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Gabrielle Stanco, [add title]; Cynthia Olivo, President, Fullerton College; Scott Thayer, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Treisa Cassens, representing the District Management Association; Jennifer Oo, representing the North Orange Continuing Education Academic Senate; Kathleen McAlister, representing the Cypress College Academic Senate; Pamela Spence, representing CSEA; Marlo Smith, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios, Celeste Phelps, Marc Posner, Kathleen Reiland, and Stephen Schoonmaker from Cypress College; Pepe Barton, Gilbert Contreras, Henry Hua, Naveen Kanal, and José Ramón Nuñez from Fullerton College; Terry Cox, Elaine Loayza, Neshia Jenkins, Jennifer Perez, from North Orange Continuing Education; and Yasmine Andrawis, Gail Arriola-Nickell, Trinda Best, Danielle Davy, Geoff Hurst, Julie Kossick, Flavio Medina-Martin, Tami Oh, Amita Suhrid, Leslie Tsubaki, and Kashu Vyas, and Rick Williams from the District Office.

VISITORS: Evans Arek, Matt Bohannon, Michelle Bringman, Janet Brown, Lou Correa, Alexandria Goldsmith, Miguel Angel Guerrero, Kyle Miller, Kristine Nacu, Sharon Ormond, David Propenko, Gabriel Strzepek, Lourdes Valiente, and Mario Violich. Public participation was provided via YouTube livestream.

BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Ed Lopez that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.c, 3.e, 3.f, 3.g, 3.h, 3.i, 3.j, 3.k, 3.l
Instructional Resources: 4.a, 4.b, 4.c, 4.d, 4.e

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Serrano's advisory vote.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.b, 5.c, 5.d, 5.e

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.

CHANCELLOR'S REPORT

Chancellor Byron D. Cliff Breland expressed his gratitude to everyone involved in making the transition from the Anaheim Campus Board Room to the Anaheim Union High School District (AUHSD) possible—especially **Nancy Nien** and **Van Chu** from AUHSD, **Yuvia Coleman**, **Danielle Davy**, **Geoff Hurst**, and **Alba Recinos**—and thanked **Superintendent Michael Matsuda** for his hospitality.

2024-25 Governor's Budget & Economic Outlook for Community Colleges: As part of the Chancellor's Report, **Fred Williams**, Vice Chancellor of Finance & Facilities, conducted a presentation which provided an overview of the 2024-25 Governor's Budget. He highlighted a projected state revenue shortfall of \$38 billion by Governor Newsom compared to the \$68 billion by the Legislative Analyst's Office, a Prop 98 minimum guarantee that's been reduced by \$15.2 billion due to lower revenues, and use of the Rainy-Day Fund to keep community colleges fairly whole. The good news for education is that no mid-year cuts, deferrals, or program rollbacks are expected, however, the Student Centered Funding Formula (SCFF) is barely growing due to the meager COLA of .76%, and no restorations of prior reductions to student retention and enrollment funds or deferred maintenance.

Since no changes were made to the apportionment hold harmless provision, the District's Resource Allocation Model will see the establishment of the funding floor in 2024-25. Vice Chancellor Williams also noted that the PERS pension rate is increasing 1.12%, from 26.68% to 27.80% and projected to rise to 30.30% by 2027-28 and a possible 1% deficit factor for 2023-24. He also highlighted an increase in FTES for the 2023-24 P-1 figures which reflected a 7.83% increase for Cypress College, a 10.04% increase for Fullerton College, and a 30.03% increase for NOCE which resulted in an 11.43% total increase for the District.

Subsequent to the presentation, trustees inquired which non-Prop 98 funds are at greater risk, the percentage of the District budget within Prop 98, whether there are grants outside of those funds, and whether the P-1 figures include winter intersession enrollment.

Board President Evangelina Rosales thanked Vice Chancellor Williams for the presentation.

(See Supplemental Minutes #1332 for a copy of the presentation.)

Recognition of NOCE's 50th Anniversary: As part of the Chancellor's Report, Chancellor Cliff Breland welcomed **Congressman Lou Correa** who was in attendance to honor NOCE's 50th anniversary. Congressman Correa acknowledged the positive community impact that NOCE has made over the years on the House of Representatives floor of the United States Capitol in Washington, D.C. on January 17, 2024. To commemorate the occasion, Congressman Correa presented NOCE with an official certificate of recognition and a framed Congressional Record.

MINUTES: It was moved by Trustee Ed Lopez and seconded by Trustee Ryan Bent to approve the Minutes of the Regular Meeting of December 12, 2023. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Serrano’s advisory vote.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0161185 - P0163531 through January 3, 2024, totaling \$8,265,427.22, and check numbers C0055243 – C0055297, totaling \$65,745.11; check numbers F0296935 – F0297250, totaling \$391,369.01; check numbers Q0007483 – Q0007483, totaling \$7,736.55; check numbers 88542015 – 88542907, totaling \$6,338,649.51; check numbers V0031984 – V0031991 totaling \$12,175.00; check numbers 70126951 – 70126968, totaling \$14,733.68; and disbursements E9141327 – E9142198, totaling \$1,146,391.51, through December 31, 2023.

