



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

MEETING: Regular Meeting in March 2019

DATE: Tuesday, March 12, 2019, at 5:30 p.m.

PLACE: Anaheim Campus Board Room
1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's 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, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Section 3**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so 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.

An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

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 at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- f. **Reports:**
Chancellor
 - * **North Orange Continuing Education Annual Report and Institutional Effectiveness Report**
By: Valentina Purtell, NOCE Provost
- g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of February 26, 2019.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**

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 59338: FINAL DISTRICT DECISION; APPEALS TO LOCAL GOVERNING BOARD

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 for the 2018-2019 General Fund transfers netting to the amount of \$717,252 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 adopt Resolution No. 18/19-16, Authorizing Public Sale of Property. **(The Resolution is available for review in the District's Business Office.)**
- d. It is recommended that the Board approve Resolution No.18/19-17, authorizing the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to submit a copy of the resolution to the Board of Governors seeking a waiver in compliance with Education Code Section 81250 et seq. **(The Resolution is available for review in the District's Business Office.)**
- [e] Authorization is requested to file the Notice of Completion for Bid #2017-05, Fullerton College Repairs Parking Lots 4, 7 & 8 project with Ben's Asphalt, Inc. and pay the final retention payment when due.
- [f] Authorization is requested to award Bid #1819-09, Fullerton College Building 3000 HVAC Equipment Replacement Project to ACCO Engineered Systems as the lowest overall responsive and responsible bidder in the amount of \$674,580 plus \$70,000 Allowance.
- [g] Authorization is requested to award Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project to Woodcliff Corporation as the lowest overall responsive and responsible bidder in the amount of \$1,352,000 plus \$100,000 Allowance.

- [h] Authorization is requested to enter into an agreement with Vital Inspection Services, Inc. in the amount of \$682,912 to provide DSA inspection services for the new SEM, VRC & SAC project at Cypress College for the duration of March 1, 2019, through April 30, 2021.
- [i] Authorization is requested to enter into an agreement with the Orange County Superintendent of Schools in the amount of \$136,675 through June 30, 2019.
- [j] Authorization is requested to accept the donation of a "drone net," and drone related equipment from Base 11.
- [k] Authorization is requested to enter into a contract with LinkedIn Learning in the amount of \$469,200 for three years starting March 31, 2019 through March 31, 2022.
- [l] Approval is requested to enter into an agreement with Cumulus Technology Services in the amount of \$112,500, from March 15 – September 15, 2019.
- [m] Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Spring 2020 Study Abroad Program in London, UK.

4. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Resignation
 - Voluntary Changes in Assignment
 - Leaves of Absence
 - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
 - Reclassification
 - Voluntary Changes in Assignment
 - Professional Growth & Development
 - Leaves of Absence
 - Stipend for Additional Administrative Duties
- [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.

5. GENERAL

- a. It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 2 and 3.
- b. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 2, 3, and 7, and the new Administrative Procedure in Chapter 7.
- c. It is recommended that the Board discuss any potential future agenda items.

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.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 12, 2019	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 P0125665 - P0130362, check numbers C0048883 - C0049043; F0231370 - F0231665; Q0006318 - Q0006350; 88486275 - 88487340; V0031603 - V0031711; 70000000 - 70000000; disbursements E88774487 - E8781651; 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 "Q" are NOCE 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 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 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 P0125665 - P0130362 through February 14, 2019, totaling \$2,254,287.82, and check numbers C0048883 - C00487340, totaling \$4,246,460.34; check numbers F0231370 - F0231665, totaling \$640,917.05; check numbers Q0006318 - Q0006350, totaling \$7,152.95; check numbers 88486275 - 88487340, totaling \$4,176,082.96; check numbers V0031603 - V0031711, totaling \$6,320.91; check numbers 70000000 - 70000000, totaling

\$0,000.00; and disbursements E8774484 - E8781651, totaling \$16,795,838.07, through January 31, 2019.

Fred Williams

Recommended by

Approved for Submittal

3.a.2

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 24, 2019, THROUGH FEBRUARY 14, 2019
BOARD MEETING 3/12/19

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0125665	Vortex Industries Inc	\$ 2,000.00		AC	Blanket Order for Inspections of Doors
P0126202	Garda CL West Inc	\$ 2,000.00		NOCE	Blanket Order for Armored Services
P0129753	Emergency Lighting Equipment Services	\$ 60,676.68	Capital Outlay	FC	Repair Lighting Inverter
P0129916	Ultra Sonic LLC	\$ 27,170.25		CC	Automotive Cleaning Tank Machine
P0129918	Ewing Irrigation Products Inc	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0129919	Transportation Charter Services Inc	\$ 470.00		CC	Transportation Services
P0129920	CTK Instruments LLC	\$ 1,500.00		FC	Blanket Order for Laboratory Supplies
P0129922	Cornerstone OnDemand Inc	\$ 341.38		AC	Reimbursement- Admin Training- Travel Fees
P0129923	Mouser Electronics	\$ 840.51		CC	Electronic Supplies
P0129924	California Community Colleges Chief Instructional Officers	\$ 300.00		CC	Institutional Membership
P0129925	LeadThem Consulting LLC	\$ 7,440.00		AC	Software Maintenance Renewal
P0129926	Kustom Imprints	\$ 2,035.00		FC	Custom Visors
P0129927	Sodexo Inc and Affiliates	\$ 223.98		FC	Catering for the Annual PE Meeting
P0129928	Vintage King Audio Inc	\$ 515.51		FC	Audio Equipment
P0129929	CDW Government Inc	\$ 274.87		AC	Office Supplies
P0129930	Cal Pro Specialties	\$ 497.86		AC	Promotional Materials
P0129931	CDW Government Inc	\$ 86.32		AC	Software
P0129932	Sodexo Inc and Affiliates	\$ 106.61		FC	Catering for Classified Senate Meet & Greet
P0129933	Growers House LLC	\$ 198.10		CC	Lab Supplies
P0129950	YBH Restaurants Inc	\$ 885.71		CC	End of Year Mentor Celebration Dinner
P0129951	Toshiba Business Solutions	\$ 1,898.19		FC	Lease/Purchase Copier
P0129952	Blackbaud Inc	\$ 10,000.00		CC	Software License
P0129953	Kenjus Watson	\$ 1,500.00		CC	Guest Speaking Event
P0129954	Sodexo Inc and Affiliates	\$ 1,399.35		FC	Catering for Veterans Appreciation Luncheon
P0129955	Donna Friess	\$ 500.00		CC	Guest Speaker for Fall Flex day
P0129956	OC Fair & Event Center	\$ 100.00		NOCE	Deposit - OC Fair Imagology Booth Fee
P0129957	Division of the State Architect	\$ 3,010.00	Bond	AC	DSA Fee for CC VRC Building
P0129958	Full Compass Systems Ltd	\$ 67,379.13		CC	Theater Equipment
P0129970	Vital Link Orange County	\$ 6,020.00		NOCE	Consultant for Career Pathways
P0129971	CI Solutions	\$ 1,545.00		AC	Maintenance Agreement for ID Card Printer
P0129972	Amazon Business	\$ 135.74		FC	Office Supplies
P0129973	Nasco Modesto	\$ 1,373.83		FC	Lab Supplies
P0129974	ACE Commercial Laundry Equipment Inc	\$ 14,124.10		CC	Commercial Washer and Dryer
P0129975	Meyers Fozi & Dwork, LLP	\$ 1,680.39		AC	Legal Defense Fees
P0129976	Office Depot	\$ 200.00		FC	Blanket Order for Office Supplies
P0129977	HISCO	\$ 96.14		NOCE	Lab Supplies
P0129978	Howard Technology Solutions	\$ 4,292.76	Capital Outlay	FC	Computer Components
P0129979	GST	\$ 320.42		FC	Computer Components
P0129980	Sidepath Inc	\$ 2,408.56		CC	Computer

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129981	Nth Generation Computing Inc	\$ 8,976.00		AC	Maintenance Subscription Renewal
P0129982	Xtivia Inc	\$ 30,400.00		AC	Software License
P0129983	Integrated Interiors Inc	\$ 3,120.00		CC	Electrical Installation Services
P0129984	Print & Finishing Solutions	\$ 1,967.53		AC	Production Equipment
P0129985	Raka Consulting	\$ 90,000.00		AC	Consulting Services for Educational Services B/A: 2/12/19
P0129986	Amazon Business	\$ 311.40		FC	Office Supplies
P0129987	Buddy's All Stars, Inc.	\$ 2,032.05		FC	Athletic Shoes
P0129988	Advanced Technologies Consultants	\$ 12,712.36		FC	Level Process Training System
P0129989	Xtivia Inc	\$ 16,800.00		AC	Software Implementation Services
P0129990	Office Depot	\$ 1,084.05		CC	Whiteboards
P0129991	Statewide California Electronic Library Consortium Inc	\$ 14.90		FC	Software License Fee
P0129992	Carolina Biological Supply Co	\$ 207.36		FC	Lab Supplies
P0129993	CDW Government Inc	\$ 425.36		FC	Software License
P0129994	Everything Nautical Inc	\$ 271.49		CC	Instructional Supplies
P0129995	ConvergeOne Inc	\$ 5,995.00		CC	Software Maintenance Fee
P0129996	US Geological Survey	\$ 53.51		FC	Instructional Supplies
P0129997	Monica Hagmaier	\$ 325.02		FC	Reimbursement for Food and Supplies
P0129998	Sodexo Inc and Affiliates	\$ 1,265.38		FC	Catering for Staff Development
P0129999	Sodexo Inc and Affiliates	\$ 322.93		FC	Catering for ASC Staff Luncheon
P0130000	Sodexo Inc and Affiliates	\$ 521.00		FC	Catering for English 100 Assessment Day
P0130001	Sodexo Inc and Affiliates	\$ 96.91		FC	Catering for Writing Center Tutor Training
P0130002	Division of the State Architect	\$ 269,696.06	Bond	AC	DSA Plan Review Fee for FC Bldg. 300 & 500
P0130003	Division of the State Architect	\$ 496,171.85	Bond	AC	DSA Plan Review Fee for FC Instructional Building
P0130005	Transportation Charter Services Inc	\$ 3,012.00		CC	Bus Transportation
P0130006	Joshua Ashenmiller	\$ 138.00		AC	Reimbursement- Medical Insurance - Study Abroad
P0130007	Care Ambulance Service, Inc	\$ 880.00		FC	Ambulance Service for Graduation Event
P0130008	Burmax Co Inc	\$ 4,000.00		FC	Blanket Order for Cosmetology Supplies
P0130009	Cell Business Equipment	\$ 700.00		CC	Blanket Order for Staples
P0130010	Office Depot	\$ 5,000.00		FC	Blanket Order for Office Supplies
P0130011	Celestron Acquisition LLC	\$ 500.00		CC	Blanket Order for Laboratory Equipment Repairs
P0130012	Rat Sound Systems Inc	\$ 836.57		CC	Software License
P0130013	South Coast Air Quality Management District	\$ 1,995.54		AC	Emission Fees
P0130014	JB Bostick Company Inc	\$ 9,420.00		FC	Parking Lot Repairs
P0130015	CDW Government Inc	\$ 785.16		FC	Printer
P0130016	Smartsheet.com Inc	\$ 16,800.00		AC	Software License Renewal
P0130017	Sodexo Inc and Affiliates	\$ 271.11		FC	Catering for Academic Orientation
P0130018	Apple Computer Inc	\$ 3,003.01		AC	Computer
P0130019	WMFY We Mail For You	\$ 2,192.72		AC	Brochure Printing
P0130020	Alonti Cafe & Catering	\$ 264.95		AC	Catering - Curriculum Workshop
P0130021	Sodexo Inc and Affiliates	\$ 37.69		AC	Catering - District Diversity Training
P0130022	GST	\$ 382.23		FC	Printer
P0130023	Certified Enterprises Inc	\$ 240.00		FC	Facilities Supplies

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130024	California Department of Motor Vehicles	\$ 1,500.00		NOCE	Certificates for Mature Driver Program
P0130025	Apple Computer Inc	\$ 2,537.53		AC	Computer
P0130026	Apple Computer Inc	\$ 3,065.43		FC	Computer
P0130027	Assist Design	\$ 1,701.19		CC	Graduation Sashes
P0130028	School Health	\$ 99.75		FC	Health Supplies
P0130029	Flymotion Unmanned Systems	\$ 4,500.00		FC	Online Software Setup and Integration
P0130030	University Printing	\$ 483.88		FC	Printing Services
P0130031	Newark element14 / CadSoft	\$ 1,435.28		CC	Lab Supplies
P0130032	Cal Pro Specialties	\$ 840.67		AC	Promotional Shirts
P0130033	Rockfire Grill	\$ 484.88		AC	Catering - Curriculum Development Seminar
P0130034	Environmental Management Technologies	\$ 4,260.00		FC	Hazardous Waste Removal
P0130035	Alonti Cafe & Catering	\$ 535.87		AC	Catering - District Diversity Training
P0130048	TLC 4 Kids	\$ 4,000.00		CC	Childcare for CalWORKS Student
P0130052	Jostens	\$ 62.89		FC	College Degrees
P0130053	GST	\$ 917.79	Capital Outlay	FC	Printer
P0130054	GST	\$ 705.91	Capital Outlay	FC	Printer
P0130056	Constant Contact, Inc	\$ 2,295.00		NOCE	Marketing - Subscription Renewal
P0130057	Paul Crost	\$ 1,500.00		AC	HR - Legal Consultant Fees
P0130058	Carolina Biological Supply Co	\$ 1,714.31		CC	Instructional Supplies/Equipment
P0130059	WMFY We Mail For You	\$ 2,730.00		NOCE	2019 Spring Term NOCE Class Schedule Mailer
P0130060	Action Door Controls Inc.	\$ 890.38		FC	Door Repair Services
P0130061	California Department of Tax and Fee Administration	\$ 230.00		FC	Waste Generation Fee
P0130062	Sasco Electric	\$ 1,670.00		CC	Electrical Wiring Services
P0130063	Sodexo Inc and Affiliates	\$ 2,701.88		FC	Catering for a College Prep Event
P0130064	CDW Government Inc	\$ 308.57		AC	Computer Component
P0130065	2nd Gear LLC	\$ 3,432.38		FC	Multimedia Display Computer
P0130066	BSN Sports LLC	\$ 7,542.23		FC	Soccer Goal
P0130067	Digital Networks Group Inc	\$ 405.00		AC	Speaker Repair Services
P0130068	Buddy's All Stars, Inc.	\$ 117.63		FC	Athletic Supplies
P0130069	Advanced Technologies Consultants	\$ 25,321.25		FC	Table Top Training Unit for Engineering Classes
P0130070	Bremer's Plumbing & Boiler Services Inc	\$ 3,900.00		AC	Drainage Pipe Repair Services
P0130071	Aardvark Clay & Supplies Inc	\$ 1,976.63		FC	Ceramics Supplies
P0130072	CDW Government Inc	\$ 1,408.68		FC	Scanner
P0130073	Design Science Inc	\$ 454.56		FC	Software License
P0130074	GT Software Inc	\$ 6,072.00		AC	Software License
P0130075	NMK Corporation	\$ 599.00		FC	Power Supply
P0130076	Amazon Business	\$ 957.70		CC	Books
P0130077	Amazon Business	\$ 74.30		NOCE	Lab Supplies
P0130078	The Dodge Company	\$ 1,298.55		CC	Mortuary Science Supplies
P0130079	CSI Fullmer	\$ 37,995.05		FC	Furniture for Student Affairs
P0130080	Full Compass Systems Ltd	\$ 15,515.10		CC	Audio Supplies for Campus Theater
P0130081	Carolina Biological Supply Co	\$ 1,932.98		CC	Biology Lab Supplies

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130082	Audiophile Distributing	\$ 908.01		FC	Microphone Stand Cases
P0130083	Art NOCEne	\$ 225.00		FC	Magazine Subscription
P0130084	GST	\$ 12,143.82		CC	Projector and TV Installation Services
P0130085	Crisp Imaging	\$ 540.28	Bond	AC	FC 300/500 Drawings and Specifications Printing
P0130086	Fisher Scientific Co LLC	\$ 16,032.68		CC	Lab Supplies
P0130087	Stephen Winston	\$ 200.00		FC	Guest Speaker for FC Administration of Justice
P0130088	Leticia Ramirez	\$ 200.00		FC	Guest Speaker for FC Administration of Justice
P0130091	Factory Motor Parts	\$ 4,148.98		FC	Refrigerant Recycling Machine
P0130092	Office Depot	\$ 2,576.00		CC	Blanket Order for Office Supplies
P0130093	Kustom Imprints	\$ 3,272.91		FC	Academic Transfer Medals
P0130094	Sodexo Inc and Affiliates	\$ 139.03		FC	Catering for Field of Heroes Event
P0130095	Mouser Electronics	\$ 167.57		FC	Electronics for the Music Department
P0130107	CDW Government Inc	\$ 4,705.43		FC	Computer Network Power Supply
P0130108	Howard Technology Solutions	\$ 140.08		FC	Computer Monitor
P0130109	Sodexo Inc and Affiliates	\$ 188.56		FC	Catering for Annual Asian Pacific Islander Event
P0130110	Sodexo Inc and Affiliates	\$ 33.59		FC	Catering for Library Hiring Committee Meeting
P0130111	Varidesk LLC	\$ 425.62		AC	Standing Desk
P0130113	Chef Marla McGee Inc.	\$ 699.68		CC	Catering for International Students Welcome Back Lunch
P0130114	Scantron Corporation	\$ 3,000.00		FC	Blanket Order for Scantron Supplies
P0130115	Hillco Fastener Warehouse	\$ 500.00		FC	Blanket Order for Automotive Supplies
P0130116	Smart & Final	\$ 1,500.00		NOCE	Blanket Order for Food & Supplies
P0130117	Uline Inc	\$ 386.29		FC	Masking Tape
P0130118	Sodexo Inc and Affiliates	\$ 5,289.71		FC	Catering for CTE Showcase Day
P0130119	Montgomery Hardware	\$ 7,074.53		CC	Door Replacement Services
P0130120	Uline Inc	\$ 700.00		FC	Blanket Order for Printing Supplies
P0130121	Montessori Education Center	\$ 2,856.00		CC	Blanket Order for Child Care
P0130122	Subway	\$ 461.91		AC	Catering - CC STEM Event
P0130123	Bremer's Plumbing & Boiler Services Inc	\$ 20,420.00		AC	Storm Drain and Pump Repair Services
P0130124	Jeanette Rodriguez	\$ 80.00		FC	Field Trip Reimbursement
P0130125	GST	\$ 3,027.13		AC	Computer
P0130126	Electric Car Sales and Service Inc	\$ 10,922.05		NOCE	Utility Cart/Vehicle for Groundskeeper
P0130127	Division of the State Architect	\$ 215.00	Bond	AC	DSA Fee CC Parking Lot 5
P0130138	B & H Photo Video Inc	\$ 1,000.34		FC	Photography Supplies
P0130139	White Dove Release	\$ 350.00		FC	White Dove Release Service
P0130140	Kino Lorber Inc	\$ 376.05		CC	Educational DVD Movie
P0130141	CPR Hero Inc	\$ 2,400.00		NOCE	Training: Pediatric CPR/First Aid Course
P0130142	Full Compass Systems Ltd	\$ 774.09		FC	Media Equipment
P0130143	SARS Software Products Inc	\$ 1,300.00		NOCE	CALL Support Software License Renewal
P0130144	iT1 Source LLC	\$ 578.62		NOCE	Printer
P0130145	Scantron Corporation	\$ 277.78		FC	Scantron Forms
P0130146	Sasco Electric	\$ 1,626.00		CC	Electrical Wiring Installation
P0130147	GST	\$ 1,472.47		CC	Printer

