



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

MEETING: Regular Meeting in April 2023

DATE: Tuesday, April 11, 2023, at 5:30 p.m.

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

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

<https://www.youtube.com/channel/UCsguBf7ndfVQ6n0v9hrfiQ>

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

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

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

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

AGENDA:

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

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

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

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

- e. **Chancellor’s Report**
 - * **North Orange Continuing Education “State of NOCE” Presentation:
Making an Impact Through Inclusion, Integration, and Innovation**
By: Valentina Purtell, NOCE President

2. a. **Approval of Minutes of the Regular Meeting of March 28, 2023; Approval of the Special Meeting of March 29, 2023; and Approval of the Special Closed Session Meeting of April 1, 2023.**

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

3. **FINANCE & FACILITIES**

[a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**

[b] Authorization is requested to approve the 2022-2023 General Fund transfers netting to the amount of \$1,011,181 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] Authorization is requested for the payment of the Assessment by Schools Excess Liability Fund (SELF) in the amount of \$333,098.50 for the liability program years 1990/91, 1996/97, 1998/99, 1999/00, 2000/01, 2003/04, 2004/05, and 2006/07.

[d] Authorization is requested to enter into agreements with RSUI and Lloyds of London through Gallagher for professional liability coverage for the Cypress College Mortuary Science program.

[e] Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.

[f] Authorization is requested to enter into a consultant agreement with Marx Okubo for the preparation of an update to the Districtwide ADA Transition Plan.

[g] Authorization is requested to approve Amendment No. 2 with Sundt Construction, Inc., for Construction Management Services for the Fine Arts Swing Space Project at Cypress College.

[h] Authorization is requested to award Bid #2223-19, Cypress College Barrier Removal Project at Parking Lot to Asad Holdings LLC dba: OrangeBlue.

4. **INSTRUCTIONAL RESOURCES**

[a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2023.

[b] It is recommended that the Board approve the summary of curriculum changes for North Orange Continuing Education, to be effective Summer 2022 and Fall 2023.

[c] It is recommended that the Board approve the amendment of the 2021-2024 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

5. HUMAN RESOURCES

[a] Request approval of the following items concerning academic personnel:

- Retirements
- Reorganization
- Voluntary Change in Assignment
- Temporary Contract
- Change in Salary Classification
- Leave of Absence
- Temporary Academic Hourly

[b] Request approval of the following items concerning classified personnel:

- New Personnel
- Voluntary Changes in Assignment
- Professional Growth and Development
- Leaves of Absence

[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.

6. GENERAL

- a. It is recommended that the Board mark its ballot for the California Community College Board of Trustees Board of Directors election at this time.
- b. It is recommended that the Board receive the proposed, revised Board Policies in Chapters 4, 6, and 7.
- c. It is recommended that the Board receive as information the four revised Administrative Procedures in Chapters 4, 5, 6, and 7.
- d. It is recommended that the Board adopt Resolution No. 22/23-19, Resolution No. 22/23-20, and Resolution No. 22/23-21, verifying that Trustees Ryan Bent, Stephen T. Blount, and Ed Lopez were absent on March 29, 2023.
- e. It is recommended that the Board discuss any potential future agenda items.

7. COMMENTS

- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments
- c. Members of the Board of Trustees Comments