Item 3.b: By block vote, authorization was granted to adopt resolutions and accept new revenue, make adjustments to the General Fund and Child Development Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2023-2024 allocations totaling \$5,744,715, pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the Executive Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 3.c: By block vote, retroactive authorization was granted to approve the use of hospitality funds to sponsor the 2023 Real College California Basic Needs Summit at a cost of \$5,000.

Item 3.d: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to approve the delegated list of individuals from Cypress College, Fullerton College, and North Orange Continuing Education to attend the All-African Diaspora Education 2024 Summit (ADES) in Ghana, Africa from September 27 to October 6, 2024.

Trustee Ed Lopez noted that while he liked the purpose of the Summit, the international travel request was larger in scope than the Board was accustomed to seeing and expressed concern about taxpayer dollars being used to fund ten days of out-of-country travel.

Trustees requested a fuller explanation for the Summit and Chancellor Clift Breland provided background information on how the project began and its focus on community colleges. Presidents Olivo, Purtell, and Thayer outlined how the framework from the once in a lifetime experience would help bolster African American student success on their campuses, the selection process that was used to identify participants, and plans for before and after the Summit to develop a strategic plan for their delegations.

Trustees inquired about the total cost including airfare and hotel and the demographic data and employee classifications of those participating, and expressed support for the—albeit expensive—professional development opportunity which they deemed transformational and the plans that will be developed after the Summit.

After noting that it would be preferable to see the item presented with the total costs included, but recognizing that the payment of the registration fees was time-sensitive, a friendly amendment was proposed to only approve the registration fees for the delegation of 25 with the complete budget and listing of individuals attending to follow, and the amendment was accepted.

Subsequent to the amendment, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes, and Trustee Lopez voting no.**

Item 3.e: By block vote, authorization was granted to approve a deductive change order in the amount of \$42,385 for the unused allowance for the agreement with RT Contractor Corp. for Bid #2223-15, Anaheim Swing Space Interim Housing Project at Anaheim Campus.

Further authorization was granted for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the deductive change order on behalf of the District.

Item 3.f: By block vote, authorization was granted to file the Notice of Completion for the Anaheim Swing Space Interim Housing Project at Anaheim Campus with RT Contractor Corp. and pay the final retention payment when due.

Item 3.g: By block vote, authorization was granted to approve the 28 bid packages totaling \$57,209, 914, inclusive of \$2,228,000 of owner contingencies, to the 22 trade contractors who were deemed to be the lowest responsive and responsible bidder for the Cypress College Fine Arts Building Renovation and adopt Resolution No. 23/24-15.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreements as well as approve and forward to the Board for ratification, any further contract changes up to 10% of the original contract amount or \$15,000, whichever is greater, on behalf of the District.

Item 3.h: By block vote, authorization was granted to enter into an agreement with Geotechnical Solutions, Inc. to provide geotechnical services during the construction phase of the Building 300 Renovation and Seismic Retrofit Project at Fullerton College. This agreement will be effective from April 1, 2024, through the completion of the project. The services will be provided on a time and materials basis and on-call, following an hourly rate fee schedule with an estimated cost of \$200,000. The actual expenses may vary depending on the progress of construction. Any additional services required will be invoiced at the hourly rates specified in the fee schedule.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreement on behalf of the District.

Item 3.i: By block vote, authorization was granted to allow the Cypress College Foundation to serve alcoholic beverages to people attending the Reunion Event for the 1994 Baseball Championship Team on the Cypress campus on February 4, 2024.

Item 3.j: By block vote, authorization was granted to allow the Cypress College Foundation to serve alcoholic beverages to people attending the Business Mixer on the College campus on Thursday, February 15, 2024.

Item 3.k: By block vote, authorization was granted for Fullerton College to accept donations to its divisions, departments, and/or programs.

Item 3.l: By block vote, authorization was granted to amend the agreement with Statmats, Inc. by adding \$19,500 for additional Custom Service Hours in support of the Media Plan for Enrollment Growth: Digital Strategy and Support contract. This amendment will result in a new contact amount of \$958,650.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director of Purchasing, to execute any agreement on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted for the attached summary of curriculum changes for Cypress College, to be effective Fall 2024. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.b: By block vote, authorization was granted for the attached summary of curriculum changes for Fullerton College, to be effective Fall 2023, Fall 2024, and Fall 2025. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.c: By block vote, authorization was granted for the attached summary of curriculum changes for North Orange Continuing Education, to be effective Summer 2024 and Fall 2024. The curricula have been signed by the Campus Curriculum Chairperson and the President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.d: By block vote, authorization was granted for Fullerton College to enter into an agreement with the California Community College Chancellor's Office (CCCCO) to accept the total of \$1,273,219 to be used within four years of receipt of the funds and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5 §58308.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 4.e: By block vote, authorization was granted for the North Orange County Community College District to enter into an agreement with the California Community College Chancellor's Office to accept the total of \$2,640,000 to be used within two years of receipt of the funds and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 4.f: The Board reviewed and discussed the District Educational and Facilities Master Refresh document as a first reading.