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130148	US Bank	\$ 998.25		AC	Administration Fees -2002 GOB Series B
P0130149	YBH Restaurants Inc	\$ 762.87		CC	Catering for Black History Month Event
P0130150	CDW Government Inc	\$ 495.19		AC	Computer Monitor
P0130151	CDW Government Inc	\$ 2,552.79		AC	Computer
P0130152	Theatrical Rights Worldwide	\$ 2,094.45		FC	Theatrical Rights License Agreement
P0130153	School Outfitters LLC	\$ 154.65		FC	File Cart
P0130169	Sodexo Inc and Affiliates	\$ 336.72		FC	Catering for F-1 Visa Orientation
P0130170	YBH Restaurants Inc	\$ 692.83		CC	Catering for Black History Month Event
P0130171	Jeffrey Samano	\$ 162.00		FC	Reimbursement for Field Trip Fees
P0130172	YBH Restaurants Inc	\$ 1,221.89		CC	Catering for Black History Month Opening Day Event
P0130173	Johnson Controls Inc	\$ 4,448.00		AC	Testing Initiating Fire Devices @ AC
P0130174	Computer Protection Technology, Inc.	\$ 6,668.00		FC	Annual UPS Maintenance Renewal
P0130175	Howard Roofing Company Inc	\$ 11,320.00	Capital Outlay	AC	Fullerton College Roof Repairs Bldg. 1000
P0130177	Keenan & Associates	\$ 20,000.00		AC	Employee Benefits Consulting Agreement
P0130178	Amazon Business	\$ 62.46		NOCE	Office Supplies
P0130179	Office Depot	\$ 1,500.00		AC	Blanket Order for Paper Supplies
P0130180	Ted Johnson Propane Co	\$ 150.00		AC	Blanket Order to Purchase Propane for Forklift
P0130181	Nasco Modesto	\$ 4,500.00		NOCE	Blanket Order for Instructional Supplies
P0130182	Integrity Electric	\$ 14,858.00		FC	Electrical Wiring Installation
P0130183	Newsweek Inc	\$ 79.99		FC	Publication Subscription
P0130185	Jostens	\$ 7.03		FC	College Degrees
P0130186	CSI Fullmer	\$ 1,512.98		CC	Keyboard Trays for the Counseling Department
P0130187	General Air Compressors Inc	\$ 3,844.45		FC	Air Compressor Replacement
P0130188	Customink LLC	\$ 351.87		FC	Custom Shirts
P0130189	Fullerton Joint Union HSD	\$ 875.63		FC	Transportation Fees for Open House Tours
P0130190	Sodexo Inc and Affiliates	\$ 1,022.66		FC	Catering for Strong Certification Events
P0130191	Wireready Newswire Systems Inc	\$ 1,495.00		FC	Software for the Radio Station Program
P0130192	Omnitax Furniture Company	\$ 500.00		FC	Design Service Fees
P0130193	SOCAN	\$ 100.00		FC	License Application for the Radio Program
P0130194	Sodexo Inc and Affiliates	\$ 376.91		FC	Catering for EOPS Honors Alliance Winter Meeting
P0130195	Alta Vista Country Club	\$ 9,986.62		FC	Golf Tournament Fundraising Event Fees
P0130196	Amazon Business	\$ 160.55		FC	Software
P0130197	Pearson VUE	\$ 9,288.66		NOCE	Assessment Materials
P0130198	CDW Government Inc	\$ 388.89		FC	Computer Monitor
P0130199	Sasco Electric	\$ 1,626.00		CC	Electrical Installation
P0130200	Apple Computer Inc	\$ 2,741.10		CC	Computer with Accessories
P0130201	Buddy's All Stars, Inc.	\$ 609.73		FC	Athletic Uniforms
P0130202	Karen Persip	\$ 200.00		CC	Guest Speaker for Black History Month
P0130203	BSN Sports LLC	\$ 3,489.32		FC	Athletic Clothing
P0130204	GST	\$ 10,265.69		CC	(6) Computers
P0130205	OC Safety Inc	\$ 1,125.00		FC	CPR and AED Course Services
P0130206	LDP Associates Inc	\$ 22,906.87		CC	Computer Server Battery Replacement

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130207	Sidney Cosby	\$ 500.00		FC	Guest Speaker for the College Prep Event
P0130208	Tshaye Mobley	\$ 100.00		FC	Guest Performer for the Annual College Prep Event
P0130209	Conscious Campus LLC	\$ 8,500.00		CC	Independent Contractor for a Speaking Engagement
P0130210	GST	\$ 34,428.52		CC	Classroom Projector and Presentation Stations
P0130211	Rafael Barragan	\$ 500.00		FC	Guest Performer for DJ Services
P0130212	Amazon Business	\$ 460.10		FC	Books
P0130214	Blick Art Materials LLC	\$ 4,500.00		NOCE	Blanket Order for Instructional Supplies
P0130215	Executive Environmental Services Corporation	\$ 752.40		CC	Sound Survey for the Automotive Department
P0130216	Apex Audio Inc	\$ 2,258.93		FC	Audio Supplies
P0130217	Promotional Concepts Enterprises	\$ 1,070.33		CC	Promotional Supplies
P0130218	YBH Restaurants Inc	\$ 445.01		CC	Catering for Mixology Event
P0130219	B & H Photo Video Inc	\$ 3,484.37		FC	Projector
P0130220	Blick Art Materials LLC	\$ 1,328.04		FC	Art Materials
P0130221	Eric Williams	\$ 200.00		CC	Guest Speaker for Black History Month
P0130222	Sidepath Inc	\$ 1,059.69		CC	Computer
P0130223	Howard Technology Solutions	\$ 1,956.74		FC	Computer Monitor
P0130224	Sasco Electric	\$ 1,520.00		FC	Electrical Cabling Installation
P0130225	BSN Sports LLC	\$ 2,867.15		FC	Athletic Uniforms
P0130226	CDW Government Inc	\$ 87.00		AC	Computer Component
P0130227	JM & J Contractors	\$ 4,829.50		FC	Office Soundproofing Services
P0130229	Danielle Fouquette	\$ 149.50		AC	Reimbursement - Faculty Medical for Study Abroad
P0130230	1st California Notary Services	\$ 711.15		NOCE	Notary Class Supplies
P0130231	FaNOCElla Finishes Inc	\$ 1,460.00		FC	Cabinet Installation
P0130232	California Yellow Cab	\$ 1,000.00		NOCE	Blanket Order for Van Transportation
P0130233	Sodexo Inc and Affiliates	\$ 167.98		FC	Catering - PUMP Coordinators Meeting
P0130234	Conceptual Marketing	\$ 2,004.24		FC	T-shirts for Major Declaration Day Attendees
P0130235	BSN Sports LLC	\$ 228.46		FC	Athletic Uniforms
P0130236	Lakeshore Learning Materials	\$ 81.84		NOCE	Instructional Supplies
P0130238	Canyon Catering & Events Inc	\$ 474.44		NOCE	Catering - NOCE Anaheim Pledge Info Program
P0130254	iT1 Source LLC	\$ 318.94		NOCE	Audio Speaker
P0130255	Sasco Electric	\$ 3,500.00		CC	Data Cabling Installation
P0130256	Merit Software	\$ 1,418.00		FC	Software Subscription
P0130257	CDW Government Inc	\$ 1,276.50		FC	Printer
P0130258	CSI Fullmer	\$ 28,113.20		FC	Furniture for the Assessment Center
P0130260	King Equipment LLC	\$ 1,000.00		FC	Scissor Lift Maintenance and Certification
P0130261	Burlington Safety Laboratory of California Inc	\$ 350.00		FC	Blanket Order for Automotive Supplies
P0130262	Case & Sons Construction Inc	\$ 885.00		FC	Installation - Water Fountain Grab Bars
P0130263	Pearson VUE	\$ 43,200.00		NOCE	Online Tutoring Services for the Tutoring Center
P0130264	First Christian Church of Fullerton	\$ 10,080.00		NOCE	Offsite Childcare Reimbursement
P0130265	Scantron Corporation	\$ 466.78		CC	Instructional Supplies
P0130266	B & M Lawn & Garden Center	\$ 484.83		FC	Landscaping Equipment
P0130267	Martin Luther Medical Center Association	\$ 117.41		AC	Sewer Maintenance Service

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130268	Hoskins Equipment LLC	\$ 1,600.00		FC	Facilities Equipment Workshop
P0130270	Sasco Electric	\$ 2,450.00		CC	Data Cabling Installation
P0130271	Dance Team Union	\$ 5,460.00		FC	Dance Team Registration Fees
P0130272	CDW Government Inc	\$ 807.99		FC	Computer Upgrade Components
P0130273	YBH Restaurants Inc	\$ 1,750.95		AC	Catering - CC SEM Ground Breaking Event
P0130274	Sodexo Inc and Affiliates	\$ 1,098.19		FC	Catering for Embedded Tutoring Combined Training
P0130275	Wolters Kluwer Law & Business	\$ 790.18		FC	Electronic Law Supplement Software
P0130276	Sodexo Inc and Affiliates	\$ 2,042.77		FC	Catering for Student Services Convocation Meeting
P0130277	California Restaurant Assn Ed Foundation	\$ 250.00		CC	2019 CA ProStart Cup Exhibitor Fees
P0130278	Christie Diep	\$ 192.98		CC	Reimbursement for Copying Service Fees
P0130279	Promotional Concepts Enterprises	\$ 5,867.75		CC	Promotional Flash drives
P0130280	RefPay.com	\$ 5,258.00		FC	Sports Officials Fees
P0130281	American Printing & Promotions	\$ 6,281.19		CC	Promotional Supplies
P0130282	S&S Worldwide Inc	\$ 142.14		NOCE	Instructional Supplies
P0130283	Verizon Wireless LA	\$ 99.50		NOCE	Cell Phone
P0130284	Leslie's Swimming Pool Supplies	\$ 10,000.00		FC	Blanket Order for Pool Supplies
P0130285	Hackman Consulting Group LLC	\$ 7,200.00		CC	Independent Contractor for Teaching Presentation
P0130286	Western Regional Honors Council	\$ 75.00		FC	Institutional Membership
P0130287	Alonti Cafe & Catering	\$ 456.52		NOCE	Catering - AEBG Event
P0130288	Jeffers Handbell Supply Inc	\$ 263.69		NOCE	Instructional Supplies
P0130289	J W Pepper of Los Angeles	\$ 329.08		NOCE	Instructional Supplies
P0130290	CITI Program	\$ 4,500.00		FC	Institutional Subscription
P0130291	Los Altos Trophy	\$ 2,414.14		CC	Medallions for the P.A.C.E. Program
P0130292	Sodexo Inc and Affiliates	\$ 335.96		FC	Catering for Mgt. Mtg. Business Roundtable
P0130293	Postmaster - Fullerton	\$ 235.00		AC	Postage Meter Fees
P0130294	Postmaster - Fullerton	\$ 470.00		AC	Postage meter fees
P0130295	Starfall Education Foundation	\$ 209.77		FC	Textbooks
P0130296	GST	\$ 6,462.48		FC	Printer
P0130297	NetSupport, Inc	\$ 6,368.40		CC	Software
P0130298	GST	\$ 413.72		CC	Classroom Supplies
P0130299	iT1 Source LLC	\$ 516.59		NOCE	Computer Accessories
P0130300	GST	\$ 397.47		CC	Computer Camera
P0130301	Carolina Biological Supply Co	\$ 1,043.29		CC	Lab Supplies
P0130302	iT1 Source LLC	\$ 4,131.14		NOCE	(200) Computer Headphones for Language Dept.
P0130303	Integrated Interiors Inc	\$ 13,685.00		CC	Warehouse Conference Room Installation
P0130304	iT1 Source LLC	\$ 284.46		NOCE	Document Camera
P0130305	Brea/Orange County Plumbing	\$ 32,140.00	Capital Outlay	AC	Installation of Drinking Fountain/Bottle Filler @ FC
P0130306	Bishop Co	\$ 1,200.00		FC	Blanket Order for Instructional Supplies
P0130307	Home Depot	\$ 500.00		NOCE	Blanket Order for Supplies
P0130308	B & M Lawn & Garden Center	\$ 500.00		NOCE	Blanket Order to Purchase Lawn Supplies
P0130309	Office Depot	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0130310	Office Depot	\$ 500.00		FC	Blanket Order for Office Supplies

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0130311	Krueger International Inc	\$ 40,279.63		FC	Assessment Center Furniture
P0130326	Fisher Scientific Co LLC	\$ 1,147.68		CC	Lab Supplies
P0130327	Amazon Business	\$ 1,024.31		FC	Instructional Supplies
P0130328	MyTy Inc	\$ 3,200.00		CC	Catering for Charger Experience Program
P0130329	Cypress College	\$ 646.00		CC	Health Fee Reimbursement for Guardian Scholars
P0130330	JM & J Contractors	\$ 4,800.00		AC	Concrete Repair Services
P0130331	Balloons Pluss	\$ 502.69		AC	Event Decorations
P0130332	Alonti Cafe & Catering	\$ 447.76		NOCE	Catering - Offender Workforce Development training
P0130333	Amazon Business	\$ 51.85		CC	Lab Supplies
P0130347	Western Regional Honors Council	\$ 75.00		CC	Institutional Membership
P0130348	Pasco Scientific	\$ 840.45		CC	Lab Supplies
P0130349	Hillco Fastener Warehouse	\$ 800.00		CC	Blanket Order for Automotive Supplies
P0130350	Cypress College	\$ 420.00		CC	Parking Permit Reimbursement for Guardian Scholars
P0130351	California Fashion Association	\$ 600.00		FC	Educational Membership
P0130352	Sodexo Inc and Affiliates	\$ 223.95		FC	Catering - Adjunct Meeting
P0130353	Acey Decy Equipment Co	\$ 3,745.44		FC	Theatre Equipment
P0130355	Henry Schein Inc	\$ 2,033.47		CC	Lab Supplies
P0130356	Howard Technology Solutions	\$ 31,581.53		FC	(10) Projectors with Mounts
P0130357	Substance Media Inc	\$ 8,300.00		CC	Independent Contractor for Video Services
P0130358	Tams-Witmark Music Library, Inc	\$ 2,603.13		FC	Amateur Royalty License Fee
P0130359	Cypress College	\$ 95.00		CC	Lab Fee for Guardian Scholar Student
P0130360	Anaheim Place Partners LP	\$ 223,088.03		NOCE	Lease - 505 N Euclid, Anaheim. B/A: 1/22/19
P0130361	Xandrea Pasion	\$ 197.19		CC	Book Grant Reimbursement
P0130362	Kimball Midwest	\$ 807.27		CC	Hardware Supplies

\$ 2,254,287.82

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 12, 2019	Resolution	<u>X</u>
		Information	<u> </u>
SUBJECT:	2018-2019 Budget Transfers: General Fund	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, District 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 for the 2018-2019 General Fund transfers netting to the amount of \$717,252 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

3.b.1

Recommended by

Approved for Submittal

Item No.

1. 11100: Prior Year Funds - FC

Transfer to provide budget for salary and benefits for hourly personnel, supplies, contracted services, travel, and equipment for various departments, requested through the campus' one-time funding request process.

From:	5000 Other Operating Expenses & Services	(153,200)
To:	2300 Noninstructional Salaries	27,224
	2400 Instructional Aides	56,376
	3900 Benefits	6,857
	4000 Supplies & Materials	41,680
	6000 Capital Outlay	21,063

2. 17249: Strong Workforce Initiative - Local - FC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(48,000)
To:	2300 Noninstructional Salaries	40,000
	3900 Benefits	8,000

3. 17279: Strong Workforce Program - Regional - FC

Transfer to align budget with approved program plans.

From:	6000 Capital Outlay	(126,796)
To:	1400 Noninstructional Salaries	2,000
	2300 Noninstructional Salaries	54,118
	3900 Benefits	8,882
	4000 Supplies & Materials	10,000
	5000 Other Operating Expenses & Services	51,796

4. 17258: Strong Workforce Program - Regional - CC

Transfer to align budget with approved program plans.

From:	6000 Capital Outlay	(16,910)
To:	4000 Supplies & Materials	275
	5000 Other Operating Expenses & Services	16,635

5. 18158: Basic Skills - FC

Transfer to align budget with approved program plans.

From:	4000 Supplies & Materials	(246,236)
To:	1200 Noninstructional Salaries	129,419
	2100 Noninstructional Salaries	23,000
	2400 Instructional Aides	40,000
	3900 Benefits	53,817

6. 18159: Basic Skills - FC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(269,485)
To:	1200 Noninstructional Salaries	13,000
	2300 Noninstructional Salaries	58,950
	2400 Instructional Aides	182,000
	3900 Benefits	15,535

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	
4000	\$ 196,285		1200	\$ 142,419	
5000	383,152		1400	2,000	
6000	136,565		2100	23,000	
8800	1,250		2300	164,072	
			2400	287,996	
			3900	96,515	
			8890	1,250	
TOTAL	\$ 717,252		TOTAL	\$ 717,252	

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 March 12, 2019, 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.3

 Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 12, 2019	Resolution	<u>X</u>
SUBJECT:	Approval of Resolution Authorizing Public Sale of Property	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: The North Orange County Community College District (“District”) owns certain excess real property located within the District on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, west of 411 East Amerige Avenue, Fullerton, CA 92832, APN: 033-083-33 (“Property”), and as more particularly described in the description attached hereto as Exhibit “A”;

On November 14, 2017, the Board adopted and approved Resolution No. 17/18-07 declaring the Property surplus, authorizing the offer of the Property for sale pursuant to the competitive bidding procedures set forth in the Education Code 81365 et seq., and delegated the staff to conduct a public bid hearing for the sale of the property.

On May 8, 2018, the Board rejected the one bid in the amount of \$400,000, \$200,000 less than the minimum bid price of \$600,000 set by the District.

On May 22, 2018, the Board conducted a public hearing and authorized the District to seek a waiver from the Board of Governors of the California Community Colleges. The State Chancellor’s office preferred that the District bid the Property a second time before seeking a waiver from the Board of Governors of the California Community Colleges.

On December 11, 2018, the Board authorized the District to conduct a public sale of the Property for a second time.

On January 8, 2019, the District received one bid for the sale of the Property in the amount of \$320,101. The minimum bid price that the District set to sell the property was \$500,000.

On February 12, 2019, the Board rejected one bid received in the amount of \$320,101 for the Property.

While the sale of the Property is not limited to any particular development, the District would like to use its best efforts to ensure the Property is sold at its highest and best sale value. The District once again desires to sell the Property in a public bid hearing pursuant to Education Code Section 81365 et seq. Interested bidders for the purchase of the property shall submit a bid proposal on a form supplied by the District. The minimum bid for the Property shall be no less than Five Hundred Thousand (\$500,000.00).

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

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 6500, Property Management and Board Policy 6550, Disposal of District Property.