- d. Public Comments on Non-agenda Items

8. **STUDY SESSION**

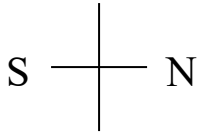
- a. **Ethics Training Workshop**

- By: Kathy Meola, Partner, Atkinson, Andelson, Loya, Ruud, & Romo

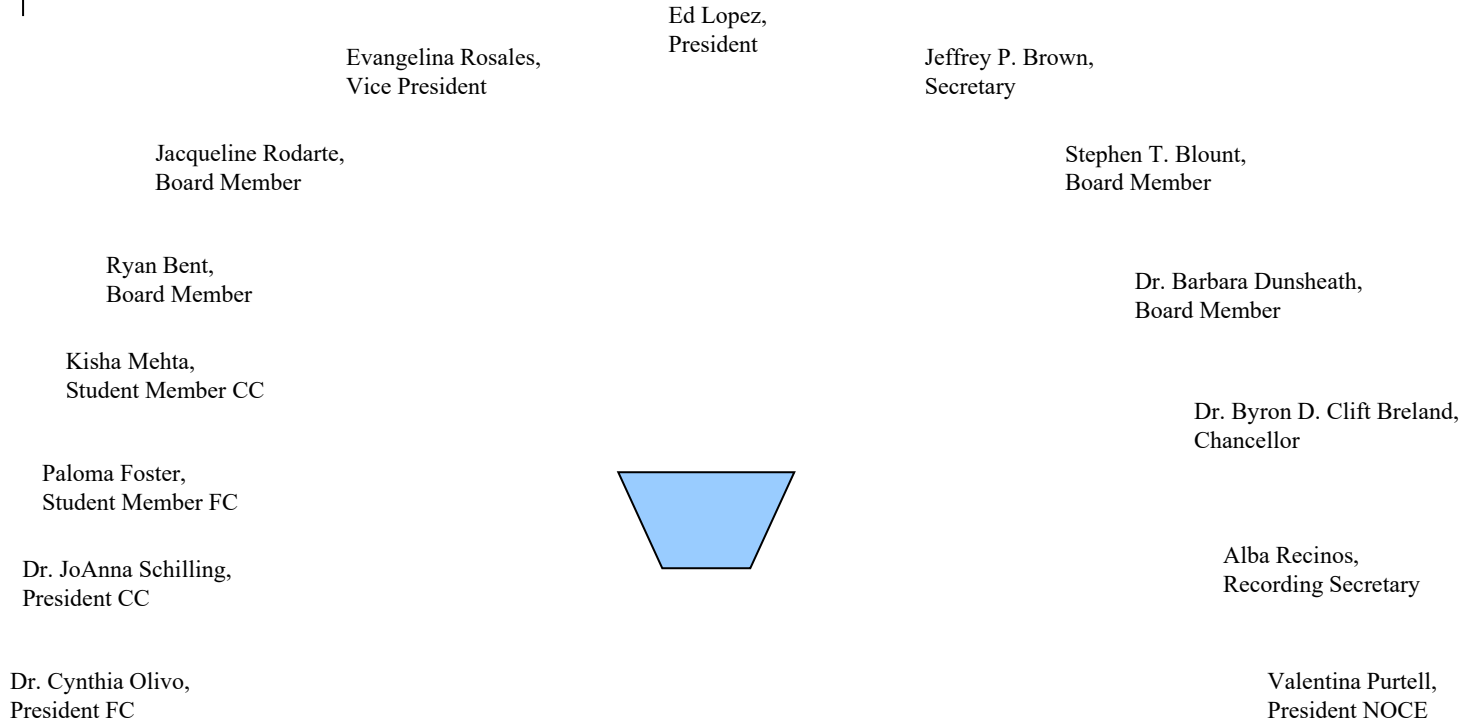
9. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:

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

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



Board Room Seating Arrangement



Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 11, 2023	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 P0155568 – P0157069, check numbers C0054536 – C0054641; F0291015 – F0291875; 88532384 – 88533407; V0031910 – V0031916; 70124817 – 70125072; disbursements E9092187 – E9105769; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0155568 - P0157069 through March 16, 2023, totaling \$4,019,387.05, and check numbers C0054536 – C0054641, totaling \$1,955,961.26; check numbers F0291015 – F0291875, totaling \$248,344.38; check numbers 88532384 – 88533407, totaling \$5,699,603.81; check numbers V0031910 – V0031916, totaling \$9,333.00; check numbers 70124817 – 70125072, totaling \$71,541.59; and disbursements E9092187 – E9105769, totaling \$14,068,960.49, through March 31, 2023.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0155568	Trane U S Inc	\$ 149,253.00	Capital Outlay	AC	Overhaul of Chiller at Anaheim Campus B/A: 10/11/2022
P0156611	Bremer's Plumbing & Boiler Services Inc	\$ 33,980.00	Capital Outlay	AC	Labor and Materials to Replace Water Heater at FC
P0156614	Orange County Air Conditioning	\$ 11,825.00	Capital Outlay	AC	Installation of VFD on Secondary Pump at FC
P0156616	O'Connor Construction Management Inc	\$ 7,280.00	Capital Outlay	AC	Construction Project Management Scheduling Services for FC Sherbeck Field
P0156617	P R Construction Inc	\$ 23,202.54		FC	Room 523 Wall Repair at FC
P0156618	Coast Arbor	\$ 25,692.00		AC	Tree Trimming Services at Anaheim Campus
P0156619	P2S Engineering Inc	\$ 19,800.00	Capital Outlay	AC	Commissioning Services for AC Closed-Circuit Cooling Tower
P0156620	Mamava Inc	\$ 785.65		CC	Privacy Panel Kit
P0156621	iT1 Source LLC	\$ 2,988.45		NOCE	Office Supplies
P0156637	Access	\$ 405.00		CC	Document Shredding Service Fee
P0156638	Deniz Fierro	\$ 211.13		FC	Reimbursement for Office Supplies
P0156639	Courtyard	\$ 3,223.25		CC	Field Trip Hotel Fees
P0156640	Society of American Fight Directors	\$ 155.00		FC	Adjudication Testing Fee
P0156641	Cone Instruments LLC	\$ 2,808.10		CC	Instructional Supplies
P0156642	Universal Medical Inc	\$ 127.39		CC	Instructional Supplies
P0156643	Pacific Coachways Charter Services Inc	\$ 971.25		AC	Fieldtrip - Bus Rental
P0156644	Total Western Inc	\$ 20,275.00	Capital Outlay	AC	Boiler Room Heat Exchanger Repairs @ FC
P0156645	CSI Fullmer	\$ 87,236.90	Capital Outlay	CC	Furniture for CC Bldg 6 4th Floor
P0156646	Cordoba Corporation	\$ 403,000.00	Capital Outlay	CC	Project Management & Planning Consulting Services B/A: 2/28/2023
P0156647	S&B Foods	\$ 161.00		CC	Catering for VPI Hiring Committee
P0156648	Amazon Business	\$ 346.88		FC	Instructional Materials
P0156649	Case & Sons Construction Inc	\$ 3,800.00		FC	Panels Replacement for Starbucks at FC
P0156650	Office Solutions	\$ 600.00		FC	Blanket Order for Office Supplies
P0156651	CDW Government Inc	\$ 369.08		AC	Audio Supplies
P0156652	T S Enterprise Associates Inc	\$ 33,596.08		CC	Instructional Equipment
P0156653	T S Enterprise Associates Inc	\$ 18,992.12		FC	Training Equipment
P0156654	B & H Photo Video Inc	\$ 52.65		CC	Classroom Supplies
P0156655	T&G Printing and Fulfillment	\$ 1,454.63		CC	Custom Jackets
P0156656	American Printing & Promotions	\$ 4,010.70		CC	Marketing Supplies
P0156657	Blackhawk Networks Inc	\$ 35,444.00		CC	Student Grocery Cards
P0156658	Postmaster - Fullerton	\$ 580.00		AC	Postage Permit Fees
P0156659	B & H Photo Video Inc	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0156660	Instant Signs Cypress LLC	\$ 1,199.26		CC	Custom Banners
P0156661	4imprint Inc	\$ 9,977.40		CC	Marketing Supplies
P0156662	Erika Smith	\$ 500.00		CC	Guest speaker for Black History Month Event
P0156663	KNBC Graphics	\$ 577.60		CC	Custom Shirts for CTE Career Day
P0156664	Motor Vehicle Network	\$ 8,670.00		NOCE	Advertising
P0156665	Amazon Business	\$ 474.05		CC	Instructional Supplies
P0156666	Nossaman LLP	\$ 80,000.00		AC	Legislative Advocacy Services B/A: 1/24/23
P0156667	Amazon Business	\$ 411.24		FC	Instructional Materials
P0156668	Amazon Business	\$ 2,807.15		FC	Instructional Supplies
P0156669	Broadcast Music Inc	\$ 5,122.59		FC	Music License Fees
P0156670	Sesac Inc	\$ 1,905.34		FC	Music License Fees
P0156671	Amazon Business	\$ 1,770.56		CC	Instructional Supplies
P0156678	Amazon Business	\$ 58.12		CC	Instructional Supplies
P0156679	CSI Fullmer	\$ 1,622.53		FC	Furniture
P0156680	LiveU Inc	\$ 538.75		FC	Broadcasting Fees
P0156681	Vector Resources Inc	\$ 77,961.61	Capital Outlay	AC	Materials and Labor for Greenhouse & Football Field
P0156682	Freeman	\$ 362.75		FC	Rigging Services