Gabrielle Stanco, District Director, Research, Planning, and Data Management, introduced the consultants from Brailsford & Dunleavy and Moore, Ruble, and Yudell—Matt Bohannon, Alexandria Goldsmith, David Propenko, Gabriel Strzepek, and Mario Violich—conducted a presentation which provided an overview of the Educational and Facilities Master Plan (EFMP) Refresh. They highlighted the Steering Committee participants, the methodology used, and the updating of the strategic directions and goals which are intended to guide the development of programs, projects, and initiatives within the District through 2030. In order to expand on the five strategic directions, themes were developed and include details on actions that can be taken in support of the themes which include: student experience and success; flexible learning environments; diversity, equity, inclusion, accessibility, and anti-racism; enrollment management; workplace development, and sustainability.

The presentation also highlighted the District's emerging priorities which include space utilization, prioritization of funding, flexibility, and wayfinding. Current and future project priorities for Cypress College, Fullerton College, and NOCE were shared along with campus recommendations for each. Next steps include a feasibility analysis, program validation, and test fits.

Subsequent to the presentation, trustees inquired about a variety of topics that included who the point people at each campus would be that would lead implementation efforts, any discussions of community gardens, continued use of the Culinary Arts space at the Anaheim Campus by Cypress College, consultants' experience with college or K-12 districts, recommendations for use of spaces within areas with declining enrollment, space swapping, plans for adjunct faculty office spaces, inclusion of the Fullerton Museum and Ben Franklin House properties, incorporation of Vision 2030, use of artificial intelligence, and student involvement.

Trustees praised the addition of affinity group spaces at all three campuses and meeting students' basic needs, commended Vice Chancellor Fred Williams and his team for the number of projects that have been completed, and requested a yearly or bi-yearly update to ensure that the EFMP is a living document.

HUMAN RESOURCES

Item 5.a: By block vote, authorization was granted for the following academic personnel matters, which are within budget:

CHANGE IN RETIREMENT DATE

| | | |
|----------------|----|--|
| Brown, Anthony | CC | Psychiatric Technology Instructor From: 12/12/2023 To: 12/31/2023 PN CCF707 |
|----------------|----|--|

NEW PERSONNEL

| | | |
|------------------|----|---|
| Cipriano, Joseph | FC | Chemistry Instructor First Year Probationary Contract Class B, Step 1 Eff. 01/25/2024 PN FCF841 |
|------------------|----|---|

| | | |
|---------------|----|---|
| Matus, Alissa | FC | Chemistry Instructor First Year Probationary Contract Class F, Step 1 Eff. 01/25/2024 PN FCF645 |
|---------------|----|---|

PROMOTION

| | | |
|-----------------|-----|--|
| Phelps, Celeste | CC | Director, Disability Support Services |
| | To: | CC Dean, Student Support Services 12-month position (100%) Range 32, Step D Management Salary Schedule Eff. 02/01/2024 |

TEMPORARY REASSIGNMENT

| | | |
|--------------|-----|---|
| Huerta, Flor | FC | Counselor |
| | To: | FC Interim Dean, Counseling and Student Development Range 32, Column G + Doctorate (100%) Management Salary Schedule Eff. 02/01/2024-06/30/2024 |

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

| | | |
|-------------------|----|--|
| Abutin, Albert | FC | Dean, Enrollment Services 10% Stipend Eff. 12/01/2023-06/30/2024 |
| Cassens, Treisa | CC | Dean, Library/Learning Resource Center & ISPS 10% Stipend Eff. 01/01/2024-01/31/2024 |
| Gamboa, Jorge | FC | Dean, Social Sciences 5% Stipend Eff. 12/01/2023-06/30/2024 |
| Orlijan, Kimberly | FC | Dean, Humanities 5% Stipend Eff. 12/01/2023-06/30/2024 |
| Roth, Edward | FC | Director, Disability Support Services 5% Stipend Eff. 12/01/2023-06/30/2024 |

PAYMENT FOR INDEPENDENT LEARNING CONTRACT – FALL 2023

| | | |
|----------------|----|---------|
| Andrus, Angela | FC | \$20.00 |
|----------------|----|---------|

| | | |
|-----------------------|----|---------|
| Balma, Jodi | FC | \$40.00 |
| Cuatt, Benjamin | FC | \$20.00 |
| Daniel, William | FC | \$70.00 |
| Keller, Jonathan | FC | \$70.00 |
| Klippenstein, Stephen | FC | \$40.00 |
| Langlois, Jessica | FC | \$20.00 |
| Pope, Daniel | FC | \$40.00 |
| Sheehan, Michael | FC | \$20.00 |
| Smith, Todd | FC | \$20.00 |