FUNDING SOURCE AND FINANCIAL IMPACT: This item has no financial impact.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 18/19-16 Authorizing Public Sale of Property. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to conduct the sale on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING PUBLIC SALE OF PROPERTY (AMERIGE SITE)
APN: 033-083-32 APN 033-083-33**



RESOLUTION NO. 18-19/16

WHEREAS, the North Orange County Community College District (“District”) owns certain excess real property located within the District on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, west of 411 East Amerige Avenue, Fullerton, CA 92832, APN: 033-083-33 (“Property”), and as more particularly described in the description attached hereto as Exhibit “A”;

WHEREAS, the District has determined that the best use of the Property includes the sale of the Property at its highest and best use value;

WHEREAS, the District desires to sell its fee simple interest in the Property;

WHEREAS, prior to any sale to the public, the Property must be offered to specified public entities pursuant to Government Code section 54222 and Education Code section 81363.5;

WHEREAS, pursuant to Education Code section 81363.5, notice must also be given by publication in a newspaper of general circulation to certain entities, including any public district, public authority, public agency, public corporation, or any other political subdivision of the state, to the federal government and to nonprofit charitable and nonprofit public benefit corporations;

WHEREAS, should the appropriate time periods described in Government Code section 54222 and Education Code section 81363.5 lapse, and no offer has been made on the Property by the entities described in said sections, the District desires to sell the Property in a public bid hearing, pursuant to Education Code section 81365 *et seq.*; and

WHEREAS, interested bidders for the purchase of the Property shall submit a bid proposal on a form supplied by the District;

NOW THEREFORE, be it resolved by the Board of Trustees of the North Orange County Community College District (“Board”) as follows:

1. That the above recitals are true.
2. That the Board previously adopted and approved Resolution No. 17/18-07 on November 14, 2017, and Resolution No 18/19-13 on December 11, 2018, declaring the Property surplus, and authorizing the offer of the Property for sale;

3. That, while the sale of the Property is not hereby limited to any particular development, the District will use its best efforts to ensure the Property is sold at its highest and best use value

4. That the District sent written offers for the sale of the Property to public agencies pursuant to Government Code section 54222 and Education Code section 81363.5 and no public agencies expressed interest.

5. That the District gave public notice to public agencies of the District's intent to dispose of the Property by publishing notice in any newspaper of general circulation located within the District, once a week for three weeks and no public agencies expressed interest.

6. That the District previously conducted two public bid hearings and the Board rejected the one bid received at each bid hearing.

7. That the Board pursuant to Education Code section 81365 *et seq.*, does hereby announce its intention to receive and consider proposals for the sale of the Property.

8. That each bidder shall submit with its bid proposal a certified or cashier's check made payable to the North Orange County Community College District in the amount of Ten Thousand Dollars (\$10,000.00) as bid security for entering into the purchase agreement. The deposit of the successful bidder will be retained by the District and applied towards the purchase of the Property pursuant to the purchase agreement. After execution of the purchase agreement by a successful bidder, or thirty (30) days, whichever comes first, all other deposits will be returned. If the successful bidder fails to execute the purchase agreement and provide all necessary documents within five (5) days of the Board's acceptance of its bid, the District may retain the bid security.

9. That the sale of the Property shall be upon the following terms and conditions:

a. The minimum bid for the Property shall be no less than Five Hundred Thousand Dollars (\$500,000.00).

b. A non-refundable deposit of Forty Thousand Dollars (\$40,000.00) shall be due immediately upon execution of the purchase agreement. Additional deposits may be required during escrow as set forth in the purchase agreement and/or bid documents.

c. The purchaser agrees to remove two vacant houses located on another District property at 428 & 434 East Chapman Ave., Fullerton, CA 92832 ("Houses") and relocate said Houses to the Property, at the Buyer's sole cost.

d. The Property is sold in an "As-Is" condition.

e. The purchaser shall bear all costs associated with recording fees, documentary and other transfer taxes, title insurance premiums, and other escrow costs.

10. The District will not pay a real estate commission for the purchase or sale of the Property, except as specifically authorized by contractual agreement with the Board.

11. That bid proposal forms for the purchase of the Property may be obtained from the Purchasing Department of the North Orange County Community College District, 1830 Romneya Drive, Anaheim, CA 92801. Although a bidder may propose changes to the purchase agreement, unless otherwise agreed to by the District, the bidder shall agree that the existing terms and conditions of the purchase agreement will be binding upon the successful bidder. Any proposed changes to the purchase agreement must be submitted with the bid proposal. Any proposed material changes to the existing terms and conditions of the purchase agreement shall render such bid a counteroffer, which counteroffer may not be accepted by the District should any written or oral offer be made at or greater than the terms and conditions set forth in the purchase agreement and the minimum terms set forth herein.

12. That the bid proposals shall be sealed and filed with the Business Office of the North Orange County Community College District at a specified future date and time, which date and time shall be noticed pursuant to the surplus property procedures and the law of the State of California.

13. That at the public bid hearing to be held at the District office at a date to be determined by the District, that the sealed bid proposals shall be opened, examined and declared. The District's Chancellor or her authorized designee shall then call for oral bids. If, upon the call for oral bidding, any responsible person's offer to enter into said purchase agreement, upon the terms and conditions specified and for a price exceeding by at least five percent (5%) the highest written proposal for the Property, then the oral bid, which is highest for the Property shall be finally accepted. Final acceptance shall not be made, however, until the oral bid is reduced to writing and signed by the offeror and bid security, as described herein, in the form of a certified or cashier's check payable to the District has been submitted.

14. That final acceptance of the highest bid, either written or oral, will be made at the Board meeting following the public bid hearing, or at any adjourned session of the same Board meeting held within ten (10) days. The Board may select the highest bid of any of the bids, or if it deems such action to be for the best public interest, it may reject any and all bids. The District reserves the right to make non-substantive changes to the purchase agreement. The highest successful bidder shall be required to execute the purchase agreement as a requirement for final acceptance by the Board.

15. That the Chancellor of the District or her designee is hereby authorized and directed to give notice of the Board's intent to sell the Property by posting executed copies of the Resolution in three (3) public places in the District not less than fifteen (15) days before the date of the public bid hearing, and by publication of a Notice of Intent to

Sell not less than once a week for three (3) consecutive weeks before the date of the public bid hearing in a newspaper of general circulation published in the District or in the County in which the District or any part thereof is situated and having a general circulation in the County.

16. The Board delegates authority to and appoints the Chancellor or her designee to conduct a public bid hearing for the sale of the Property. Any action taken at said public bid hearing will be presented to the Board at a regularly scheduled Board meeting.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 12th day of March 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Jeffrey P. Brown, 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

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 12th day of March, 2019, 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 12th day of March, 2019.

(Clerk's signature)

Resolution No. 18/19-16

(Date)

3.c.6

Item No.

EXHIBIT "A"

DESCRIPTION OF PROPERTY

PARCEL 1:

LOTS 3 AND 22, IN BLOCK 2 OF VICTORIA SQUARE, IN THE CITY OF FULLERTON, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 8 PAGE 41 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID PROPERTY.

PARCEL 2:

LOTS 2, 3, 10, 11 AND 12 IN BLOCK 3 OF VICTORIA SQUARE, IN THE CITY OF FULLERTON, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 8 PAGE 41 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT FROM SAID LOTS 10, 11 AND 12 THOSE PORTIONS THEREOF LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT IN THE NORTHERNLY LINE OF SAID LOT 10, DISTANT LONG SAID NORTHERLY LINE EASTERLY 65.68 FEET FROM THE NORTHWESTERLY CORNER OF SAID LOT 10; THENCE IN A DIRECT LINE SOUTHEASTERLY TO A POINT IN THE SOUTHERNLY LINE OF SAID LOT 12 DISTANT ALONG SAID SOUTHERLY LINE EASTERLY 82.50 FEET FROM THE SOUTHWESTERLY CORNER OF SAID LOT 12.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 12, 2019	Resolution	<u>X</u>
SUBJECT:	Approval of Resolution Authorizing Request for Waiver of Education Code Section 81360 et seq. for Sale of the District's Property APN: 033-083-32 and 033-083-33	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: The North Orange County Community College District ("District") owns certain excess real property located within the District on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, west of 411 East Amerige Avenue, Fullerton, CA 92832, APN: 033-083-33 ("Property"), and as more particularly described in the description attached hereto as Exhibit "A",

On November 14, 2017, the Board adopted and approved Resolution No. 17/18-07 declaring the Property surplus and authorizing the offer of the Property for sale pursuant to the competitive bidding procedures set forth in the Education Code 81365 et seq., and delegated the staff to conduct a public bid hearing for the sale of the property.

On May 8, 2018, the Board rejected the one bid in the amount of \$400,000, \$200,000 less than the minimum bid price of \$600,000 set by the District.

On May 22, 2018, the Board conducted a bid hearing and authorized the District to seek a waiver from the Board of Governors of the California Community Colleges. The State Chancellor's office preferred that the District bid the Property a second time before seeking a waiver from the Board of Governors of the California Community Colleges.

On December 11, 2018, the Board authorized the District to conduct a public sale of the Property for a second time.

On January 8, 2019, the District received one bid for the sale of the Property in the amount of \$320,101. The minimum bid price that the District set to sell the property was \$500,000.

On February 12, 2019, the Board of Trustees rejected one bid received in the amount of \$320,101 for the Property.

The District now seeks a waiver of the surplus property procedures under Education Code Section 81360 et seq. in order to have the flexibility to directly negotiate a successful purchase and sale agreement for the Property. Per Education Code Section 81250 et seq., a waiver request must be submitted to and approved by the Board of Governors of the California Community Colleges. This agenda is seeking authorization from the Board to apply for the waiver a second time. This agenda item was submitted by Fred Williams, Vice

Chancellor, Finance & Facilities.

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 6500, Property Management, and Board Policy 6550, Disposal of District Property.

FUNDING SOURCE AND FINANCIAL IMPACT: There is minimal fiscal impact, but potential expenses could be attorney fees and possible travel to Sacramento.

RECOMMENDATION: It is recommended that the Board of Trustees approved Resolution No.18/19-17 authorizing the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to submit a copy of the resolution and any other documentation to the Board of Governors seeking a waiver in compliance with Education Code Section 81250 et seq.

Fred Williams

Recommended by

Approved for Submittal

3.d.2

Item No.

**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING A REQUEST FOR WAIVER OF EDUCATION CODE SECTION 81360
ET SEQ. IN RELATION TO THE DISTRICT'S SALE OF THE AMERIGE PROPERTY
APN: 033-083-32 APN 033-083-33**



RESOLUTION NO. 18/19-17

WHEREAS, the North Orange County Community College District ("District") owns property located on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, West of 411 East Amerige Avenue, Fullerton, CA 92832 APN: 033-083-33 ("Property"), as more particularly described in the legal description attached hereto as Exhibit "A"; and

WHEREAS, the District previously adopted and approved Resolution No. 17/18-07 on November 14, 2017, and Resolution No. 18/19-13 on December 11, 2018, declaring the Property surplus and authorizing the offer of the Property for sale pursuant to the competitive bidding procedures set forth in the Education Code; and

WHEREAS, despite a good faith effort, which included a lack of public agency interest in acquiring the Property, the District was not able to sell the Property pursuant to the procedures set forth in Education Code section 81363 *et seq.*; and

WHEREAS, the District has determined that complying with the procedures set forth in Education Code section 81360 *et seq.*, specifically the public auction requirement, will not allow the District to take advantage of the potential of the Property and desires greater flexibility to select a suitable entity and negotiate a successful purchase and sale agreement for the Property; and

WHEREAS, Education Code section 81250 *et seq.* allows a community college district to waive all or part of any section of Education Code Part 49; Chapter 2. Property: Sale, Lease, Use, Gift, and Exchange; including Education Code section 81360 *et seq.*; and

WHEREAS, to obtain a waiver, the District must comply with certain Education Code requirements set forth in Education Code section 81250 *et seq.*; and

WHEREAS, the Board must conduct a public hearing regarding the District's intention to request a waiver; and

WHEREAS, the Board must provide written notice of the public hearing at least thirty (30) days prior to the hearing, to any city, county, park or recreation district, regional park authority, or public housing authority within which the land is situated, pursuant to Education Code Section 81250(b); and

WHEREAS, the Board of Governors of the California Community Colleges may approve any request for waiver upon finding that the waiver would promote efficiency and further the public benefit; and

WHEREAS, the Board of Governors of the California Community Colleges shall not approve any request for waiver of any provision of this chapter pursuant to Section 81250 unless the district seeking the waiver demonstrates all of the following:

- (1) The district has provided the written notice required by subdivision (b) of Section 81250.
- (2) The district, after making a good faith effort, was unable to reach agreement with any public agency that sought to acquire the site pursuant to Section 81363.5.
- (3) The waiver will not substantially increase state costs or decrease state revenues.
- (4) The waiver will further the ability of the district to meet the educational needs of the community.

NOW THEREFORE, be it resolved by the Board of Trustees of the North Orange County Community College District as follows:

1. That the above recitals are true and correct.
2. That the Board hereby declares its intention to seek a waiver of Education Code section 81360 *et seq.*
3. That the waiver will promote efficiency and benefit the public by allowing the District to select the most qualified entity that is the best fit for the Property and to negotiate a successful purchase and sale agreement with said entity in order to maximize the District's revenue. Specifically, a waiver would eliminate the Education Code imposed requirement of a public auction with which the District has already complied twice. Because of the unique condition of requiring relocation of houses from another District location, to comply a third time would likely result in another unsuccessful bid hearing, although the District is making a third attempt in order to exhaust this possibility. The continued application of these Education Code requirements would dramatically limit the District's ability to find a suitable entity and negotiate a successful purchase and sale agreement that would allow the District to maximize revenue from the Property.
4. That the District has provided the written notices required by subdivision (b) of Section 81250.
5. That on May 22, 2018 the District held a public hearing at which time the public was able to comment on the waiver request.
6. The District, after making a good faith effort, was unable to reach agreement with any public agency, if any, that sought to acquire the site pursuant to Section 81363.5.

7. That the waiver will not substantially increase state costs or decrease state revenue and, in fact, will allow the District greater flexibility in negotiating a successful purchase and sale agreement with an entity for the development of the Property that will likely maximize the District's revenue from the Property.

8. That the waiver will further the ability of the District to meet the educational needs of the community by providing the District with additional funds.

9. That the Chancellor, or her designee is authorized and directed to submit a copy of this Resolution, an application and any other requested documentation to the Board of Governors, thereby seeking a waiver of Education Code section 81360 *et seq.*

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 12th day of March 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Jeffrey P. Brown, 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

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 12th day of March, 2019, 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 12th day of March, 2019.

Clerk of Governing Board
North Orange County Community College District

EXHIBIT "A"

DESCRIPTION OF PROPERTY

PARCEL 1:

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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution
Information
SUBJECT: Notice of Completion Enclosure(s)
Bid #2017-05, Fullerton College Paving
Repairs Parking Lots 4, 7 & 8

BACKGROUND: On May 9, 2017, the Board awarded a contract to Ben's Asphalt Maintenance, Inc. for the paving repairs to the parking lots 4, 7 & 8 at Fullerton College. The project is complete and filing of the Notice of Completion of Work is now required.

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 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 6600, Capital Construction.

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

RECOMMENDATION: Authorization is requested to file the Notice of Completion for Bid #2017-05, Fullerton College Repairs Parking Lots 4, 7 & 8 project with Ben's Asphalt, Inc. and pay the final retention payment when due.

Fred Williams

Recommended by

Approved for Submittal

3.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	March 12, 2019	Information	_____
		Enclosure(s)	_____
SUBJECT:	Award Bid #1819-09, Fullerton College Building 3000 HVAC Equipment Replacement Project		

BACKGROUND: The existing 3000 Building HVAC system does not adequately condition the building. The system frequently fails to provide cooling and heating to sections of the building. The HVAC equipment replacement project includes replacing the existing chiller and cooling tower, along with modifications to the air distribution systems. On February 20, 2019, the Purchasing Department received six bids for the Fullerton College Building 3000 HVAC Equipment Replacement Project. The lowest responsive and responsible bidder was ACCO Engineered Systems in the amount of \$674,580. Below is the bid summary.

Company	Base Bid	Allowance	Total
ACCO Engineered Systems	\$674,580.00	\$70,000.00	\$744,580.00
Pardess Air, Inc.	\$717,000.00	\$70,000.00	\$787,000.00
Liberty Climate Control, Inc.	\$769,000.00	\$70,000.00	\$839,000.00
Allison Mechanical, Inc.	\$785,000.00	\$70,000.00	\$855,000.00
Mesa Energy System, Inc.	\$796,316.00	\$70,000.00	\$866,316.00
F.M. Thomas Air Conditioning, Inc.	\$827,332.00	\$70,000.00	\$897,332.00

This agenda item was submitted by Larry Lara, Director, Physical Plant/Facilities and Jenney Ho, District Director, Purchasing.

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 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Capital Outlay.

RECOMMENDATION: Authorization is requested to award Bid #1819-09, Fullerton College Building 3000 HVAC Equipment Replacement Project to ACCO Engineered Systems as the lowest overall responsive and responsible bidder in the amount of \$674,580 plus \$70,000 Allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2019

SUBJECT: Award Bid #1819-08, Fullerton College
Underground Tunnel Structural Repairs
Project

Action X

Resolution

Information

Enclosure(s)

BACKGROUND: The reinforced concrete underground tunnels which carry utilities to buildings through the central campus have deteriorated in several sections, which require complete removal and replacement. On February 21, 2019, the Purchasing Department received two bids for the Fullerton College Underground Tunnel Structural Repairs Project. The lowest responsive and responsible bidder was Woodcliff Corporation in the amount of \$1,352,000. Below is the bid summary.

Company	Base Bid	Allowance	Total
Woodcliff Corporation	\$1,352,000.00	\$100,000.00	\$1,452,000.00
Dalke & Sons Construction, Inc.	\$1,748,280.00	\$100,000.00	\$1,848,280.00

Demolition will begin May 28, 2019 and end June 9, 2019, and no classes are scheduled during this time period. The Summer session begins on June 10, 2019 and light demolition, such as chipping concrete to expose rebar, may be suitable during the Summer session but must first be approved by a campus representative.

This agenda item was submitted by Larry Lara, Director, Physical Plant/Facilities and Jenney Ho, District Director, Purchasing.

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 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Scheduled Maintenance.

RECOMMENDATION: Authorization is requested to award Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project to Woodcliff Corporation as the lowest overall responsive and responsible bidder in the amount of \$1,352,000 plus \$100,000 Allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 12, 2019	Information	
		Enclosure(s)	
SUBJECT:	DSA Inspector of Record for the New SEM, VRC/SAC Project at Cypress College		

BACKGROUND: In January 2019, the District issued a Request for Qualifications and Proposals (RFQ/P) to seek qualified DSA Inspector of Record (IOR) for the new SEM & VRC/SAC project at Cypress College. The RFQ/P was sent to Board approved list of pre-qualified DSA inspection companies. The District received four (4) proposals.

The District project committee members (committee) consisted of architect, construction manager, project manager, Director of Physical Plant & Facilities, and District Director, Facilities Planning & Construction. After the committee evaluated the proposals submitted, the three (3) companies were invited for an interview.

Vital Inspection Services, Inc.	\$682,912
Knowland Construction Services, Inc.	\$742,560
TYR	\$952,186

The review, evaluation and interview were based on the following criteria:

- Understanding of, and responsiveness to, the RFQ/P
- Knowledge, training, and professional experience of the team
- Demonstrated understanding of school facility projects and contribution of the IOR
- Experience with CM-At Risk and Collaborative Environments in the IOR Role
- Experience working with school districts, with project and facility needs similar to NOCCCD.
- Experience working with DSA
- The ability to provide high quality services in a timely and cost-effective manner

After the interview, the committee unanimously selected and recommended the DSA inspection services contract for the new SEM & VRC/SAC project be awarded to Vital Inspection Services, Inc. (VIS) in the amount of \$682,912 for the duration of March 1, 2019, through April 30, 2021. If the project goes beyond the estimated completion date, the contract will be extended for additional services based on hourly rate of \$94/hr. for Lead IOR and \$86/hr. for Assistant IOR.

VIS provided the most complete response. VIS holds Inspector Class 1 & Class 2, Welding, Structural Steel and Bolting certifications among others. The company has had experience with oversight of projects totaling over \$700 million.

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 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 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service comes from Measure J Bond fund.

RECOMMENDATION: Authorization is requested to enter into an agreement with Vital Inspection Services, Inc. in the amount of \$682,912 to provide DSA inspection services for the new SEM, VRC & SAC project at Cypress College for the duration of March 1, 2019, through April 30, 2021. If the project goes beyond the estimated completion date, the contract will be extended for additional services based on an hourly rate of \$94/hr. for Lead IOR and \$86/hr. for Assistant IOR. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

3.h.2

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 12, 2019	Resolution	<u> </u>
SUBJECT:	Agreement with Orange County Superintendent of Schools	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: On March 27, 2018, the Board of Trustees approved the acceptance of funds from the Master Agreement and the Participation Agreement under the Strong Workforce Program.

This K12 to Community College Crosswalk Enrollment Tool is a Strong Workforce collaboration between the Orange County Superintendent of Schools, also known as Orange County Department of Education (OCDE) and Cypress College as the lead for the Orange County community colleges through the Regional Consortium. Cypress College is sub-contracting with OCDE to provide the research and support services necessary to create the K12 to Community College Crosswalk Enrollment Tool. This tool aims to increase high school student enrollment into Orange County community college Career Technical Education (CTE) programs. Students in high school career pathways will be able to quickly find local community colleges that offer programs in their area of study, while simultaneously, CTE college faculty will be able to use the crosswalk for focused and efficient high school outreach to grow their programs.

The Los Angeles Regional Consortium (LAOCRC) is the provider for the Strong Workforce (SW) funds and Cypress College is the acting fiscal agent for the K12 to Community College Crosswalk Project. The project has been funded for three years including the first two (SW) allocations at \$350,000 in 2018 and \$300,000 for 2019. The North Orange County Community College District will be reimbursed through the LAOCRC SW allocation. As part of those allocations, an amount of \$136,675 has been submitted to Cypress College to pay for contracted services with the Orange County Superintendent of Schools.

This agenda item is being submitted by Kathleen Reiland, CTE Dean, Cypress College.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Strategic Direction: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses. It also responds to Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses. This project supports Strategic Direct #5, in that it will educate all constituents about the many excellent career opportunities offered at our institutions.

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

FUNDING SOURCE AND FINANCIAL IMPACT: The contract fee of \$136,675 will be reimbursed through the regional Strong Workforce allocation.

RECOMMENDATION: Authorization is requested to enter into an agreement with the Orange County Superintendent of Schools in the amount of \$136,675. The term of the agreement will end June 30, 2019. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to execute any agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.i.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution _____
Information _____
SUBJECT: Donation and Memorandum of Enclosure(s) _____
Understanding with Base 11

BACKGROUND: Base 11, a not for profit 501(c)(3) corporation, works with many institutions providing equipment and resources for applied STEM-based CTE programs, including UCI, Caltech, and USC. Through the Cypress College Foundation, the Cypress College Aviation & Travel Careers Department would like to accept the equipment donation that includes a "drone net," and drone related equipment from Base 11, that the company has valued at \$231,934.12. In exchange for the equipment donation, Cypress College will agree to report usage of the equipment. Specifically, Base 11 expects to receive (for the next 2 years minimum) the results of related training by receiving allowable non-identifying data summarizing the number of students who used the equipment, the purpose or use of the equipment, and the outcome (e.g. course completion, activity, etc.) so that they may include the student counts in their "Victory Circle."

This agenda item is being submitted by Kathleen Reiland, CTE Dean, Cypress College.

How does this relate to the five District Strategic Directions? This request relates to District Strategic Direction #1: Strategic Direction: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses. It also responds to Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses. This project supports Strategic Direct #5, in that it will educate all constituents about the many STEM-based CTE opportunities offered at our institutions.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3820, Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: This donation fits well within the scope of the current aviation program at Cypress College. Base 11 indicates that it will be necessary to move on to another institution if we cannot process the donation before March 15, 2019.

RECOMMENDATION: Authorization is requested to accept the donation of a "drone net," and drone related equipment from Base 11. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to execute the MOU or any agreement on behalf of the District.

Fred Williams

3.j

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution
Information
SUBJECT: North Orange Continuing Education Enclosure(s)
LinkedIn Learning Partnership Agreement

BACKGROUND: North Orange Continuing Education is the fiscal agent for the Orange County Regional Work-Based Learning and Job Placement (OCWBLJP) project funded by the Strong Workforce Program. The project is a collaborative effort among all nine Orange County community colleges and NOCE (10 schools), students, community partners, and employers engaged in developing a seamless platform to meet the needs of job seekers, employers and the region.

LinkedIn Learning provides a unique online learning library with over 7,500 digital courses taught by industry experts. The ability to help prepare learners for professional certification exams, earn continuing education units, be accessible at any time on any device, provide student outcome data, and its exclusive linking ability to LinkedIn makes it a service that currently does not have equivalent competitors in the market. It will provide the region an opportunity to develop Career Development and College Preparation (CDCP) noncredit courses and Career Skills Institute certificates, which include a flipped classroom model and hybrid classes. NOCE, Fullerton College and Cypress College, along with the other OC colleges, will be able to collect key data on students and graduates.

The OCWBLJP workgroup approved funding to enter into an agreement with LinkedIn Learning for Higher Education. The total cost of this platform service for up to 74,000 students region-wide is \$469,200 for a three-year contract starting March 31, 2019, through March 31, 2022.

This item was prepared by Raine Hambly, Director of Career Technical Education.

How does this relate to the five District Strategic Directions? This item responds to Direction #1. The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses; and Direction #5. The District will develop and sustain collaborative projects and partnerships with the community’s educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3280: Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The contract and service is part of the Regional Strong Workforce Orange County Work-Based Learning and Job Placement project and paid for by the Regional Strong Workforce funds awarded to NOCCCD North Orange Continuing Education.

RECOMMENDATION: Authorization is requested to enter into a contract with LinkedIn

Learning in the amount of \$469,200 for three years starting March 31, 2019, through March 31, 2022. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.k.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution _____
Information _____
SUBJECT: Consulting Services Agreements with Enclosure(s) _____
Cumulus Technology Services

BACKGROUND: The District Director, IT Infrastructure and Operations, will be deployed for active duty with the National Guard from March 15, 2019 to September 15, 2019. During this time period, we are proposing to enter an agreement with Cumulus Technology Services to provide onsite and remote IT management. The IT management services will include working with staff, supervisors and governance committees as need on both daily operations and major projects such as the Network Refresh, Active Directory and Office 365 Tenant Consolidation as well as information security compliance, needs assessment and research. The proposal includes hours of up to 30 hours per week for 6 months at 720 hours total. The total not to exceed fee will be \$112,500.

This Board agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology.

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 in accordance with Board Policy 6340, Bids and Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The consulting fee of \$112,500 shall be paid from the general fund.

RECOMMENDATION: Approval is requested to enter into an agreement with Cumulus Technology Services in the amount of \$112,500. The term of the agreements will be from March 15, 2019 to September 15, 2019. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	March 12, 2019	Information	<u> </u>
		Enclosure(s)	<u> </u>
SUBJECT:	District Study Abroad Program Spring 2020 London, UK		

BACKGROUND: At its April 24, 1987 meeting, the Board approved the International Education Program for the District, and the solicitation of proposals from independent contractors to provide travel arrangements for study abroad. AIFS has been recommended to handle all travel arrangements for the proposed Spring 2020 Study Abroad Program in London, UK.

The proposed Spring 2020 Study Abroad Program will begin on February 22, 2020 and end on May 16, 2020. The program will be open to all Cypress College and Fullerton College students who are in good standing and have completed a minimum of 12 units.

This board item was prepared by Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

How does this relate to the five District Strategic Directions: This Study Abroad Program supports District Strategic Directions 1 and 5 by requiring completion of ENG 100 with a grade of C or better prior to application, offering transfer-level courses to contribute to the improvement of the rates of completion and transfer-readiness requirements, and the development of collaborative projects and partnerships within the district (Cypress College), within the community (neighboring colleges and universities) and within the community at-large (vendor AIFS).

How does this relate to Board Policy: This item is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

FUNDING SOURCE AND FINANCIAL IMPACT: Students will pay a basic program fee of \$7,770 which includes housing, round trip flight, some meals, travel excursions, and orientation.

RECOMMENDATION: Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Spring 2020 Study Abroad Program in London, UK. The basic program fee of \$7,770, which is to be paid by each student, includes housing, round trip flight, an orientation, support staff, travel excursions, a travel pass in London, and some meals.

Authorization is requested for the Vice Chancellor, Facilities and Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Fred Williams

3.m

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

4.a.1

Item No.

RESIGNATION

Benoit, Douglas	FC	Dean, Business and Computer Information Systems Eff. 06/30/2019 PN FCM966
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VOLUNTARY CHANGE IN ASSIGNMENT

McBride, Marla	CC	Director, College Health Services Permanent Increase in Months Employed From: 11 months To: 12 months Eff. 02/01/2019
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ADDITIONAL DUTY DAYS @ PER DIEM

Bedard, Dana	CC	Head Coach, Men's Golf	13 days
Beidler, Larry	CC	Head Coach, M&W Swimming	13 days
Hutting, Anthony	CC	Head Coach, Baseball	15 days
Pickler, Brad	CC	Head Coach, Softball	15 days
Pinkham, Bill	CC	Assistant Coach, Baseball	11 days
Welliver, Nancy	CC	Head Coach, Sand Volleyball	13 days

LEAVE OF ABSENCE

Draganov, Torri	CC	Chemistry Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/22/2019-04/19/2019
Loney, Laura	FC	Mathematics Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/29/2019-05/19/2019
Reilly, Joseph	FC	History Instructor Rescind Load Banking Leave With Pay Eff. 2019 Spring Semester

Academic Personnel
March 12, 2019

Shafer, Julie	CC	Photography Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/11/2019-03/05/2019
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Barondeau, Shannon	CC	Column 1, Step 1
Collie Corzine, Royanne	NOCE	Column 1, Step 2
Grane, Barbara	NOCE	Column 2, Step 2
Johannsen, Christina	CC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Ao, Li Ya	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Bright, Sondra	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Canas, Fritzie	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Castro Rodriguez, Noemi	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Endo, David	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Espinoza, Alejandro	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019

Academic Personnel
March 12, 2019

Herrera, Melissa	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Hogan, Faith	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Jackson, Deryl	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Lawson, Bryan	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Mellana, Thomas	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Murphey, Juliet	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Reza, Adriana	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Rubinfeld, Vanessa	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019
Woo, Donna	CC	Dual Enrollment Faculty Professional Development Workshop Stipend not to exceed \$330.00 Eff. 01/23/2019-04/30/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

4.b.1

Item No.

Classified Personnel
March 12, 2019

NEW PERSONNEL

Garrett, Taylor CC Administrative Assistant III
12-month position (100%)
Range 41, Step D
Classified Salary Schedule
Eff. 03/25/2019
PN CCC694

TERMINATION

@01685310 CC 12-month position (100%)
Eff. 03/12/2019
PN CCC869

RECLASSIFICATION

Alfajora, Jonette AC Payroll Specialist
12-month position (100%)
Range 36, Step D

To: Payroll Specialist
12-month position (100%)
Range 38, Step D
Classified Salary Schedule
Eff. 10/01/2018
PN DEC925

Chteoui, Melisa CC Administrative Assistant I
12-month position (100%)
Range 33, Step E + 15% Longevity

To: Distance Learning Assistant
12-month position (100%)
Range 36, Step E + 15% Longevity
Classified Salary Schedule
Eff. 10/01/2018
PN CCC976

Classified Personnel
March 12, 2019

Chua, Ming	FC	IT Technician I 12-month position (100%) Range 43, Step E + PG&D + 15% Longevity To: IT Technician II 12-month position (100%) Range 44, Step E + PG&D + 15% Longevity Classified Salary Schedule Eff. 10/01/2018 PN FCC959
Cruz, Lizette	CC	Administrative Assistant I 12-month position (100%) Range 33, Step C To: Administrative Assistant II 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 10/01/2018 PN CCC760
Dam, Linh	AC	Payroll Specialist 12-month position (100%) Range 36, Step A To: Payroll Specialist 12-month position (100%) Range 38, Step A Classified Salary Schedule Eff. 10/01/2018 PN DEC924
Gieck, Michael	FC	Research Analyst 12-month position (100%) Range 52, Step E + 5% Longevity To: Senior Research and Planning Analyst 12-month position (100%) Range 57, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2018 PN FCC641

Classified Personnel
March 12, 2019

Gutierrez, Celina	AC	Payroll Specialist 12-month position (100%) Range 36, Step E To: Payroll Specialist 12-month position (100%) Range 38, Step E Classified Salary Schedule Eff. 10/01/2018 PN DEC984
Nguyen, Cattien	AC	Payroll Specialist 12-month position (100%) Range 36, Step E To: Payroll Specialist 12-month position (100%) Range 38, Step E Classified Salary Schedule Eff. 10/01/2018 PN DEC995
Noland, Tyler	AC	Benefits Coordinator 12-month position (100%) Range 40, Step E To: Benefits and Leaves Coordinator II 12-month position (100%) Range 42, Step E Classified Salary Schedule Eff. 10/01/2018 PN DEC933
Rippe, Brad	AC	IT Project Leader 12-month position (100%) Range 57, Step E + PG&D + 15% Longevity To: Systems Analyst, Applications Range 60, Step E +PG&D + 15% Longevity Classified Salary Schedule Eff. 10/01/2018 PN ISC975

Classified Personnel
March 12, 2019

Rodriguez, Steven	AC	Payroll Specialist 12-month position (100%) Range 36, Step E + PG&D + 30% Longevity To: Payroll Specialist 12-month position (100%) Range 38, Step E + PG&D + 30% Longevity Classified Salary Schedule Eff. 10/01/2018 PN DEC974
Ung, Scott	FC	IT Technician I 12-month position (100%) Range 43, Step E + PG&D + 15% Longevity To: IT Technician II 12-month position (100%) Range 44, Step E + PG&D + 15% Longevity Classified Salary Schedule Eff. 10/01/2018 PN FCC759

VOLUNTARY CHANGES IN ASSIGNMENT

Hsieh, Larry	AC	IT Security Analyst/System Administrator (100%) Temporary Change in Assignment To: IT Project Leader 12-month position (100%) Range 57, Step C Classified Salary Schedule Eff. 03/13/2019 – 03/31/2020 PN ISC972
Joy, Karen	CC	Administrative Assistant II (100%) Return to Regular Assignment Eff. 03/17/2019

Classified Personnel
March 12, 2019

Mix, Christina	CC	Administrative Assistant III (100%) Temporary Change in Assignment To: Executive Assistant III 12-month position (100%) Range 30C, Step D Confidential Salary Schedule Eff. 03/18/2019 – 06/30/2019 PN CCN999
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PROFESSIONAL GROWTH & DEVELOPMENT

Rico-Barajas, Andres	FC	Equipment Operator (100%) 5 th Increment (\$400) Eff. 07/01/2019
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LEAVES OF ABSENCE

Aguila, Selene	FC	Administrative Assistant II (100%) Unpaid Personal Leave Eff. 03/18/2019 – 03/29/2019
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Cano, Carlos	FC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 03/18/2019 – 04/17/2019 (Consecutive Leave)
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Castro, Jeri	NOCE	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/18/2019 – 02/27/2019 (Consecutive Leave)
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Celis Serraras, Mary	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/14/2019 – 03/17/2019 (Intermittent Leave)
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Holguin, Rae Lynn	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/26/2019 – 08/26/2019 (Intermittent Leave)
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Classified Personnel
March 12, 2019

Nichols, Steven	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/26/2019 – 03/12/2019 (Consecutive Leave)
Vasquez, Norma	FC	Student Services Specialist/ DSS(100%) Military Leave With Pay (USERRA) Eff. 01/25/2019

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Aikin, Carmen	AC	Executive Assistant II (100%) 6% Stipend Eff. 02/01/2019 – 03/31/2019
De Santiago, Luisa	AC	Human Resources Technician (100%) 6% Stipend Eff. 02/01/2019 – 03/31/2019
Shadhid, Quamrul	AC	IT Specialist, Network (100%) 6% Stipend Eff. 12/01/2019 – 03/31/2019

CORRECTION TO BOARD AGENDA OF FEBRUARY 26, 2019
CHANGE IN SALARY COLUMN PLACEMENT

Chteoui, Melisa	CC	Distance Learning Assistant (100%) Temporary Change in Assignment From: Administrative Assistant III 12-month position (100%) Range 41, Step B + 15% Longevity Classified Salary Schedule Eff. 02/27/2019 – 06/30/2019
	CC	Distance Learning Assistant 100%) Temporary Change in Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D + 15% Longevity Classified Salary Schedule Eff. 02/27/2019 – 06/30/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

4.c.1

Item No.