LEAVE OF ABSENCE

| | | |
|--------------------|----|---|
| Bassi, Lisa | FC | Physical Education Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester |
| Barsamian, Aram | FC | Music Instructor Load Banking Leave With Pay (8.33%) Eff. 2024 Spring Semester |
| Burger, Markus | FC | Music Instructor Load Banking Leave With Pay (34.00%) Eff. 2024 Spring Semester |
| Costello, Jeanne | FC | English Instructor Load Banking Leave With Pay (33.33%) Eff. 2024 Spring Semester |
| Carrithers, Joseph | FC | English Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester |
| Cadena, Maria | FC | Philosophy Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester |
| Flores, Christy | FC | English Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester |
| Gonzalez, Amber | FC | Ethnic Studies Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester |
| King, Kathryn | CC | English Instructor Load Banking Leave With Pay (40.00%) Eff. 2024 Spring Semester |
| Levesque, Robert | FC | English Instructor Load Banking Leave With Pay (26.67%) Eff. 2024 Spring Semester |

| | | |
|----------------------|----|--|
| McNay, Sally | CC | Nursing Instructor Load Banking Leave With Pay (50.00%) Eff. 2024 Spring Semester |
| Mihaylovich, Kristin | FC | Art Instructor Load Banking Leave With Pay (34.00%) Eff. 2024 Spring Semester |
| Negus, Anne | FC | History Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester |
| O'Rourke, Meg | FC | English Instructor Load Banking Leave With Pay (34.00%) Eff. 2024 Spring Semester |
| Putman, Elizabeth | CC | Nursing Instructor Load Banking Leave With Pay (60.00%) Eff. 2024 Spring Semester |
| Samano, Jeffrey | FC | Speech Instructor Load Banking Leave With Pay (18.33%) Eff. 2024 Spring Semester |
| Tran, Hoa | FC | Mathematics Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 SPRING SEMESTER

| | | |
|------------------------|------|------------------|
| Ahad, Sally | FC | Column 1, Step 1 |
| Arenas, Jonathan | FC | Column 1, Step 1 |
| Chestnut, Shannon | FC | Column 1, Step 1 |
| Delgadillo, Martha | CC | Column 1, Step 1 |
| Evans, Kim | CC | Column 1, Step 1 |
| Faltas, Agnes | CC | Column 2, Step 3 |
| Friedman, Courtney | NOCE | Column 1, Step 1 |
| Garcia, Katherine | FC | Column 1, Step 1 |
| Gonzalez, Jessica | NOCE | Column 2, Step 1 |
| Hedayat, Negin | NOCE | Column 2, Step 1 |
| Herrera, Sharon | NOCE | Column 2, Step 1 |
| Jackson, Oliver | FC | Column 1, Step 1 |
| Klimmek, Kelly | NOCE | Column 2, Step 1 |
| Knorr, Arielle | NOCE | Column 2, Step 1 |
| LaValle Shepston, Anne | FC | Column 1, Step 1 |
| Lopez, Israel | NOCE | Column 1, Step 1 |
| Mercer, Jaime | CC | Column 1, Step 1 |
| Munn-Perez, Micaela | CC | Column 1, Step 1 |
| Murdock, Brett | FC | Column 3, Step 2 |
| Murphy, Tara | NOCE | Column 2, Step 1 |
| Park, James | CC | Column 1, Step 1 |
| PINEDA, JAYSON | FC | Column 1, Step 1 |

| | | |
|--------------------|------|------------------|
| Prado, Marisol | CC | Column 1, Step 1 |
| Ramirez, Christian | FC | Column 1, Step 1 |
| Ramos, Andrew | CC | Column 1, Step 1 |
| Rebert, Samantha | FC | Column 1, Step 2 |
| Resendiz, Dario | CC | Column 1, Step 1 |
| Sighicelli, Sabine | FC | Column 1, Step 1 |
| Silva, Pamela | NOCE | Column 2, Step 1 |
| Sirovy, Kyle | CC | Column 3, Step 1 |
| Spinos, Nicole | CC | Column 1, Step 1 |
| Steiner, Bridget | CC | Column 2, Step 1 |
| Sun, Mi Hwan | NOCE | Column 2, Step 1 |
| Tran, Emily | CC | Column 1, Step 1 |
| Vicioso, Emily | FC | Column 1, Step 1 |
| Watson, Brandon | NOCE | Column 2, Step 1 |
| Wong, Elaine | NOCE | Column 2, Step 1 |
| Wu, Jaimie | NOCE | Column 1, Step 1 |
| Yoo, Frank | FC | Column 1, Step 1 |

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

| | | |
|------------------|----|------------------|
| Barba, Bianca | CC | Column 1, Step 1 |
| Jaramillo, Danny | CC | Column 1, Step 1 |

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

| | | |
|-------------------|------|--|
| Adams, Kelly | FC | Library Training Day Stipend not to exceed \$180.00 Eff. 12/20/2023 |
| Alharbi, Deema | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Arambula, Michael | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Ayala, Eduardo | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Baloy, Czarina | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Bolourieh, Fariba | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |

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| Bumbesti, Mircea | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Cadilli, Jolina | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Castro, Alma | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Coopman, Jennifer | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Cuevas, Cynthia | FC | Library Training Day Stipend not to exceed \$180.00 Eff. 12/20/2023 |
| DeMartino, Sarah | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Dini, Manije | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Eckenrode, Adam | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Ghaffari, Ardeshir | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Gil, Nicolas | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Guilford, Melinda | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Hartnett, Devyn | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Herrera, Sharon | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 |

Eff. 01/08/2024

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| Hurtarte, Erick | CC | Women's Soccer Stipend not to exceed \$15,000.00 Eff. 08/21/2023-12/09/2023 |
| Iordanov, Danko | CC | Women's Volleyball Stipend not to exceed \$15,000.00 Eff. 08/21/2023-12/09/2023 |
| Kanal, Naveen | FC | Women's Golf Stipend not to exceed \$15,000.00 Eff. 08/21/2023-12/09/2023 |
| Kaufman, Bret | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Kazim, Amir | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Klimmek, Kelly | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Lara, Esteban | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Ledesma, Nicole | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Lee, Eunje | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Letcher, Annette | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Lianos-Vu, Hose | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Mieskoski, Edmund M. | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 |

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| | | Eff. 01/08/2024 |
| Mizushima, Haley | FC | Library Training Day Stipend not to exceed \$180.00 Eff. 12/20/2023 |
| Molina, William | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Moradi Nargesi, Mahnaz | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Murphy, Tara | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Nam, Victorya | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Nguyen, Hoang | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Nguyen, Kelly | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Nia, Halleh | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Nusbaum, David | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Orozco, Dulce | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Paek, Sylvia | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Perez, Rosa | FC | Library Training Day Stipend not to exceed \$180.00 Eff. 12/20/2023 |

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| Perlis, Shelby | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Pham, Cassandra | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Pham, Vy | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Pineda, Edward | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Plett, Christina | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |
| Powell, Laura | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Prendergast, Yukuko | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Pueblos, Daniel | CC | DEIAA Committee Stipend not to exceed \$480.00 Eff. 09/01/2023-05/31/2024 |
| Qin, Zhen | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Reeves, Mallory | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Reyna, Bryan | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Richards, Heather | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |

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| Robertson, Alison | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Rus, Cristian | CC | Men's Soccer Stipend not to exceed \$15,000.00 Eff. 08/21/2023-12/09/2023 |
| Semichy, Joslyn | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Sharp, Cara | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Silva, Pamela | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Snyder, Katie | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Stevenson, Anthony | CC | English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$160.00 Eff. 01/23/2024 |
| Strickland, Jonelle | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Sun, Mi Hwan | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Vandever, Nicole | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Velazquez, Mauricio | FC | Men's Water Polo Stipend not to exceed \$15,000.00 Eff. 08/21/2023-12/09/2023 |
| Ward, Amy | CC | Math Department Starfish Project Stipend not to exceed \$500.00 Eff. 01/25/2024-06/28/2024 |

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| Weil, Alex | FC | Humanities Professional Learning Day Stipend not to exceed \$120.00 Eff. 01/17/2024 |
| Welch Wheatley, Janine | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 5 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2024 Spring Semester |
| Wong, Elaine | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |
| Wu, Jaimie | NOCE | ESL New Instructor Orientation Workshop Stipend not to exceed \$120.00 Eff. 01/08/2024 |

Item 5.b: By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

RETIREMENT

| | | |
|----------------|------|--|
| Castro, Jeri | NOCE | Facilities Custodian I 12-month position (100%) Eff. 12/31/2023 PN SCC913 |
| Higdon, Ingrid | FC | Laboratory Technician 11-month position (100%) Eff. 12/31/2023 PN FCC722 |
| Martin, Monica | FC | Director, Grants/ Economic Workforce Development 12-month position (100%) Eff. 12/31/2023 PN FCM952 |
| Vyas, Kashmira | AC | Executive Director, Fiscal Affairs 12-month position (100%) Eff. 06/30/2024 PN DEM987 |

RESIGNATIONS

| | | |
|-----------------|----|--|
| Gonzalez, Adela | AC | Human Resources Specialist 12-month position (100%) Eff. 12/15/2023 PN DEN998 |
| Gutaskus, Mary | FC | Instructional Assistant/ Math Lab 12-month position (100%) |

Eff. 12/09/2023
PN FCC890

Hurtado, Hallie NOCE Student Services Specialist/ DSS
11-month position (100%)
Eff. 01/18/2024
PN SCC839

Qader, Amanda FC Instructional Assistant, Math
12-month position (100%)
Eff. 01/03/2024
PN FCC584

Salisbury, Chelsea AC Communications Coordinator
12-month position (100%)
Eff. 01/16/2024
PN DEC926

Velasco, Zoot FC Executive Director, College Foundation and
Community Relations
12-month position (100%)
Eff. 01/26/2024
PN FCM943

PROBATIONARY RELEASE

@01985842 FC Facilities Custodian I
12-month position (100%)
Eff. 12/08/2023
PN FCC769