Professional Experts
March 12, 2019

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alvarez, Raul	CC	Technical Expert II	Executive Director	26	06/06/2019	04/30/2019
Barabas, Liliana	FC	Project Manager	Telescopic Astronomical Observation and Undergrad Student Research at Fullerton College	20	02/27/2019	06/30/2019
Benson, Deborah	AC	Technical Expert II	District Services – 2019 Health and Wellness Fair	4	04/04/2019	04/04/2019
Benson, Thomas	AC	Technical Expert II	District Services – 2019 Health and Wellness Fair	4	04/04/2019	04/04/2019
Bonnand, George	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Carmona, Mirta	NOCE	Project Expert	Project Expert – DSS Database Support	26	03/18/2019	05/21/2019
Carroll, Constance	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Collins, Kenneth	FC	Technical Expert II	Coordinator of Biology Labs	4	02/27/2019	06/30/2019
Costello, Jeanne	CC	Project Manager	Cypress Acceleration Training Day	17	03/01/2019	03/22/2019
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/29/2019
Dizon, Emmanuel	FC	Project Coordinator	Center for Entrepreneurship - Web Updates and Maintenance – BUS & CIS	10	02/06/2019	06/12/2019
Estrada, Steven	AC	Technical Expert II	Dual Enrollment Faculty Professional Development Series	26	01/14/2019	05/31/2019
Evans, Jacqueline	AC	Not-For-Credit Instr I	Adjunct Processing, HR tasks	26	02/28/2019	06/30/2019
Fouquette, Danielle	FC	Technical Expert II	Accreditation Writing Lead	26	01/16/2019	03/31/2019
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Gregorio, Aline	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Guthrie, Frank	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Hare, William	CC	Technical Expert I	Trajectories Photo Exhibition – Artist Guest Panel	5	02/21/2019	02/21/2019
Hattabaugh, Jon Michael	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Hedayati, Farzaneh	FC	Project Manager	Health and Wellness Peer to Peer Program	26	02/08/2019	06/30/2019

Professional Experts
March 12, 2019

Ishibashi, Jane	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Johnson, Bradlee	FC	Project Coordinator	Project Coordinator – Teacher Pathway Program Outreach Assistant	26	02/21/2019	06/30/2019
King, Kathryn	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
LaMontia, Melody	FC	Technical Expert II	Advanced Digital Studio Photography and Promotion (Strong Workforce)	10	02/27/2019	06/30/2019
McCarthy, Barry	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
McQueen, Deborah	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Miller, Matthew	CC	Project Expert	Certified Athletic Trainer	26	02/27/2019	05/31/2019
Padilla, Debra	NOCE	Project Coordinator	CTE SoCal Sheet Metal JATC	15	02/27/2019	03/08/2019
Rikard, Cory	CC	Project Coordinator	Strong Workforce Counseling CTE Adjunct	15	03/02/2019	03/29/2019
Rodriguez, Gina	CC	Project Coordinator	Strong Workforce Auto Technology	26	02/27/2019	05/31/2019
Romero Hernandez, Abraham	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Rudies, Alexander	NOCE	Project Expert	ESL/CAEP off site laptops	26	02/18/2019	05/09/2019
Sanchez, Victor	FC	Project Expert	Choreographer-Spring Concert	10	02/19/2019	04/30/2019
Sheil, Sean	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Sipple, Ruth	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Smith, Todd	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Starkey, Monique	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019
Tran, Steve	CC	Technical Expert II	Advanced Security Modules – Windows OS (SWP)	26	02/25/2019	06/30/2019
Young, Calvin	FC	Technical Expert II	Program Review-Reader	15	01/16/2019	03/31/2019
Zarske, Cindy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/28/2019	05/25/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2019 Resolution
SUBJECT: Hourly Personnel Information
Enclosure(s) X

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? Not applicable.

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

4.d.1

Item No.

Hourly Personnel
March 12, 2019

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Acevedo, Ofelia	NOCE	Clerical/Secretarial – Assist in ESL department	03/18/19	06/14/19	TE B 3
Arya, Simren	FC	Clerical/Secretarial - Assist Teacher Pathway Partnership	03/13/19	06/12/19	TE A 2
Carrier, Katie	FC	Non-Direct Instr Support - Model for Life Drawing art classes	03/13/19	06/30/19	TE F 3
Cendejas, Krystal	FC	Clerical/Secretarial - Provide assistance for the EOPS/CARE Program	03/05/19	06/04/19	TE B 4
Costa, Dionisio	CC	Service/Maintenance - Assist in Physical Plant and Facilities	03/27/19	06/28/19	TE A 3
Macias, Jose	FC	Clerical/Secretarial - Provide assistance for the Counseling Department	03/13/19	06/12/19	TE B 4
Martinez, Alexandra	FC	Clerical/Secretarial - Provide assistance in the Art Department	03/13/19	06/30/19	TE B 4
Navarro, David	CC	Service/Maintenance - Assist in Physical Plant and Facilities	03/27/19	06/28/19	TE A 3
Padilla, Pilar	FC	Clerical/Secretarial - Assist Teacher Pathway Partnership	03/13/19	06/12/19	TE A 2
Pantoja, David	FC	Clerical/Secretarial - Assist Campus Safety with various duties	03/13/19	06/30/19	TE B 4
Sanchez, Elizabeth	CC	Clerical/Secretarial - Assist in Bursar Fee station	06/05/19	06/30/19	TE A 1
Sanchez, Fernando	CC	Clerical/Secretarial - Assist in Bursar Fee station	06/17/19	06/30/19	TE A 1
Taylor-Parker, Kelan	FC	Clerical/Secretarial - Provide assistance for M&O and Facilities	05/24/19	06/30/19	TE B 4
Tolley, Colleen	FC	Clerical/Secretarial - Provide assistance for the Financial Aid Office	03/13/19	04/18/19	TE A 1
Vurdien, Emma	AC	Clerical/Secretarial - Provide assistance for Professional Development	03/13/19	06/12/19	TE A 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Contreras, Conner	FC	Direct Instr Support - Tutor students in the STEM SLC Program	03/13/19	06/30/19	TE A 2
Nguyen, Minh	CC	Direct Instr Support - Tutor for Supplemental Instruction	03/13/19	06/30/19	TE B 2
Phethean, Matilde	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/13/19	06/30/19	TE A 1

Hourly Personnel
 March 12, 2019

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Caballero, Elizabeth	NOCE	Clerical/Secretarial - Substitute for Classified employee on leave	03/04/19	03/15/19	TE A 4
Gallardo, Kelan	FC	Clerical/Secretarial – Substitutue fro Classified employee on leave	02/28/19	05/23/19	TE B 4
Pavlenko, Joseph	FC	Technical/Paraprof - Sub for vacant Instructional Assistant PN FCC938	01/29/19	05/30/19	TE B 4
Taylor-Parker, Kelan	FC	Service/Maint - Substitute for vacant Administrative Assistant II PN FCC918	02/28/19	05/23/19	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Abor, Fortune	FC	Work Study Student - Assist in Student Activities	03/13/19	06/30/19	TE A 2
Almanza, Nallely	FC	Full-time Student - Clerical assistance for the Counseling Department	03/13/19	06/30/19	TE B 4
Coleman, Yuvia	FC	Full-time Student - Clerical assistance for Academic Computing	03/13/19	06/29/19	TE B 2
Contreras, Conner	FC	Full-time Student - Tutor for STEM SLC Program	03/13/19	06/30/19	TE A 2
Gomez, George	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Gomez, Katya	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Gomez, Kelsey	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Gonzalez, Julio	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Goodbeau, J.	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Juarez, Benicio	FC	Full-time Student - Clerical assistance for the Teacher Pathway Partnership	03/13/19	06/30/19	TE A 4
Kehoe, Olivia	FC	Full-time Student - Clerical assistance for the Teacher Pathway Partnership	03/13/19	06/30/19	TE A 4
Lemus, Joshua	FC	Work Study Student - Assist Campus Safety with various duties	03/26/19	06/30/19	TE A 3
Leon, George	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Liem, Stephen	CC	Full-time Student - Assist in CyberPatriot program	03/04/19	06/30/19	TE A 2
Mabry, Kristen	FC	Full-time Student - Tutor for STEM SLC Program	03/13/19	06/30/19	TE A 2
Meelar, Abdul	CC	Full-time Student - Assist in CTE	03/04/19	06/30/19	TE A 1
Moore, Jaire	FC	Work Study Student - Clerical assistance for Athletic Program	03/13/19	06/30/19	TE A 2
Munoz, Juan	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1

Hourly Personnel
March 12, 2019

Nash, Connor	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Nguyen, James	CC	Full-time Student - Assist with CyberPatriot program	03/27/19	06/30/19	TE A 2
Ocheltree, Brittany	FC	Work Study Student - Assist in Campus Safety Department	03/13/19	06/30/19	TE A 3
Padilla, Pilar	FC	Full-time Student - Clerical assistance for the Teacher Pathway Partnership	03/13/19	06/30/19	TE A 2
Pruitt, Emily	FC	Full-time Student -Clerical assistance for the campus Bookstore	03/13/19	06/30/19	TE A 1
Roberts, Yiming	FC	Work Study Student - Clerical assistance for the Math Lab	03/13/19	06/30/19	TE A 2
Rojas Resendiz, J.	FC	Full-time Student - Clerical assistance for the Counseling Department	03/13/19	06/30/19	TE B 4
Romero, Diego	CC	Work Study Student - Assist in DSS office	03/27/19	06/30/19	TE A 1
Seo, Sarah	FC	Work Study Student - Assist the ASC	03/13/19	06/30/19	TE A 2
Stopani, Bianca	FC	Work Study Student - Assist the ASC	03/13/19	06/30/19	TE A 2
Tawakuly, Melika	FC	Work Study Student - Assist the ASC	03/13/19	06/30/19	TE A 2
Tran, Tu Han	FC	Full-time Student - Clerical assistance for the Student Center	03/13/19	06/30/19	TE A 1
Turner, Larry	FC	Work Study Student - Provide assistance for the Athletic Department	03/13/19	06/30/19	TE A 2
West, Shenise	FC	Work Study Student - Provide assistance for the Athletic Department	03/13/19	06/30/19	TE A 2
Williams, Kathleen	FC	Full-time Student - Supports the Teach Pathway Program	03/13/19	06/30/19	TE A 4
Yoshinaga, Michael	CC	Full-time Student - Assist in CTE	03/04/19	06/30/19	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2019

SUBJECT: Volunteers

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

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? Not applicable.

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

4.e.1

Item No.

Volunteer Personnel
March 12, 2019

Name	Site	Program	Begin	End
Abe, Masumi	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Abram, Oshanay	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Acevedo, Elena	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Aguilar, Emily	NOCE	Internship - Shine Program	03/18/2019	06/28/2019
Ahmadi, Elham	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Albanes, Jasmine	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Altoma, Noor	CC	Internship - Counseling & Student Dev	02/27/2019	05/31/2019
Alvarez, Sidney	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Ascencio, Melanie	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Aure, Kylie	NOCE	Internship - Shine Program	03/18/2019	06/28/2019
Avalos, Hannah	FC	Humanities Division/English - LiveWire	01/28/2019	05/25/2019
Ayala, John	FC	Friends of FC College Library Bookstore	01/29/2019	06/30/2019
Babad, Julian	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Barraza, Julian	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Bautista, Alvin J.	FC	Physical Education	03/13/2019	05/24/2019
Brown, Sonya	FC	Intern - Psychologist Veterans Center	03/13/2019	06/30/2019
Bui, Lam (Sophie Bui)	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Casillas, Gabriela	NOCE	Internship - SHINE Program	03/18/2019	05/17/2019
Chan, Ron (Ronyat)	NOCE	Internship - SHINE Program	03/20/2019	05/20/2019
Chan, Tobias	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Coleman, Kenneth	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Crisol, Eric	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Delgadillo, Marisela	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Doan, Phuong	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Emdad, Salsabil	FC	Social Science Division-Psychology	03/01/2019	04/30/2019
Fernandez, Alissa	FC	Psychology - Assistant	03/13/2019	05/21/2019
Florian, Grimaneza	NOCE	Internship - Shine Program	03/28/2019	06/28/2019
Fuente, Gerardo A.	FC	Physical Education -Athletic Training	03/13/2019	05/24/2019
Fuentes, Vincent N.	FC	Social Sciences / Sociology	03/13/2019	05/25/2019
Gonzalez, Claudia	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Hayes, Barbara	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
He, Zongyang	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Hita, Leticia	FC	DSS - Disability Support Services	02/12/2019	05/25/2019
Hsu, Yu Wei	NOCE	Internship - SHINE Program	03/18/2019	05/26/2019
Hutchings, Lusine	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Janec, Rosabell	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Jaurequi, Robert	FC	Friends of FC College Library Bookstore	01/29/2019	06/30/2019
Jeffrey, Keylan	NOCE	Internship - SHINE Program	03/18/2019	06/28/2019
Lam, Myline	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Lee, Suk	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Lien, Matthew	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Liu, Jia	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Macias, Renato	FC	Technology & Engineering	03/13/2019	06/30/2019

Volunteer Personnel
March 12, 2019

Martinez, Sonia	FC	Humanities Division/English Live Wire	01/27/2019	06/30/2019
Mascorro, Alvaro	NOCE	Internship - SHINE Program	03/19/2019	05/31/2019
Melvin, Alex	FC	Humanities Division/English Live Wire	01/27/2019	06/30/2019
Min, Katie	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Minh, Tran Quang	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Morales, Jorge	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Nelson, Gwendolyn	FC	Social Sciences / Sociology	03/13/2019	05/25/2019
Nguyen, Chau	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Obra, Natasha	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Page, Kaitlin	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Patino, Leonardo	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Pineda, Eric	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Riahi, Mahdis	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Rojas, Bryan	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Rojas, Jesus	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Rubio, Adrian	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Salgado-Reyna, Erika	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Shen, Shulin	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Shi, Yanni	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Shin, Ji Wone	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Smith, Alexander	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Tam, Hoi Lam	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Tan, Bee Lan	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Tarantine, Ann	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Tran, Anh	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Tuuao, Sandra	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Wen, Shiyun	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Werner, Jonathan	FC	Humanities Division/English LiveWire	01/28/2019	05/25/2019
Wilder, Jasmine	FC	Social Science Division-Psychology	03/01/2019	04/30/2019
Yang, Samuel	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Yoshida, Yuki	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019
Zhao, Qingguo	NOCE	Internship - SHINE Program	03/20/2019	06/28/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 12, 2019	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant, and/or grammar corrections. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on February 25, 2019. The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 2, Board of Trustees

AP 2320, Special and Emergency Meetings: This procedure was reviewed as part of the 6-year review cycle, and revised to update the “Reference” section; include several minor grammar edits; and to cite the corresponding board policies.

AP 2340, Agendas: This policy was reviewed as part of the 6-year review cycle, and revised to include grammar edits to Section 1.0; add new Sections 3.0 and 3.1 to update access and availability of Board agendas; renumber accordingly; and cite the corresponding board policy.

AP 2345, Public Participation at Board Meetings: This policy was reviewed as part of the 6-year review cycle, and revised to correct the board policy reference in Section 1.0; add new language in Section 2.0, 3.0, 4.0, 5.0 to address public comment guidelines as noted on the “yellow speaker” cards used at Board meeting; and to cite the corresponding board policies and administrative procedures.

Chapter 3, General Institution

AP 3410, Unlawful Discrimination: This procedure was revised to correct spelling; update titles and websites; add language to Section 10.1; add “expression” to Section 15.6; and to cite corresponding board policies and administrative procedures.

AP 3510, Workplace Violence: This procedure was revised to update the “Reference” section; grammar corrections; update contact information in Section 2.10; and to cite corresponding board policies and administrative procedures

AP 3540, Sexual Assaults and Other Sexual Misconduct: This procedure was revised to update officer information in Sections 2.2.1, 2.2.2, 2.2.3, and 2.2.4; correct administrative procedure citations in Sections 3.1 and 7.0; and to cite corresponding administrative procedures

How does this relate to the five District Strategic Directions? This item responds to

District Strategic 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 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 receive as information the following revised Administrative Procedures:

- **AP 2320, Special and Emergency Meetings**
- **AP 2340, Agendas**
- **AP 2345, Public Participation at Board Meetings**
- **AP 3410, Unlawful Discrimination**
- **AP 3510, Workplace Violence**
- **AP 3540, Sexual Assaults and Other Sexual Misconduct**

The revised Administrative Procedures are available on the District's website, where they are readily accessible by students, employees, and the general public.

AP 2320 Special and Emergency Meetings

Reference:

Government Code Sections 54956 and 54956.5;
Education Code Sections 72023.5 and 72129

1.0 Special Meetings

- 1.1 Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:
 - 1.1.1 Written notice to each member of the Board of Trustees, including student members.
 - 1.1.2 Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.
- 1.2 The written notice must be received at least twenty-four (24) hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board of Trustees in writing either prior to or at the time of the meeting.

2.0 Emergency Meetings

- 2.1 Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

See Board Policy 2310, Regular Meetings of the Board and Board Policy 2320, Special and Emergency Meetings.

Date of Adoption: June 24, 2003

Date of Last Revision: February 25, 2019 District Consultation Council

AP 2340 Agendas

Reference:

Education Code Section 72121

- 1.0 The agenda for Board meetings is compiled by the Chancellor's Office staff. Included in the agenda are: business, educational, operational, and professional matters requiring Board of Trustees approval; policy issues; and informational items. The agenda is developed the week prior to Board meetings and distributed to trustees and staff the Friday before a regularly scheduled meeting.
- 2.0 The docket portion of the agenda, listing each of the respective agenda items, is distributed to the news media and posted in the public area of the District Office the Friday before a regularly scheduled meeting.
- 3.0 The Board agenda in its entirety is published on the District website and is accessible to the public and the District community.
 - 3.1 The public can receive copies of the agenda through the Chancellor's Office at the standard District charge for photocopies. Any individual can print the agenda from the District website at no charge.
- 4.0 Copies of the agenda are made available to the public at Board meetings.

See Board Policy 2340, Agendas

Date of Adoption: June 24, 2003

Date of Last Revision: February 25, 2019 District Consultation Council

AP 2345 Public Participation at Board Meetings

Reference:

Education Code Section 72121.5;
Government Code Section 54954.2

- 1.0 Members of the public may participate in Board meetings in accordance with the provisions of BP 2345, Public Participation at Board Meetings.
- 2.0 The Board welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to three (3) minutes per speaker and twenty (20) minutes per topic. A speaker who utilizes a translator will be allowed a maximum of six (6) minutes. At the Board's discretion, these time limits may be amended.
- 3.0 Members wishing to address the Board of Trustees shall submit a written request to the Board's Recording Secretary at the beginning of the meeting that summarizes the item and provides his/her name and organizational affiliation, if any. All comments should be directed to the Board.
- 4.0 At the conclusion of public comment, the Board of Trustees may ask staff to review a matter or ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action.
- 5.0 The Board does not condone any defamatory accusations or complaints, including remarks which reflect adversely on the political, religious, or economic views, character, or motives of any person. Members of the audience bear the sole legal responsibility for any defamation actions that may be brought as a result of their comments or allegations.

See Board Policy and Administrative Procedure 2340, Agendas, Board Policy and Administrative Procedure 2350, Speakers, and Board Policy 2355, Decorum.

Date of Adoption: June 24, 2003

Date of Last Revision: February 25, 2019 District Consultation Council

AP 3410 Unlawful Discrimination

Reference:

Title 5, Sections 59300, et seq.

1.0 Introduction

- 1.1 These are the written procedures for filing and processing complaints of unlawful discrimination and sexual harassment at North Orange County Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, Title 5, sections 59300, et seq., as well as other state and federal substantive and procedural requirements.
- 1.2 A copy of the District's unlawful discrimination policy will be displayed in a prominent location in the main administrative building or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Authority: 20 U.S. Code Section 1681 et seq.; Education Code, Sections 66270, 66271.1, and 66281.5; Government Code, Sections 11135-11139.5; California Code of Regulations, Title 5, Section 59326. Reference: California Code of Regulations, Title 5, Sections 59300 et seq.; 34 C.F.R. Section 106.8(b)

- 2.0 The District's prohibitions on unlawful discrimination and unlawful harassment (including sexual harassment) are set out in Board Policies 3410, Unlawful Discrimination, and 3430, Prohibition of Harassment.

3.0 Responsible District Officer

- 3.1 The Vice Chancellor of Human Resources is designated by the District as the single District Officer responsible for receiving all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations (formal complaints), and for coordinating their investigation.

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826

- 3.2 Informal charges of unlawful discrimination should be brought to the attention of the Responsible District Officer, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

AP 3410 Unlawful Discrimination

3.3 Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Responsible District Officer. Employees with supervisory responsibilities who witness or receive reports of sexual harassment are required to immediately report such conduct to the Responsible District Officer.

Authority: California Code of Regulations, Title 5, Section 59324; and 34 C.F.R. § 106.8.

4.0 Students and Employees Notice, Training, and Education

4.1 The District's Responsible Officer shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with a copy of the District's written policy on unlawful discrimination at the beginning of the semester of the academic year after the policy is adopted.

4.2 All District employees will receive this training and/or a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory sexual harassment training at least once every two years. All new supervisory employees shall be provided with sexual harassment training within six months of assuming a supervisory position. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

4.3 A training program or informational services will be made available to all students at least once annually. The student training or informational services should include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester, or summer session, as applicable.

Authority: Ed. Code, Section 66281.5; California Code of Regulations, Title 5, Sections 59324 and 59326. Reference: California Code of Regulations, Title 5, Section 59300 et seq.; 34 C.F.R. Section 106.8(b); Government Code Section 12950.1.

5.0 **Retaliation:** It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination administrative procedure.

Authority: 20 U.S. Code Sections 1681 et seq.; 34 C.F.R. Section 106; California Code of Regulations, Title 5, Sections 59300 et seq.; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, Office for Civil Rights, January 19, 2001.

AP 3410 Unlawful Discrimination

6.0 Informal Resolution

- 6.1 When a person brings charges of unlawful discrimination to the attention of the District as provided in Section 3.0 of these procedures, the Responsible District Officer or designee will:
- 6.1.1 undertake efforts to informally resolve the charges;
 - 6.1.2 advise the complainant that he or she need not participate in informal resolution;
 - 6.1.3 notify the person bringing the charge of his or her right to file a formal complaint as provided in section 7.0 of these procedures, and of the procedure for filing such a complaint;
 - 6.1.4 advise the complainant, that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction;
 - 6.1.5 advise the complainant that he or she may file his or her employment-based complaint with the U.S. Equal Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where the complaint is within the jurisdiction of those agencies.
- 6.2 Efforts at informal resolution need not include an investigation unless the Responsible District Officer determines that an investigation is warranted by the seriousness of the charges.
- 6.3 Selection of informal resolution by the complainant does not extend the time limitations for filing a formal complaint.
- 6.4 Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and must be completed unless the matter is informally resolved and the complainant dismisses the complaint or the complainant files with the DFEH and the Chancellor elects not to require further investigation pursuant to Title 5, section 59328(f)(2). Even if the complainant does dismiss the complaint, the Responsible District Officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.
- 6.5 Allegations of unlawful discrimination made by parties who have not personally suffered unlawful discrimination, and thus are not complainants under the description set out in Title 5, section 59328(a), are not covered by Title 5. However, the District may process and investigate such allegations under the above informal

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or formal complaint process (as required by federal regulations governing OCR). When such a complaint is processed under the formal process, the complainant's appeal rights shall be up to and including the first-level appeal to the Governing Board. All complainants shall be advised of their right to file complaints with the OCR (for non-employment matters) and with EEOC or DFEH (for employment matters).

- 6.6 In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, upon receipt by the District a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.
- 6.7 The District will provide for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.

Authority: California Code of Regulations, Title 5, Sections 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

7.0 Formal Complaint

7.1 Filing Complaint

- 7.1.1 If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District's Office of Diversity and Compliance, the District website, and at the State Chancellor's website, as follows:

http://www.nocccd.edu/files/discrimination_complaint_form_95912.pdf

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx#CmpltForm>

- 7.1.1.1 The completed form must be filed with the Responsible District Officer or mailed directly to the State Chancellor's Office of the California Community Colleges.
- 7.1.2 If a complaint of unlawful discrimination is presented in another written format, such as a letter, the District may request that the complainant complete the form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District

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may attach the letter to the form and open a formal investigation. While a complaint filed in an improper form is still procedurally defective under Title 5 standards, the merits of the complaint itself may still be valid and must be addressed. The timelines set out by Title 5 and this procedure for filing complaints (Title 5, sections 59328(d) and (e) shall be calculated based on the initial complaint—regardless of the form in which it is filed.

- 7.1.3 Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided. The accused individual(s) do not have a right to a copy of the actual complaint.

Authority: California Code Regulations, Title 5, Sections 59311 and 59328.

- 7.2 Threshold Requirements Prior to Investigation of a Formal Written Complaint: An investigation of alleged unlawful discrimination prohibited by this subchapter will be initiated by filing a complaint that meets the following requirements:

- 7.2.1 The complaint of unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator. The exception to this general rule is addressed in the “Informal Resolution” section 6.0.

7.3 Timeliness

- 7.3.1 In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

- 7.3.2 In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period may be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

- 7.4 In any complaint alleging discrimination in employment, the District shall:

- 7.4.1 Advise the complainant that he or she may file the complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the

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Department of Fair Employment and Housing (DFEH) where the complaint is within the jurisdiction of those agencies; and

7.4.2 Forward a copy of any filing by the complainant with the DFEH to the State Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter under the provisions of this subchapter.

7.5 Defective Complaint: When the District receives a complaint which it finds does not meet the requirements of Title 5, section 59328 the District shall immediately notify the complainant and the Chancellor of the California Community Colleges that the complaint does not meet the requirements of Title 5, Section 59328 and shall specify in what requirement the complaint is defective.

Authority: California Code of Regulations, Title 5, Sections 59328 and §59332.

7.6 Notice to State Chancellor or District: Immediately upon receiving a complaint filed in accordance with Title 5 section 59328, the District shall forward a copy of the complaint to the State Chancellor.

Authority: California Code of Regulations, Title 5, Section 59330.

7.7 Complaints Filed with the State Chancellor: Upon receiving a complaint filed pursuant to Title 5 section 59328, the Chancellor will immediately forward a copy of the complaint to the District's designated responsible officer who shall respond pursuant to Title 5 section 59332 or initiate the investigation required pursuant to Title 5 section 59334. In any complaint alleging employment discrimination, the Chancellor shall notify the complainant that he or she has the right to file with the Department of Fair Employment and Housing (DFEH) or the U. S. Equal Opportunity Employment Commission where the complaint is within the jurisdiction of those agencies.

8.0 Confidentiality of the Process

8.1 Investigative processes can best be conducted within a confidential climate, and the District does not reveal information about such matters except as necessary to fulfill its legal obligations. However, potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed.

8.2 The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

8.3 If a complainant insists that his or her name not be revealed, the Responsible District Officer should take all reasonable steps to investigate and respond to the

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complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

- 8.4 It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.
- 8.5 Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: California Const. Art. I, Section 1; Civil Code Section 47; Ed. Code, Sections 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, Office for Civil Rights, January 19, 2001.

9.0 District Investigation of Formal Complaint

- 9.1 Upon receiving a complaint that is properly filed in accordance with section 59328, the District will commence an impartial fact-finding investigation of that complaint and notify the complainant and State Chancellor that it is doing so. The results of the investigation shall be set forth in a written report that shall include at least all of the following:
- 9.1.2 a description of the circumstances giving rise to the complaint;
 - 9.1.3 a summary of the testimony provided by each witness, including the complainant and any viable witnesses identified by the complainant in the complaint;
 - 9.1.4 an analysis of any relevant data or other evidence collected during the course of the investigation;
 - 9.1.5 a specific finding as to whether there is probable cause to believe that discrimination occurred with respect to each allegation in the complaint; and

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9.1.6 any other information deemed appropriate by the District.

9.2 During the course of the investigation, involved persons (including complainant(s), accused person(s), witness(es)) shall be interviewed and relevant documents collected and reviewed, as applicable. All interviewed persons shall be advised of the prohibition against retaliation.

9.3 The District may retain the services of an outside investigator whenever the Responsible District Officer determines such services are necessary or beneficial to the investigation and resolution of the complaint.

10.0 Discipline and Corrective Action

10.1 If unlawful harassment, discrimination, sexual assault, and/or retaliation occurred in violation of Board Policies 3410, Unlawful Discrimination, and 3430, Prohibition of Harassment, 3540, Sexual Assaults and Other Sexual Misconduct, and this procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. If discipline is imposed, the nature of the discipline will not be communicated to the complainant except to the degree permitted in student disciplinary actions for sexual assault/physical abuse charges under Education Code, section 76234.

10.2 Disciplinary actions against faculty, staff, and students (up to and including discharge, expulsion, or termination of contract) will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

10.3 The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

10.4 Employees should be aware that if they engage in unlawful discrimination, such acts are outside the course and scope of their employment and may result in personal liability to the employee.

11.0 Administrative Determination

11.1 In any case not involving employment discrimination, within ninety (90) days of receiving a formal complaint filed in accordance with section 7.0 of these procedures, the District shall complete its investigation and forward a copy of the investigative report (see District Investigation section 9.0 (Title 5 section 59334)) to the Chancellor of the California Community Colleges, a summary of the report

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to the complainant, and written notice setting forth all of the following to both the complainant and the State Chancellor:

- 11.1.1 the determination of the chief executive officer of the District or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
 - 11.1.2 a description of actions taken, if any, to prevent similar problems from occurring in the future;
 - 11.1.3 the proposed resolution of the complaint; and
 - 11.1.4 the complainant's right to appeal to the District governing board and the Chancellor of the California Community Colleges, pursuant to Title 5 sections 59338 and 59339.
- 11.2 In any case involving employment discrimination, within ninety (90) days of receiving a formal complaint (see section 7.0) the District shall complete its investigation and forward to the complainant a summary of the investigative report, and written notice setting forth all of the following to the complainant:
- 11.2.1 the determination of the chief executive officer of the District or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
 - 11.2.2 a description of actions taken, if any, to prevent similar problems from occurring in the future;
 - 11.2.3 the proposed resolution of the complaint; and
 - 11.2.4 the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

Authority: California Code of Regulations, Title 5, section 59336.

- 11.3 When the District completes an investigation of a formal complaint of unlawful discrimination against an employee of the District pursuant to these procedures, the employee will be provided with written notice of the District's administrative determination regarding the complaint.

12.0 Complainant's Appeal Rights

12.1 Appeal to District Governing Board

- 12.1.1 If the complainant is not satisfied with the results of the administrative determination rendered pursuant to section 11.0 of these procedures, the complainant may file a written appeal to the District governing board within fifteen (15) days from the date of notice pursuant to section 11.0

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of these procedures that sets forth the administrative determination and the complainant's appeal rights.

12.1.2 The governing board will review the original complaint, the investigative report, the administrative determination, and the appeal and issue a final District decision in the matter within forty-five (45) days after receiving the appeal.

12.1.2.1 In any case not involving employment discrimination, the District shall promptly forward to the complainant and to the Chancellor of the California Community Colleges a copy of the final District decision rendered by the governing board that includes notice of the complainant's right to appeal the District's decision to the Chancellor of the California Community Colleges (set forth below).

12.1.2.2 In any case involving employment discrimination, the District shall promptly forward to the complainant a copy of the final District decision rendered by the governing board that includes notice of the complainant's right to file a complaint with the Department of Fair Employment and Housing, where the case is within the jurisdiction of that agency.

12.1.3 Alternatively, if the governing board does not act within forty-five (45) days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

12.1.3.1 In any case not involving employment discrimination, the District shall notify the complainant and the Chancellor of the California Community Colleges that the governing board took no action and the administrative action is deemed approved pursuant to section 59338 of Title 5 of the California Codes of Regulations. The complainant shall also be notified of his or her right to appeal the District's decision to the Chancellor of the California Community Colleges.

12.1.3.2 In any case involving employment discrimination, the District shall notify the complainant that the governing board took no action and the administrative action is deemed approved pursuant to section 59338 of Title 5 of the California Code of Regulations. The complainant shall also be notified of his or her right to file a complaint with the Department of Fair Employment and Housing, where the case is within the jurisdiction of that agency.

12.2 Appeal to the Chancellor of the California Community Colleges

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- 12.2.1 In any case not involving employment discrimination, if the complainant is not satisfied with the results of the appeal to the District's governing board rendered pursuant to section 12.1 of these procedures, the complainant shall have the right to file a written appeal with the Chancellor of the California Community Colleges within thirty (30) days from the date that the District's governing board issues the final District decision or permits the administrative determination to become final pursuant to section 59338 (or from the date of the notice provided pursuant to section 12.1.2 or 12.1.3 whichever is later). Such appeals shall be processed pursuant to the provisions of Title 5 section 59350, et seq. The appeal must be accompanied by a copy of the decision of the District's governing board or evidence showing the date on which the complainant filed an appeal with the governing board and a statement under penalty of perjury that no response was received from the governing board within forty-five (45) days from that date.
- 12.2.2 In any case involving employment discrimination, the complainant may, at any time before or after the final District decision is rendered, file a complaint with the Department of Fair Employment and Housing (DFEH) where the complaint is within the jurisdiction of that agency.
- 12.2.3 A decision by the State Chancellor is subject to judicial review by the District, as provided by section 1094.5 of the Code of Civil Procedure. (See Title 5 California Code of Regulations section 59362.)
- 12.2.4 Complainants must submit all appeals in writing.
- 12.2.5 The Title 5 process, which is set out in this Administrative Procedure provides no corresponding appeal rights to other parties aside from the complainants.

Authority: California Code of Regulations, Title 5 Sections 59338 and 59339.

13.0 Provision of Information to State Chancellor

- 13.1 In any case not involving employment discrimination, within 150 days of receiving a complaint the Responsible District Officer will either:
- 13.1.1 Forward the following to the State Chancellor:
- 13.1.1.1 A copy of the final District decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- 13.1.1.2 A copy of the notice of appeal rights the District sent the complainant.

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- 13.1.1.3 Any other information the State Chancellor may require; or
- 13.1.2 Notify the State Chancellor that the complainant has not filed an appeal with the District governing board and that the District has closed its file.
- 13.2 The District will keep these documents on file for a period of at least three years after closing the case, including cases involving employment discrimination, make them available to the State Chancellor upon request.

Authority: California Code Regulations, Title 5, sections 59338 and 59340.

14.0 Extensions

- 14.1 If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified in section 13.0 for submission of materials to the complainant and that State Chancellor's Office, the Responsible District Officer or designee may file a written request that the Chancellor of the California Community Colleges grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination. The request shall be submitted no later than ten (10) days prior to the expiration of the deadline established by Title 5 in sections 59336 and/or 59340 and shall set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.
- 14.2 A copy of the request for an extension shall be sent to the complainant with notice that he or she may file a written objection with the State Chancellor within five (5) days of receipt.
- 14.3 The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor, the 90-day deadline or the 150-day deadline is automatically extended by an equal amount.
- 14.4 If the District fails to comply with the requirements of Title 5 sections 59336 or 59340 by the required deadline, including any extensions granted pursuant to the above-mentioned procedures, the Chancellor may proceed to review the case as provided in Title 5 sections 59350 et seq. based on the original complaint and any other relevant information then available.

Authority: California Code of Regulations, Title 5, section 59342

15.0 Definitions

- 15.1 "Appeal" means a request made in writing by a complainant to the North Orange County Community College District governing board, pursuant to section 59338 of Title 5 of the California Code of Regulations, and/or to the State Chancellor's Office pursuant to section 59339 of Title 5 of the California Code of Regulations, to review

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the administrative determination of the District regarding a complaint of unlawful discrimination as provided in section 7.0 of these procedures.

- 15.2 "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- 15.3 "Days" means calendar days.
- 15.4 "District" means the North Orange County Community College District or any District program or activity that is administered by, directly funded by, or that receives financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.
- 15.5 "Formal Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, sections 59300 et seq. (and these procedures).
- 15.6 "Gender" means sex, and includes a person's gender identity and gender related expression, appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- 15.7 "Mental disability" includes, but is not limited to, all of the following:
- 15.7.1 Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
- 15.7.1.1 "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
- 15.7.1.2 A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
- 15.7.1.3 "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
- 15.7.2 Any other mental or psychological disorder or condition not described in section 15.7.1 that requires special education or related services.

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- 15.7.3 Having a record or history of a mental or psychological disorder or condition described in section 15.7.1 or 15.7.2, which is known to the District.
- 15.7.4 Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- 15.7.5 Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in section 15.7.1 or 15.7.2.
- 15.7.6 "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- 15.8 "Physical disability" includes, but is not limited to, all of the following:
 - 15.8.1 Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - 15.8.1.1 Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - 15.8.1.2 Limits a major life activity. For purposes of this section:
 - 15.8.1.2.1 "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - 15.8.1.2.2 A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - 15.8.1.2.3 "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.
 - 15.8.2 Any other health impairment not described in section 15.8.1 that requires special education or related services.

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- 15.8.3 Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in section 15.8.1 or 15.8.2, which is known to the District.
- 15.8.4 Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- 15.8.5 Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in section 15.8.1 or 15.8.2.
- 15.8.6 "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs
- 15.9 "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating their investigation.
- 15.10 "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. "Sex" also includes, but it not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- 15.11 "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - 15.11.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - 15.11.2 Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
 - 15.11.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
 - 15.11.4 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

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15.12 Examples of sexual harassment include but are not limited to the following:

- 15.12.1 Making unsolicited or unwelcome written, verbal, physical, and/or visual contacts with sexual overtones. Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations, and e-mails. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters. Examples of possible physical sexual harassment include, but are not limited to inappropriate or offensive touching or interfering with free movement such as kissing, grabbing, or blocking another person.
- 15.12.2 Continuing to express sexual interest after being informed that the interest is unwelcomed.
- 15.12.3 Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- 15.12.4 Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- 15.12.5 Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- 15.12.6 Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
- 15.12.7 Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
- 15.12.8 Other unlawful harassment: In addition to sexual harassment, unlawful harassment can also include harassment based on other protected status defined by this procedure or BP3410 that meets the criteria set

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out in 15.11.1 through 15.11.4 as applied to the applicable protected status.

15.13 “Sexual orientation” means heterosexuality, homosexuality, or bisexuality.

15.14 “Unlawful discrimination” means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Government Code, Section 12926; Education Code, Section 212.5; California Code of Regulations, Title 5, Section 59311; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, Office for Civil Rights, January 19, 2001.

16.0 **Academic Freedom:** The District supports the principle of academic freedom, and the provisions of this policy are not intended to prohibit bona fide academic program and course requirements. However, the exercise of academic freedom with respect to course content and discourse does not extend to any form of unlawful discrimination in violation of this policy.

17.0 Consensual Relationships

17.1 Within the North Orange County Community College District, sexual harassment is prohibited regardless of the status and/or relationship the affected parties may have.

17.1.1 Romantic or sexual relationships between supervisors and employees; or between administrators, faculty, or staff members and students are strongly discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. An employee in such a relationship should remove himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person’s education, employment, or participation in any other District activity. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District may seek to transfer any involved employee(s) to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee. As in any case of sexual harassment, if conduct is determined to be unwelcome, then the District may pursue discipline and/or other corrective actions.

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18.0 **Record Retention:** Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records, to be retained for a period of three years.

Authority: California Code of Regulations, Title 5, Section 59020.