NEW PERSONNEL

Barela-Perez, Katarina FC Special Projects Director, Basic Needs
Temporary Management Position (100%)
Range 3, Special Admin Daily Rate Schedule
Eff. 02/01/2024 – 06/30/2024
PN FCT577

Best, Trinda AC Interim District Director,
Human Resources Operations
12-month position (100%)
Range 29, Column G
Management Salary Schedule
Eff. 01/08/2024 – 06/30/2024
PN DEM986

Bullard, Jessica FC Administrative Assistant II, Academic Support Center
12-month position (100%)
Range 36, Step D
Classified Salary Schedule

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| | | Eff. 02/01/2024 PN FCC579 |
| Carrillo, Nicole | AC | Payroll Specialist 12-month position (100%) Range 38, Step D Classified Salary Schedule Eff. 01/22/2024 PN DEC995 |
| Chavez, Antonio | CC | Facilities Custodian II 12-month position (100%) Range 28, Step E + 10% Shift Classified Salary Schedule Eff. 02/01/2024 PN CCC914 |
| Gallegos, David | FC | Instructional Aid, Cosmetology Dispensary 12-month position (100%) Range 30, Step E Classified Salary Schedule Eff. 01/02/2024 PN FCC843 |
| Gutierrez, Daniel | FC | User Support Analyst, ACT 12-month position (100%) Range 36, Step B Classified Salary Schedule Eff. 01/16/2024 PN FCC798 |
| Jackson, Dorothy | CC | Administrative Assistant II, President's Office 12-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 01/02/2024 PN CCC803 |
| Kim, Caroline | NOCE | Program Coordinator, ESL 12-month position (100%) Range 45, Step E Classified Salary Schedule Eff. 02/01/2024 PN SCC820 |
| Lin, Shin Yuan | AC | Chief Information Security Officer 12-month position (100%) Range 31, Column G Management Salary Schedule Eff. 01/02/2024 PN ISM995 |

Ramirez, Corina FC Groundskeeper
12-month position (100%)
Range 29, Step D
Classified Salary Schedule
Eff. 02/01/2024
PN FCC995

Rodriguez, Ross FC Groundskeeper
12-month position (50%)
Classified Salary Schedule
Range 29, Step B
Eff. 02/01/2024
PN FCC780

Facilities Custodian I
12-month position (50%)
Range 27, Step B
Classified Salary Schedule
Eff. 02/01/2024
PN FCC781

Shandy, Debbie AC Executive Assistant II
12-month position (100%)
Range 44, Step E
Classified Salary Schedule
Eff. 02/01/2024
PN DEC916

VOLUNTARY CHANGES IN ASSIGNMENT

Abou Khoud, Hussein AC Skilled Maintenance Mechanic

Temporary Change in Assignment
To: Building Maintenance Coordinator
12-month position (100%)
Range 45, Step D
Classified Salary Schedule
Eff. 02/01/2024 – 03/31/2024

Abutin, Roxanne NOCE Student Services Technician/SSSP (100%)

Temporary Decrease in Percent Employed
From: 100%
To: 50%
Eff. 12/22/2023 – 02/15/2024
PN SCC927

Holmes, Roy CC Facilities Custodian II (100%)

Extension of Temporary Change in Assignment
To: Facilities Custodian Coordinator II

12-month position (100%)
Range 34, Step C + 5% Longevity + 10% Shift
Classified Salary Schedule
Eff. 11/01/2023 – 02/29/2024

Jones-Horwood, Kelley FC

Administrative Assistant II (100%)

Extension of Temporary Assignment

To: Interim Director, Career Technical Education
12-month position (100%)
Range 16, Column A
Management Salary Schedule
Ef. 02/01/2024 – 06/30/2024

Williams, Adrienne FC

Administrative Assistant I

Temporary Change in Assignment

To: Human Resources Technician
12-month position (100%)
Range 36, Step E
Classified Salary Schedule
Eff. 01/22/2024 – 06/30/2024

LEAVES OF ABSENCE

@01595901

CC

Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 12/15/2023 – 1/7/2024 (Consecutive Leave)

@00270172

CC

Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 10/9/2023 – 11/29/2023 (Consecutive Leave)

@01676047

CC

Family Medical Leave (FMLA/PDL)
Paid Leave Using Regular and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 11/23/2023 – 1/18/2024 (Consecutive Leave)

@01631300

FC

Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 1/9/2024 – 1/23/2024 (Consecutive Leave)

@01764787

NOCE

Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental
Sick Leave Until Exhausted; Unpaid Thereafter
Eff. 1/17/2024 – 2/13/2024 (Consecutive Leave)

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| @01196683 | FC | Family Medical Leave (FMLA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/17/2024 – 3/8/2024 (Consecutive Leave) |
| @01523617 | CC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 2/2/2024 – 2/11/2024 (Consecutive Leave) |

Item 5.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1332 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1332 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1332 for a copy of volunteer personnel listing.)

GENERAL

Item 6.a: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte that the Board adopt proposed, new BP 3830, Flying of National, State, Military, and Commemorative Flags as presented.