See Board Policy 3410, Unlawful Discrimination, Board Policy 3430, Prohibition of Harassment, Board Policy 3540, Sexual Assaults and Other Sexual Misconduct, and Administrative Procedure 3540, Sexual Assaults and Other Sexual Misconduct

Date Adopted: December 10, 2002

Date of Last Revision: February 25, 2019 District Consultation Council
February 23, 2015 District Consultation Council
September 14, 2009 Chancellor's Cabinet
October 11, 2005
March 23, 2004

AP 3510 Workplace Violence

Reference:

Cal/OSHA; Labor Code Sections 6300 et seq.;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, and 626.10

- 1.0 The North Orange County Community College District is committed to providing a safe work environment that is free of violence and the threat of violence.
- 2.0 **Responding to Threats of Violence**
 - 2.1 The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.
 - 2.2 Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.
 - 2.3 Should a non-employee on District property demonstrate or threaten violent behavior he/she may be subject to criminal prosecution.
 - 2.4 Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.
 - 2.5 The following actions are considered violent acts:
 - 2.5.1 Striking, punching, slapping, or assaulting another person.
 - 2.5.2 Fighting or challenging another person to fight.
 - 2.5.3 Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
 - 2.5.4 Engaging in dangerous, threatening, or unwanted horseplay.
 - 2.5.5 Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
 - 2.5.6 Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
 - 2.5.7 Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her

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- duties.
- 2.6 Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.
- 2.7 No one, acting in good faith, who initiates a complaint or reports an incident under this procedure will be subject to retaliation or harassment.
- 2.8 Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.
- 2.9 In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, campus safety officers or local law enforcement personnel will be called.
- 2.10 Violent acts should be reported to:
- Director of Campus Safety
 - Cypress College (714) 484-7387
 - Fullerton College (714) 992-7777
 - Anaheim Campus (714) 808-4911
 - Director, Campus Communications
 - Cypress College (714) 484-7006
 - Fullerton College (714) 992-7013
 - Anaheim Campus (714) 808-4829
 - President/Provost
 - Cypress College (714) 484-7308
 - Fullerton College (714) 992-7001
 - Anaheim Campus (714) 808-4670

See Board Policy 3510, Workplace Violence and Board Policy and Administrative Procedure 3515, Reporting of Crimes

Date of Adoption: March 23, 2004

Date of Last Revision: February 25, 2019 District Consultation Council
September 26, 2016 District Consultation Council
April 22, 2015 Chancellor's Staff

AP 3540 Sexual Assaults and Other Sexual Misconduct

Reference:

Education Code Section 67385 and 67836;
20 U.S.C. Section 1092(f)
34 Code of Federal Regulations Section 668.46 (b) (11)

- 1.0 Alleged victims of sexual assault, including but not limited to rape, domestic violence, dating violence, or stalking, as defined by California Law, shall be referred to local community treatment centers if appropriate on-campus treatment facilities are not available.
- 1.1 “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 1.2 “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
- 1.2.1 A current or former spouse of the victim.
- 1.2.2 By a person with whom the victim shares a child in common.
- 1.2.3 By a person who is cohabitating with or has cohabitated with the victim as a spouse.
- 1.2.4 By a person similarly situated to a spouse of the victim under California law.
- 1.2.5 By any other person against an adult or youth victim who is protected from that person’s acts under California law.
- 1.3 “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
- 1.4 An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

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- 1.5 “Affirmative consent” means affirmative, conscious and voluntary agreement to engage in sexual activity.
- 2.0 All students, faculty members or staff members who allege they are victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. This information shall be provided by the Title IX Coordinators to provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:
- 2.1 The District policy and procedure regarding sexual assaults on campus.
- 2.2 Information regarding the personnel on campus who should be notified of the assault, if the alleged victim consents, and procedures for such notification. The following positions are the designated Title IX Officer and Coordinators for the District:
- 2.2.1 District Services:
- Title IX Coordinator, District Director, Diversity and Compliance Human Resources (714) 808-4820
- 2.2.2 Cypress College:
- Campus Title IX Coordinator, Vice President, Student Services (714) 484-7335
 - Director of Campus Public Safety (714) 484-7387
 - Director of College Health Services (714) 484-7045
- 2.2.3 Fullerton College:
- Campus Title IX Coordinator, Dean of Student Support Services (714) 992-7088
 - Director of Campus Public Safety (714) 992-7777
 - Director of College Health Services (714) 992-7093
- 2.2.4 Anaheim Campus:
- Campus Title IX Coordinator, Office of the Provost of the North Orange Continuing Education (714) 808-4670
 - Campus Public Safety (714) 808-4911
- 2.3 Legal reporting requirements and procedures.
- 2.4 Information regarding services available to victims and the personnel responsible for providing or arranging these services, including the following:
- 2.4.1 Transportation to a hospital, which must be provided by authorized community emergency personnel.
- 2.4.2 Referral to a counseling center.
- 2.4.3 Notice to the police, with the consent of the victim.

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- 2.4.4 A description of available campus resources or appropriate off-campus services.
- 2.5 Information regarding the existence of the following procedures:
 - 2.5.1 Criminal prosecution.
 - 2.5.2 Civil prosecutions.
 - 2.5.3 Disciplinary procedures applicable to students and employees.
 - 2.5.4 Procedures for case management, including the procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
 - 2.5.5 The availability of mediation.
 - 2.5.6 Academic assistance alternatives, including modification of class schedules and tutoring, if necessary.
- 2.6 Information about the importance of preserving evidence and the identification and location of witnesses.
- 3.0 Investigation and information to alleged victims during investigation and/or discipline procedures
 - 3.1 The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigation described in Administrative Procedure 3410 Unlawful Discrimination and Harassment regardless of whether a complaint is filed with law enforcement.
 - 3.2 All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District's Department of Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.
 - 3.3. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to , an action that places the health or

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safety of any other persona at risk or involves plagiarism, cheating or academic dishonesty.

- 3.4 The standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.
- 3.5 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
 - 3.5.1 The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
 - 3.5.2 The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- 3.6 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
 - 3.6.1 The complainant was asleep or unconscious.
 - 3.6.2 The complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
 - 3.6.3 The complainant was unable to communicate due to a mental or physical condition.
- 4.0 Confidentiality
 - 4.1 Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of domestic violence, dating violence, sexual assault, or stalking on District property (as defined in Sections 1.1, 1.2, and 1.3), unless the alleged victim specifically waives that right to confidentiality.
 - 4.2 Except as may otherwise be required by law, where the victim does not waive their right to confidentiality, the identity of an alleged accused of domestic violence, dating violence, sexual assault or stalking will not be disclosed.
 - 4.3 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to domestic violence, dating violence, sexual assault, or stalking on District property, unless the witness specifically waives the right to confidentiality.

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- 4.4 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, unless the third-party reporter specifically waives the right to confidentiality.
- 4.5 Inquiries from the press or other media representatives regarding alleged domestic violence, dating violence, sexual assault or stalking on District property shall be referred to the Office of Campus Communications, which shall coordinate with the appropriate Title IX Coordinator(s) to assure that all confidentiality rights are maintained.
- 5.0 The Annual Security Report for each college will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:
- 5.1 A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.
- 5.2 Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
- 5.3 Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests.
- 5.4 Notification to students of existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses.
- 5.5 Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available.
- 5.6 Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
- 5.6.1 The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- 5.6.2 Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. (20 USC § 1232g) For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

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- 5.7 A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses.
- 6.0 **Education and Prevention Information:** The Title IX Coordinators (as defined in Section 2.2) shall:
- 6.1 Provide a comprehensive prevention and outreach program about domestic violence, dating violence, sexual assault, and stalking. Such outreach programming shall be included as part of every incoming student's orientation. The information presented in such programs shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- 6.2 The comprehensive prevention program shall include a range of prevention strategies, including, but not limited to, empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander prevention and risk reduction. Outreach programs shall be provided to make students aware of the institution's policy on sexual assault, domestic violence, dating violence, and stalking. At a minimum, an outreach program shall include a process for contacting and informing the student body, campus organizations, athletic programs, and student groups about the institution's overall sexual assault policy, the practical implications of an affirmative consent standard, and the rights and responsibilities of students under the policy.
- 6.3 Post sexual violence prevention and education information on the campus internet web site.
- 7.0 These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. For physical assault/violence information, see Administrative Procedure 3510, Workplace Violence and Administrative Procedure, 3515 Reporting of Crimes.

Administrative Procedure, 3510 Workplace Violence and Administrative Procedure, 3515 Reporting of Crimes

Date of Adoption: March 23, 2004

Date of Last Revision: February 25, 2019 District Consultation Council
September 25, 2017 District Consultation Council
October 26, 2015 District Consultation Council
August 26, 2013 District Consultation Council
July 25, 2006
April 12, 2005

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 12, 2019	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies and New Administrative Procedure		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor's Staff; content revisions recommended by Jane Wright, CCLC Consultant, and/or grammar corrections. The new Administrative Procedure was created to address family medical leaves.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies and new Administrative Procedure on February 25, 2019:

Chapter 2, Board of Trustees

BP 2305, Annual Organizational Meeting: This policy was reviewed as part of the 6-year review cycle and revised in Section 1.0 and to cite corresponding board policy.

BP 2315, Closed Sessions: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the "Reference" section; several minor edits and grammatical corrections throughout; and to cite the corresponding board policy.

BP 2320, Special and Emergency Meetings: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the "Reference" section; several minor edits; and to cite the corresponding board policies and administrative procedure.

BP 2330, Quorum and Voting: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the "Reference" section; minor edits throughout; and to cite the corresponding board policy.

BP 2340, Agendas: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the "Reference" section; minor edits throughout; and to cite the corresponding board policies and administrative procedures.

BP 2345, Public Participation at Board Meetings: This policy was reviewed as part of the 6-year review cycle, and revised to include edits to the "Reference" section; minor edits throughout; and to cite the corresponding board policies and administrative procedure.

Chapter 3, General Institution

BP 3410, Unlawful Discrimination: This policy was revised to reflect changes to the "Reference" section; add "pregnancy" and "interns and volunteers" to Section 1.0; remove language from Section 1.0; and update the names of cited administrative procedures.

BP 3430, Prohibition of Harassment: This policy was revised to reflect changes to the “Reference” section, update the language in Section 1.0; add “interns and volunteers” to Sections 2.0 and 3.0; remove the name of the Vice Chancellor in Section 2.1; update language in Section 4.0; and update the corresponding administrative procedures.

Chapter 7, Human Resources

BP 7100, Commitment to Equal Employment Opportunity and Diversity: This policy was revised to reflect changes to the “Reference” section; renumber throughout; include revised language in Section 1.0 and the new Section 5.0; and add language to new Sections 4.0, 7.0, and 8.0.

AP 7340, Family Medical Leave (FMLA/CFRA): This is a NEW administrative procedure created to address family medical leaves to correspond with Board Policy 7340. The language for the current BP 7340 was used as the model for AP 7340, and the changes were tracked in order to better reflect how BP 7340 language was retained and updated. As a result of proposed AP 7340, changes to BP 7340 are also recommended.

BP 7340, ~~Family Medical Leaves~~ Family Medical Leave: This policy was revised to reflect a title change; changes to the “Reference” section, add new language in Sections 1.0 and 2.0; remove language that will be addressed in the newly created Administrative Procedure, 7340, Family Medical Leave (FMLA/CFRA); and to cite the corresponding administrative procedures.

How does this relate to the five District Strategic Directions? This item responds to District Strategic 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 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 receive the following proposed, revised Board Policies, and new Administrative Procedure, and direct that they be placed on the March 26, 2019 Board meeting agenda for action:

- **BP 2305, Annual Organizational Meeting**
- **BP 2315, Closed Sessions**
- **BP 2320, Special and Emergency Meetings**
- **BP 2330, Quorum and Voting**
- **BP 2340, Agendas**
- **BP 2345, Public Participation at Board Meetings**
- **BP 3410, Unlawful Discrimination**
- **BP 3430, Prohibition of Harassment**

- **BP 7100, Commitment to Equal Employment Opportunity and Diversity**
- **AP 7340, Family Medical Leave (FMLA/CFRA) – NEW**
- **BP 7340, ~~Family Medical Leave~~s**

Once adopted by the Board of Trustees, the revised policies will be placed on the District's website, where they will be readily accessible by students, employees, and the general public.

Cheryl Marshall

Recommended by

Approved for Submittal

5.b.3

Item No.

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

- 1.0 The annual organizational meeting of the Board [of Trustees](#) will be held at the first meeting in December of each year. The purpose of the annual organizational meeting is to elect a president, vice president and a secretary, and conduct any other business as required by law or determined by the Board [of Trustees](#). All elected officers will serve until the following year's annual meeting.
- 2.0 An annual calendar of Board meetings will be adopted at this meeting.

[See Board Policy 2210, Officers](#)

Date of Adoption: June 24, 2003

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2315 Closed Sessions

Reference:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6 [and 11125.4](#);
Education Code Section 72122

- 1.0 Closed sessions of the Board [of Trustees](#) shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, ~~California~~ Government Code, and ~~California~~ Education Code. Matters discussed in closed session may include:
 - 1.1 The appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
 - 1.2 Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
 - 1.3 Advice of counsel on pending litigation, as defined by law;
 - 1.4 Consideration of tort liability claims as part of the ~~D~~istrict's membership in any joint powers agency formed for purposes of insurance pooling;
 - 1.5 Real property transactions;
 - 1.6 Threats to public security;
 - 1.7 Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
 - 1.8 Discussion of student disciplinary action, with final action taken in public session;
 - 1.9 Conferring of honorary degrees;
 - 1.10 Consideration of gifts from a donor who wishes to remain anonymous;
 - 1.11 To consider its response to a confidential final draft audit report from the Bureau of State Audits.
- 2.0 The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.
- 3.0 After any closed session, the Board [of Trustees](#) shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.
- 4.0 All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall

BP 2315 Closed Sessions

remain confidential unless and until required to be disclosed by action of the Board [of Trustees](#) or by law.

- 4.1 All members of the Board of Trustees have a duty not to disclose any statements (written and oral), discussions, opinions, deliberations, and documents, that were made, reviewed or considered during the course of a closed session. This duty shall extend to those persons invited to attend the closed sessions. The above-described duty of nondisclosure shall be a continuing duty and shall continue after the person is no longer a member of the Board of Trustees, and this duty shall continue to all persons who are invited to attend such closed session.
- 5.0 If any person requests an opportunity to present complaints to the Board [of Trustees](#) about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board [of Trustees](#). The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board [of Trustees](#).

[See Board Policy 2310, Regular Meetings of the Board](#)

Date of Adoption: June 24, 2003

Date of Last Revision: August 26, 2014
June 14, 2005

BP 2320 Special and Emergency Meetings

Reference:

**Government Code Sections 54956, 54956.5, [and 54957](#);
Education Code Section 72129**

- 1.0 Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board [of Trustees](#). Notice of such meetings shall be posted at least [twenty-four \(24\)](#) hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.
- 2.0 Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- 3.0 The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See [Board Policy 2310, Regular Meetings of the Board and Administrative Procedure 2320, Special and Emergency Meetings](#).

Date of Adoption: June 24, 2003

Date of Last Revision: June 1, 2004

BP 2330 Quorum and Voting

Reference:

Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, [and](#) 81432;
Government Code Sections [53094](#), [and](#) 54950 et seq.;
Code of Civil Procedure Section 1245.240

- 1.0 A quorum of the Board [of Trustees](#) shall consist of four **(4)** members.
 - 1.1 If there is no quorum present at the time set for the meeting, the members present may adjourn to another time. Notice of the adjourned meeting shall be given as required by law for regular meetings.
- 2.0 The Board [of Trustees](#) shall act by majority vote of all of the membership of the Board, except as noted below.
- 3.0 No action shall be taken by secret ballot. The Board [of Trustees](#) will publicly report any action taken in open session and the vote or abstention of each individual member present.
- 4.0 The following actions require a two-thirds **(2/3)** majority of all members of the Board [of Trustees](#):
 - 4.1 Resolution of intention to sell or lease real property (except where a unanimous vote is required);
 - 4.2 Resolution of intention to dedicate or convey an easement;
 - 4.3 Resolution authorizing and directing the execution and delivery of a deed;
 - 4.4 Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
 - 4.5 Appropriation of funds from an undistributed reserve;
 - 4.6 Resolution to condemn real property.
- 5.0 The following actions require a unanimous vote of all members of the Board [of Trustees](#):
 - 5.1 Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
 - 5.2 Resolution authorizing lease of District property under a lease for the production of gas.

[See Board Policy 2310, Regular Meetings of the Board](#)

Date of Adoption: June 24, 2003
Date of Last Revision: August 26, 2014

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2340 Agendas

Reference:

Government Code Sections 54950~~7~~ et seq.~~7~~ and 6250 et seq.;
Education Code Sections 72121~~7~~ and 72121.5

- 1.0 An agenda shall be posted adjacent to the place of meeting as well as on the District's internet website at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Agendas shall be developed by the Chancellor. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 Business that is not on the agenda may not be acted on or discussed, except when one or more of the following apply:
 - 2.1 A majority decides there is an "emergency situation" as defined for emergency meetings;
 - 2.2 Two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
 - 2.3 An item appeared on the agenda and was continued from a meeting held not more than five (5) days earlier.
- 3.0 The order of business may be changed by consent of the Board of Trustees.
- 4.0 The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- 5.0 Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator, contain his/ ~~er~~ her residence or business address, and organizational affiliation, if any. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.
 - 5.1 Agenda items submitted by members of the public must be received by the Office of the Chancellor one week prior to the regularly scheduled a Board meeting.
 - 5.2 Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90)-day period following the initial submission.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2340 Agendas

- 6.0 Faculty, staff and students may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item through established procedures in the Colleges and North Orange Continuing Education.
- 7.0 In accordance with BP ~~2510~~ and AP 2510, [Participation in Local Decision-Making](#) the Academic Senates may independently initiate agenda items by submitting a written summary of the item to the Chancellor. The summary must be signed by the President of the initiating Senate. The Board [of Trustees](#) reserves the right to consider and take action in closed session on items submitted by the Senates as permitted or required by law.
- 7.1 Agenda items submitted by the Academic Senates must be received by the Office of the Chancellor one week prior to the regularly scheduled a [B](#)oard meeting.
- 7.2 Agenda items submitted by the Academic Senate shall be placed in the appropriate section of the agenda for the topic.
- 8.0 Members of the Board of Trustees may place items on the agenda by contacting the Chancellor's Office.

See [Board Policy 2310, Regular Meetings of the Board, Board Policy and Administrative Procedure 2320, Special and Emergency Meetings, Administrative Procedure 2340, Agendas, Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy and Administrative Procedure 2350, Speakers, Board Policy and Administrative Procedure 2360, Minutes, Board Policy and Administrative Procedure 2365, Recording, and Board Policy and Administrative Procedure 3300, Public Records.](#)

Date of Adoption: June 24, 2003

Date of Last Revision: November 28, 2017
November 23, 2004

BP 2345 Public Participation at Board Meetings

Reference:

**Government Code Sections 54954.3, [and 54957.5](#);
Education Code Section 72121.5**

- 1.0 The Board [of Trustees](#) shall provide opportunities for members of the general public to participate in the business of the Board.
 - 1.1 Members of the public may bring matters directly related to the business of the District to the attention of the Board [of Trustees](#) in one of two ways:
 - 1.1.1 There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.
 - 1.1.1.1 Members wishing to present such items shall submit a written request [to the Board's Recording Secretary](#) at the beginning of the meeting that summarizes the item and provides his/ ~~er~~ her name and organizational affiliation, if any. No action may be taken by the Board [of Trustees](#) on such items.
 - 1.1.2 Members of the public may place items on the prepared agenda in accordance with BP/AP 2340, [Agendas](#).
 - 1.1.2.1 A written summary of the item must be submitted to the Chancellor at least one week prior to the ~~B~~board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.
- 2.0 Members of the public also may submit written communications to the Board [of Trustees](#) on items on the agenda and/or speak to agenda items at the ~~B~~board meeting. Written communication regarding items on the Board's agenda should reach the ~~O~~office of the Chancellor not later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board [of Trustees](#). All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.
- 3.0 If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- 4.0 Claims for damages are not considered communications to the Board [of Trustees](#) under this rule, but shall be submitted to the District Finance and Facilities Office.

[See Board Policy 2340, Agendas, Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy 2350, Speakers, and Board Policy 2355, Decorum.](#)

Date of Adoption: June 24, 2003

North Orange County Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3410 Unlawful Discrimination

Reference:

Education Code Sections 66250, et seq.; 72010, et seq., and 87100 et seq.;
Title 5 California Code of Regulations Sections 53000, et seq. and 59300 et seq.;
Penal Code Section 422.55
Government Code Sections ~~1135-11139.5~~, 12926.1 and 12940 et seq.;
~~**20 U.S. Code Section 1681; 20 U.S.C. Section 794 and 794d;**~~
~~**42 U.S. Code Sections 6101, 12100 et seq. and 2000d;**~~
~~**36 Code of Federal Regulations Section 1194**~~
[Title 2 Sections 10500 et seq.;](#)
[Labor Code Section 1197.5;](#)
~~**Accreditation Standards II.B.2.c**~~
[ACCJC Accreditation Eligibility Requirement 20 and](#)
[ACCJC Accreditation Standard Catalog Requirements;](#)
[WASC/ACS Criterion 2, Indicator 2.1](#)

1.0 College catalogs and class schedules shall contain the following statement:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-DISCRIMINATION STATEMENT

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. ~~in any program or activity of the District that is administered by, directly funded by, or that receives any financial assistance from the Chancellor or Board of Governors of the California Community Colleges. Discrimination on the basis of sex or gender also includes sexual harassment.~~

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: ~~_____~~ Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826

North Orange County Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3410 Unlawful Discrimination

Students, ~~and~~ employees, [interns, and volunteers](#) who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

- 2.0 The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
- 3.0 The policy of the North Orange County Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.
- 4.0 Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in Administrative Procedure 3410, [Unlawful Discrimination](#) or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- 5.0 The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
- 6.0 No District funds shall be used for membership, or for participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race or ethnicity, medical condition, color, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because an individual is perceived to have one or more of those characteristics.
- 7.0 In so providing, the North Orange County Community College District hereby implements the provisions of the California Government Code Sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code Section 66250, et seq.), Education Code Section 212.5, Title VI of the Civil Rights Act of 1964 (42 U.S. Code Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S. Code Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794), the American with Disabilities Act of 1990 (42 U.S. Code section 12100, et seq.), and the Age Discrimination Act (42 U.S. Code Section 6101).

See Administrative Procedure 3410, [Unlawful Discrimination](#).

Date of Adoption: March 23, 2004
Date of Last Revision: April 14, 2015
September 24, 2013

BP 3430 Prohibition of Harassment

Reference:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code [Sections 12940 and 12950.1](#);
Title VII of the Civil Rights Act of 1964, [42 U.S. Code of Annotated U.S.C.A. Section 2000e](#)

- 1.0 The policy of the North Orange County Community College District is to provide an educational, employment, and business environment including but not limited to access to its services, classes, and programs in which no person shall be subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment that is based on: ~~race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics.~~ [ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.](#)
- 2.0 Students, ~~and~~ employees, [interns, and volunteers](#) who believe they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3410, Unlawful Discrimination.
- 2.1 The following person is designated by the North Orange County Community College District as the Responsible Officer for receiving and coordinating the investigation of all unlawful discrimination complaints, including sexual harassment:
- Name: ~~Irma Ramos~~
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826
- 3.0 The Chancellor shall establish procedures that define harassment on campus or in connection with District-sponsored events. The Chancellor shall further establish procedures for employees, students, [interns, volunteers](#), and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve

BP 3430 Prohibition of Harassment

complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

- 4.0 District Administrative Procedure 3410, [Unlawful Discrimination provides the definitions of all forms of unlawful harassment and](#) contains information regarding the specific rules and procedures for reporting charges of ~~sexual harassment (and/or other forms of unlawful harassment)~~ and pursuing available remedies. The following applies for the distribution of this policy:
- 4.1 This policy shall be displayed in a prominent location in the main administrative building of each campus or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.
 - 4.2 The policy shall be provided to students as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.
 - 4.3 This policy shall be provided to all faculty, administrators, and staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.
 - 4.4 This policy shall appear in any publication of the District that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

See Administrative Procedure ~~3430~~ [3410, Unlawful Discrimination](#).

Date Adopted: December 10, 2002

Date of Last Revision: April 14, 2015
March 23, 2004
October 11, 2005

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;

Title 5 Sections 53000 et seq.;

Accreditation Standards III.A.4411 and 12;

WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity in the academic environment fosters cultural awareness, promote mutual understanding and respect, and provides suitable role models for all students. A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.
- 2.0 The Board is committed to employment processes that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- ~~4.0~~ 3.4 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- ~~5.4~~ 0 District employees are encouraged to be involved in the shall actively promote promotion of diversity in recruitment and employment within the District.
- ~~6.5~~ 0 The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.

Date of Adoption: March 13, 2012

BPAP 7340 Family Medical Leave (FMLA/CFRA)

Reference:

[Education Code Sections 87763 et seq. and 88190 et seq.;](#)
[Labor Code Sections 245 et seq.](#)

Federal Family and Medical Leave Act; California Family Rights Act

- 1.0 **Family Medical Leave (FMLA/CFRA):** Eligible employees shall be entitled to family and medical care leave ("leave") in accordance with state and federal law and any applicable provisions pursuant to a collective bargaining agreement between the District and an exclusive representative. The following provisions set forth certain of the rights and obligations of employees, and of the District, with respect to such leave. Rights and obligations not specifically set forth herein or otherwise specifically provided by the terms of an applicable collective bargaining agreement are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Family Rights Act (CFRA).
- 2.0 **Eligibility and Reasons for Leave:** An employee who has been employed by the District for at least twelve (12) months and has been employed for at least 1,250 hours during the 12-month period immediately before the leave would begin shall be granted an unpaid leave of absence for the following reasons:
 - 2.1. the birth of a child or to care for a newborn bond with a new child of the employee
 - 2.2. the placement of a child with the employee in connection with the adoption or foster care of a child.
 - 2.3. to care for a child, parent, or spouse who has a serious health condition.
 - 2.4. because of the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- 3.0 **Amount of Leave:** An eligible employee shall be granted up to twelve (12) workweeks of family and medical care leave within any 12-month period. The 12-month period used to measure the maximum permissible leave shall be a rolling 12-month period measured backward from the date the leave is taken and continuous with each additional leave day taken.
 - 3.1 A leave for the birth, adoption, or foster care placement of a child of the employee must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes for at least one (1) day, but less than two weeks duration on any two occasions. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement.
 - 3.2 There is no minimum amount of leave that must be taken where the leave is to care for a child, parent, or spouse of the employee who has a serious health condition, or because of the employee's own serious health condition. However,

BPAP 7340 Family Medical Leave (FMLA/CFRA)

leave shall be ~~accounted in increments of not less than one (1) hour~~ deducted in one-half (1/2) hour increments.

3.3 Where spouses employed by the District are entitled to leave, the combined number or workweeks of leave to which both may be entitled shall be limited to twelve (12) workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child.

4.0 Concurrent Use of Paid Leave with FMLA/CFRA Leave

4.1 An employee, not covered by a collective bargaining agreement, shall be required to use any accrued and available appropriate sick ~~personal necessity~~ leave and vacation leave concurrently with FMLA/CFRA leave before time off without pay.

~~4.2 After exhaustion of available appropriate sick ~~personal necessity~~ leave and vacation leave.~~

~~4.2.1~~ 4.1.1 If the leave is for the employee's own serious health condition, the employee shall be required to use, in order, any accrued and available regular sick leave, and supplemental sick leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.2.1~~ 4.1.2 If the leave is for the care of a parent, spouse or child with a serious health condition, the employee shall be required to use, in order, any accrued and available family illness leave, personal necessity leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.1.3~~ 4.1.3 If the leave is for, bonding, or placement of child in foster care, the employee shall be required to use, in order, any accrued and available personal necessity leave, and vacation concurrently with FMLA/CFRA leave before time off without pay.

~~4.3~~ 4.2 After exhaustion of all appropriate sick leave ~~personal necessity leave, and vacation leave, and regular sick leave,~~ the employee ~~may elect to~~ must use accrued and available compensatory time concurrently with FMLA/CFRA leave to substitute for all or part of any FMLA/CFRA leave that would otherwise be unpaid.

5.0 **Exhaustion of FMLA/CFRA Leave Concurrently with Other Leaves:** If an employee takes a leave of absence for any reason which is FMLA/CFRA-qualifying, the District ~~may~~ shall designate such leave as running concurrently with the employee's 12-week FMLA/CFRA entitlement.

6.0 **Request for Leave and Medical Certification:** Employees shall complete applicable forms, as provided by the District, in connection with FMLA/CFRA leave.

6.1 A request for leave shall be made on a form provided by the District. Where the need for leave is foreseeable, the employee shall provide the District with at least

BPAP 7340 Family Medical Leave (FMLA/CFRA)

thirty (30) calendar days' advance notice. If the leave is not foreseeable, or if the employee knows that leave will be needed, but does not know the exact dates (e.g., birth of a child), the employee shall provide as much advance notice as is practicable, but no later than five (5) working days from learning of the qualifying event. If the District determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the District may delay the granting of leave until, in the discretion of the District, adequate substitute coverage can be obtained.

6.2 Where leave is requested to care for a child, parent, or spouse who has a serious health condition, or for the employee's own serious health condition, the employee must provide the District with written medical certification from the health care provider of the individual requiring care.

6.2.1 If the leave is for the employee's own serious health condition, the medical certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of the employee's position.

6.2.2 If the request is for intermittent leave or a reduced work schedule to care for a child, parent, or spouse who has a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means that there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule.

6.3 Failure of an employee to provide satisfactory medical certification may result in the denial or postponement of leave. If the District has reason to doubt the validity of a medical certification, the District may require a medical opinion of a second health care provider selected by the District, and at the District's expense. If the second opinion is different from the first, the District may require the opinion of a third provider jointly selected by the District and the employee, and at the District's expense. The opinion of the third provider will be binding.

7.0 Benefits While on Leave

7.1 During FMLA/CFRA leave, if an employee is eligible to participate in the District's Health and Welfare Benefits plan, the District will pay the employee's employee-only hospitalization plan premium for up to twelve (12) workweeks. If the employee fails to return to work at the end of the leave, the District may recover the amount that was paid for the employee's premium for any period of the FMLA/CFRA leave not covered by paid leave. The District shall have the right to recover premiums through deduction from sums due the employee for wages, vacation days, compensatory time, etc.

~~7.2 During FMLA/CFRA leave, if an employee is eligible to participate in the District's discretionary fringe benefit allowance, the fringe benefit allowance, pro-rated on~~

BPAP 7340 Family Medical Leave (FMLA/CFRA)

~~the basis of the employee's percent of paid employment, will be paid for any period of the FMLA/CFRA leave during which the employee is covered by paid leave. However, the discretionary fringe benefit allowance will not be paid for any period of the FMLA/CFRA leave during which the employee is in unpaid status.~~

8.0 Reinstatement upon Return from Leave

- 8.1 An employee who returns to work immediately following the expiration of an approved FMLA/CFRA leave will be entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position.
- 8.2 During leave, an employee may be required to periodically report on the employee's status and intent to return to work.
- 8.3 As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, prior to returning to work, the employee must provide the District with medical certification from the health care provider verifying the employee's ability to return to work and perform the essential duties of the position. Failure to provide satisfactory certification will result in denial of reinstatement.
- ~~8.4 If at any time an employee is released to return to work with physical restrictions, the employee should not return until advised by the District. The District will need to review the doctor's note and schedule and interactive meeting with the employee to determine if the functional work restrictions may be accommodated. This may include requesting further information from the employee's physician regarding his/her ability to perform the essential functions of their position with or without accommodations.~~

[See Board Policy 7340, Family Medical Leave](#)

Date of Adoption:

BP 7340 ~~Family Medical Leaves~~

Reference:

~~**Federal Family and Medical Leave Act; California Family Rights Act**~~
[Education Code Sections 87763 et seq. and 88190 et seq. and cites below;](#)
[Labor Code Sections 245 et seq.](#)

- 1.0 [The Chancellor shall establish procedures for employee leaves as authorized by law and any collective bargaining agreements entered into by the District.](#) ~~**Family Medical Leave (FMLA/CFRA):**~~ Eligible employees shall be entitled to family and medical care leave ("leave") in accordance with state and federal law and any applicable provisions pursuant to a collective bargaining agreement between the District and an exclusive representative. The following provisions set forth certain of the rights and obligations of employees, and of the District, with respect to such leave. Rights and obligations not specifically set forth herein or otherwise specifically provided by the terms of an applicable collective bargaining agreement are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (FMLA) and the regulations of the California Family Rights Act (CFRA).
- 2.0 [In addition to these procedures and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.](#) ~~**Eligibility and Reasons for Leave:**~~ An employee who has been employed by the District for at least twelve (12) months and has been employed for at least 1,250 hours during the 12-month period immediately before the leave would begin shall be granted an unpaid leave of absence for the following reasons:
- ~~2.1. the birth of a child or to care for a newborn child of the employee.~~
 - ~~2.2. the placement of a child with the employee in connection with the adoption or foster care of a child.~~
 - ~~2.3. to care for a child, parent, or spouse who has a serious health condition.~~
 - ~~2.4. because of the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.~~
- 3.0 ~~**Amount of Leave:**~~ An eligible employee shall be granted up to twelve (12) workweeks of family and medical care leave within any 12-month period. The 12-month period used to measure the maximum permissible leave shall be a rolling 12-month period measured backward from the date the leave is taken and continuous with each additional leave day taken.
- ~~3.1. A leave for the birth, adoption, or foster care placement of a child of the employee must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one of these purposes for at least one (1) day, but less than two weeks duration on any two occasions. An employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement.~~

BP 7340 ~~Family Medical Leave~~s

~~3.2 There is no minimum amount of leave that must be taken where the leave is to care for a child, parent, or spouse of the employee who has a serious health condition, or because of the employee's own serious health condition. However, leave shall be accounted in increments of not less than one (1) hour.~~

~~3.3 Where spouses employed by the District are entitled to leave, the combined number or workweeks of leave to which both may be entitled shall be limited to twelve (12) workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child.~~

~~4.0 **Concurrent Use of Paid Leave with FMLA/CFRA Leave**~~

~~4.1 An employee shall be required to use any accrued and available personal necessity leave and vacation leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.2 After exhaustion of available personal necessity leave and vacation leave.~~

~~4.2.1 If the leave is for the employee's own serious health condition, the employee shall be required to use any accrued and available regular sick leave and supplemental sick leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.2.2 If the leave is for the care of a parent, spouse or child with a serious health condition, the employee shall be required to use any accrued and available family illness leave concurrently with FMLA/CFRA leave before time off without pay.~~

~~4.3 After exhaustion of all personal necessity leave, vacation leave, and regular sick leave, the employee may elect to use accrued and available compensatory time concurrently with FMLA/CFRA leave to substitute for all or part of any FMLA/CFRA leave that would otherwise be unpaid.~~

~~5.0 **Exhaustion of FMLA/CFRA Leave Concurrently with Other Leaves:** If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the District may designate such leave as running concurrently with the employee's 12-week FMLA/CFRA entitlement.~~

~~6.0 **Request for Leave and Medical Certification:** Employees shall complete applicable forms, as provided by the District, in connection with FMLA/CFRA leave.~~

~~6.1 A request for leave shall be made on a form provided by the District. Where the need for leave is foreseeable, the employee shall provide the District with at least thirty (30) calendar days' advance notice. If the leave is not foreseeable, or if the employee knows that leave will be needed, but does not know the exact dates (e.g., birth of a child), the employee shall provide as much advance notice as is practicable, but no later than five (5) working days from learning of the qualifying event. If the District determines that an employee's notice is inadequate or the~~

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Human Resources

BP 7340 ~~Family Medical Leave~~s

~~employee know about the requested leave in advance of the request, the District may delay the granting of leave until, in the discretion of the District, adequate substitute coverage can be obtained.~~

~~6.2 Where leave is requested to care for a child, parent, or spouse who has a serious health condition, or for the employee's own serious health condition, the employee must provide the District with written medical certification from the health care provider of the individual requiring care.~~

~~6.2.1 If the leave is for the employee's own serious health condition, the medical certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of the employee's position.~~

~~6.2.2 If the request is for intermittent leave or a reduced work schedule to care for a child, parent, or spouse who has a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means that there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced work schedule.~~

~~6.3 Failure of an employee to provide satisfactory medical certification may result in the denial or postponement of leave. If the District has reason to doubt the validity of a medical certification, the District may require a medical opinion of a second health care provider selected by the District, and at the District's expense. If the second opinion is different from the first, the District may require the opinion of a third provider jointly selected by the District and the employee, and at the District's expense. The opinion of the third provider will be binding.~~

~~7.0 **Benefits While on Leave**~~

~~7.1 During FMLA/CFRA leave, if an employee is eligible to participate in the District's Health and Welfare Benefits plan, the District will pay the employee's employee-only hospitalization plan premium for up to twelve (12) workweeks. If the employee fails to return to work at the end of the leave, the District may recover the amount that was paid for the employee's premium for any period of the FMLA/CFRA leave not covered by paid leave. The District shall have the right to recover premiums through deduction from sums due the employee for wages, vacation days, compensatory time, etc.~~

~~7.2 During FMLA/CFRA leave, if an employee is eligible to participate in the District's discretionary fringe benefit allowance, the fringe benefit allowance, pro-rated on the basis of the employee's percent of paid employment, will be paid for any period of the FMLA/CFRA leave during which the employee is covered by paid leave. However, the discretionary fringe benefit allowance will not be paid for any period of the FMLA/CFRA leave during which the employee is in unpaid status.~~

BP 7340 ~~Family Medical Leave~~s

~~8.0 Reinstatement upon Return from Leave~~

~~8.1 An employee who returns to work immediately following the expiration of an approved FMLA/CFRA leave will be entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position.~~

~~8.2 During leave, an employee may be required to periodically report on the employee's status and intent to return to work.~~

~~8.3 As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, the employee must provide the District with medical certification from the health care provider verifying the employee's ability to return to work and perform the essential duties of the position. Failure to provide satisfactory certification will result in denial of reinstatement.~~

See Administrative Procedures:

[AP 7230-3 Confidential Employees – Vacation Plan](#)
[AP 7230-4 Confidential Employees – Leaves](#)
[AP 7240-3 Management Employees – Vacation Plan](#)
[AP 7240-4 Management Employees – Leaves](#)
[AP 7340 Family Medical Leave \(FMLA/CFRA\)](#)

Date of Adoption: April 24, 2007

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2019

SUBJECT: Future Board Agenda Items

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

BACKGROUND: During the June annual 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? This item responds to District Strategic 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 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.

Cheryl Marshall

Recommended by

Approved for Submittal

5.c

Item No.