Trustee Ed Lopez noted that the list of nationally recognized flags was lengthy and suggested asking the Chancellor to recommend flags for approval due to concerns with some of the flags that may be flown under the current proposed language.

Trustee Ed Lopez then offered the following friendly amendment to replace section 3.2 and 3.3: "The Chancellor may recommend to the Board commemorative flags that may be flown as expressions of the official sentiments of the District. Such flags shall commemorate nationally recognized heritage or history months and may be flown during the designated month."

In the ensuing discussion, some trustees indicated that they would like the Board to stay at a high policy level with regard to the approved flags, while others noted a preference for a list from the Chancellor to ensure that any problematic flags would not be flown.

Trustees asked Chancellor Clift Breland what his preference was, and he noted that a corresponding administrative procedure would be developed to provide some autonomy while also having parameters and suggested including flags approved by presidential proclamation in the board policy. Trustees expressed support for approving the policy with the stipulation that a list of flags with images of flag options would come back to the Board which Chancellor Clift Breland also supported.

Trustee Ryan Bent cautioned that any divisive flags that are flown would be the responsibility of the Board and their constituents, and stated that a list of flags was previously requested and it was not provided until earlier in the day. He noted that samples of commemorative flags were also requested and never received, and that a decision could not be made without that information in order to ensure consistency.

Trustees discussed additional edits which included keeping the language in section 3.3 to provide flexibility for flags that fall outside of the heritage or history month category and to strike "listed in this policy or otherwise" from section 3.1 since it was no longer applicable.

By majority, the Board agreed to approve the friendly amendment to replace language in section 3.2, keep the existing language in section 3.3, and amend section 3.1 as noted.

Board President Evangelina Rosales then called for the vote, and the **motion carried with Trustees Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes, and Trustee Bent voting no.**

Item 6.b: It was moved by Trustee Stephen T. Blount and seconded by Trustee Barbara Dunsheath that the Board adopt the recommended state and federal legislative priorities for 2024 and empower the Chancellor of the North Orange County Community College District to advocate for the interests of the students, staff, and faculty of the District on behalf of the Board.

Trustees requested clarification on congressional funding requests, how the legislative priorities are developed, which legislators are approached with funding requests, and whether the District was tracking SB 895 which would allow community colleges to offer baccalaureate degrees.

Subsequent to the discussion, Board President Evangelina Rosales called for a roll call vote, and the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

Item 6.c: The Board discussed whether or not they are interested in establishing term limits.

Trustee Ryan Bent stated that the topic has been brought up by multiple trustees before, that he would like to see an item on a Board agenda for action, and suggested setting a term limit of three, four-year terms placed on the ballot before voters.

Trustee Barbara Dunsheath shared that no school districts in Orange County have term limits and that she was unaware of any community college in the State that has them. She noted that there are a lot of different opinions on term limits, but did not find any specifically related to school boards. She questioned why the topic was before the Board because it is not applicable to the District's strategic directions. Chancellor Cliff Breland responded that the matter has been brought up recently and before his tenure, and noted that legal counsel was present to answer questions.

Trustee Ed Lopez recalled that the issue has come up in the past, most recently at the November 2023 Board meeting, and while it is a divisive issue, most California government officials have them. School boards can determine for themselves if they want to pursue implementing term limits, but as a general matter they are popular in California. He also

Trustee Ed Lopez recalled that the issue has come up in the past, most recently at the November 2023 Board meeting, and while it is a divisive issue, most California government officials have them. School boards can determine for themselves if they want to pursue implementing term limits, but as a general matter they are popular in California. He also inquired about whether the limits were based on terms served consecutively or over a lifetime.

Sharon Ormond, legal counsel, stated that the decision to implement term limits lies with the electorate, but it can originate with the Board putting forward a resolution seeking that a measure be added to the ballot. The second option is for the people to gather the necessary signatures to bring forward a measure which takes longer due to the collecting and verifying of the signatures. Ultimately it would be the electorate that would decide the outcome.

Trustee Barbara Dunsheath asked who would pay for the election costs. The District would pay and it could be costly since it would need to include all seven trustee areas.

Trustee Jeffrey P. Brown hoped that a term limits item wouldn't return to the Board, but would vote against it if it did stating that he didn't think it was appropriate for the Board and is a solution for which there is no problem.

Trustee Jacqueline Rodarte indicated that she was open to having term limits and interested in hearing what those opposed to them have to say. She appreciated everyone's service and representing their constituents, but felt that after a certain time it is unhealthy and favored the idea of three, four-year terms.

Board President Evangelina Rosales noted that she wouldn't serve more than four terms and that she was grateful to her predecessors for others giving her the opportunity to serve.

Trustee Barbara Dunsheath stated that if the District adopted term limits, it would be the only one with them and could be a huge detriment to service on statewide boards since election to those offices requires leadership experience which takes time to build and trustees wouldn't get that under the proposed term limits. She also cited a study by Rutgers University that looked to see if term limits increased diversity of boards. The study, which focused on women, found that term limits did not increase diversity. Instead, the study said the best way to increase the number of women on boards was to recruit them for open seats.

Trustee Ryan Bent noted that he expressed support for term limits for congress too, and in response to Trustee Ed Lopez's inquiry, he suggested three term limits total whether consecutive or not.

Subsequent to the discussion, it was determined by majority that there should be an action item regarding term limits on the next Board meeting agenda.

Item 6.d: Board President Evangelina Rosales asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell expressed her appreciation to **Congressman Lou Correa** for recognizing NOCE 50th anniversary and reported a 29% increase in registrations and a 31% increase in unduplicated headcount over the same period last year. She shared that the NOCE spring term began on January 12 with several events to kick-off the new semester including a

Cynthia Olivo reported that Fullerton College Ethnic Studies faculty were recognized with an honorable mention by the Board of Governors, and announced the hiring of two new Chemistry faculty, and several appointments including **Flor Huerta** as the Interim Dean of Counseling. She thanked **Pepe Barton** for coordinating the groundbreaking celebration for the Chapman Newell Instructional Building and the Maintenance and Operations Building. President Olivo reported on outreach activities including the *Mujeres Conference* and the direct text messages campaign to students who enrolled in fall but did not register in the spring, and noted that student headcount was up by 6% with FTES increasing by 3.5%. She announced that the Fullerton College Convocation is on January 26 and that the Drone and Autonomous Systems baccalaureate degree application has been submitted to the State.

Scott Thayer thanked the Board and the College for the welcome he's received since he started his tenure on January 2. He reported that enrollment is growing with a 9.88% increase year to date with promising numbers to get to 10,000 FTES, and a 17% increase in the Charger Program which are all a testament to advertising, marketing, and outreach efforts. President Thayer announced that Cypress College Opening Day is on January 26 and looked forward to seeing everyone there, invited all to participate in Black History Month events that have a hip hop theme, and shared that the Americana Awards will take place on March 16.

Fred Williams reported that construction has not begun at the Anaheim Campus while the District awaits approval from the Department of Finance and acknowledged the planned retirement of **Kashu Vyas** who has been with the District for 18 years.

RESOURCE TABLE PERSONNEL COMMENTS

Pamela Spence reported that the next CSEA meeting will take place on February 21 and announced the 2024 slate of executive board officers who assumed office on January 1. She shared that the vote to ratify the job families MOU failed by a landslide and that CSEA is still awaiting a response from the District to their notification on January 12. She stated that it is unfair and unequitable that members are not getting their compensation when managers are.

Marlo Smith introduced herself as the new Interim Adjunct Faculty United President and reported that AdFac secured a stipend for coaches and another MOU to provide compensation for participation at certain meetings and screening committees. She expressed a desire to work towards providing compensation for participation at all meetings when negotiations open in the fall and to extend the healthcare MOU which expires in 2024.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Chloe Serrano noted that she appreciated the Board constantly asking for student input on matters and was also appreciative of her time as student trustee. She shared that Fullerton College Associated Students recently conducted training for the Brown Act and Robert's Rules of Order.

Student Trustee Jesus Ramirez Jr. announced that the first welcome event for Cypress College students will occur on January 31 and reported on efforts to improve communication between Associated Students and students.

Trustee Jacqueline Rodarte reported on her attendance at the Fullerton Museum Center Board meeting and the Planning and Development Subcommittee meeting where

partnerships with K-12 schools were discussed. She encouraged attendance at the “Leo Fender: Fullerton to the World” exhibit and shared upcoming exhibitions.

Trustee Barbara Dunsheath welcomed **President Scott Thayer** to the District. She reported that the California Community Colleges Women's Caucus will host a one-day event at Mission College to commemorate International Women's Day where the Caucus will award the Rising Star Award.

Trustee Stephen T. Blount shared that he was experiencing a water leak in his home and praised the response and support of his insurance provider.

Trustee Ryan Bent welcomed **President Scott Thayer** noting that he would do a great job.

Board President Evangelina Rosales echoed the welcome remarks towards **President Scott Thayer**. She expressed her gratitude to everyone who facilitated moving the Board meeting to the Anaheim Union High School District and also reported on her attendance at the recent Fullerton College groundbreaking ceremony.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Arek Evans addressed the Board regarding his ongoing claim against the District and urged the District to negotiate in order to avoid litigation.

CLOSED SESSION: At 8:43 p.m., Board President Evangelina Rosales adjourned the meeting to closed session per the following sections of the Government Code and stated there would be a readout:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.95(a): LIABILITY CLAIMS:

Claimant: Jose Enrique Siordia

Agency Claimed Against: NOCCCD

Per Section 59338: FINAL DISTRICT DECISION; APPEALS TO LOCAL GOVERNING BOARD.

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 10:02 p.m., Board President Evangelina Rosales reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee Ryan Bent and seconded by Trustee Ed Lopez to reject the claim presented by Jose Enrique Siordia. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

ADJOURNMENT: At 10:03 p.m., it was moved by Trustee Ed Lopez and seconded by Trustee Ryan Bent to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Barbara Dunsheath, Secretary, Board of Trustees

UNAPPROVED