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156683	Computerized Assessment & Placement Programs Inc	\$ 1,800.00		CC	Annual Software Maintenance Agreement
P0156684	Kustom Imprints	\$ 4,463.25		FC	Academic Awards
P0156685	Therese Mosqueda-Ponce	\$ 2,220.00		CC	Reimbursement for Field Trip Tickets
P0156686	Sodexo Inc and Affiliates	\$ 107,750.00		FC	Reimbursement for the Purchase of Patio Furniture for Starbucks Project
P0156687	Arturo Raygoza	\$ 200.00		CC	Guest Speaker for Student Event
P0156688	KinderCare Learning Centers LLC	\$ 1,377.34		CC	Blanket Order for Child Care
P0156689	Juan Silva	\$ 400.00		CC	Guest Speaker for Student Event
P0156690	S&B Foods	\$ 304.00		CC	Box Lunches for Vice President Interim Hiring Committee
P0156691	Julia Cupul	\$ 4,385.70		CC	Blanket Order for Child Care
P0156692	Kilgore International Inc	\$ 479.49		CC	Instructional Supplies
P0156693	VWR Funding Inc	\$ 4.65		FC	Instructional Materials
P0156723	MVP Promotions	\$ 2,888.57		CC	Legacy Program Custom Hats
P0156724	Amazon Business	\$ 298.67		CC	Instructional Supplies
P0156725	B & H Photo Video Inc	\$ 491.21		CC	Printer Ink
P0156726	Economic Modeling LLC	\$ 7,000.00		CC	Software Subscription
P0156727	Holiday Inn Express	\$ 3,378.87		CC	Field Trip Hotel Fees
P0156728	Orange County Air Conditioning	\$ 15,000.00		FC	Blanket Order for Air Conditioning Repairs
P0156729	S&B Foods	\$ 309.78		CC	Catering for Aviation Transfer Fair Event
P0156730	Celebrations!	\$ 6,467.90		CC	Canopy and Balloons for Graduation Event
P0156731	CDW Government Inc	\$ 979.55		FC	Printer
P0156732	Safety Flag Co of America	\$ 145.53		NOCE	Office Supplies
P0156733	Snap-on Tools	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0156734	Toshiba Business Solutions	\$ 5,000.00		CC	Blanket Order for Toner Recycling Boxes
P0156735	Toshiba Business Solutions	\$ 5,000.00		CC	Blanket Order for Copier Staples
P0156736	Aspira	\$ 40,000.00		FC	Independent Contractor for Career Ready Training for FC & NOCE
P0156737	S&B Foods	\$ 1,260.65		CC	Catering for New Scholars Orientation Event
P0156738	Microsoft Corporation	\$ 3,613.14		NOCE	Laptops
P0156739	Lozano Smith LLP	\$ 25,000.00		AC	Blanket Order for HR for Legal Services
P0156740	CDW Government Inc	\$ 4,902.57		AC	Document Scanner
P0156741	Microsoft Corporation	\$ 94,704.33		NOCE	Laptops (280) B/A: 1/24/2023
P0156742	SANS Institute	\$ 18,696.00		AC	Cybersecurity Online Courses
P0156743	Amazon Business	\$ 405.35		CC	Instructional Materials
P0156744	Orange County Fire Protection	\$ 4,071.22		AC	Annual Inspection & Replace Fire Sprinklers at AC
P0156745	PXT Studio LLC	\$ 800.00		CC	Projector Lens Rental
P0156746	MyTy Inc	\$ 1,858.69		CC	Lunches for Career Planning Event
P0156747	Blue Ribbon Trophy	\$ 113.68		CC	Custom Awards
P0156748	4imprint Inc	\$ 21,528.72		CC	Marketing Materials
P0156749	Amazon Business	\$ 399.55		NOCE	Instructional Supplies
P0156750	Kevin McCarthy	\$ 600.00		CC	Guest Speaker for Life Program Student Event
P0156751	JM & J Contractors	\$ 1,600.00		NOCE	Classroom Repairs
P0156752	ProtoCall Services Inc	\$ 14,800.00		CC	Mental Health Call Center - After Hours
P0156753	Microsoft Corporation	\$ 3,613.14		NOCE	Laptops
P0156755	Amazon Business	\$ 147.82		CC	Instructional Supplies
P0156756	O'Reilly Media Inc	\$ 4,301.00		AC	Online Learning Platform Subscription
P0156757	JoAnna Schilling	\$ 216.56		CC	Reimbursement for Field Trip Tickets
P0156758	Rezenet Moges-Riedel	\$ 500.00		NOCE	Speaker - Flex Day
P0156760	NACDA	\$ 125.00		CC	Corporate Sponsorship
P0156761	Acushnet Company	\$ 1,615.17		CC	Custom Golf Balls
P0156762	CPR1 LLC	\$ 4,843.91		FC	AED Supplies

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156763	Amazon Business	\$ 32.30		CC	Office Supplies
P0156764	Image Grafics	\$ 6,554.44		CC	Custom Shirts
P0156765	Transportation Charter Services Inc	\$ 4,080.00		CC	Field Trip Transportation Services
P0156766	Cannon Corporation	\$ 7,549.00	Capital Outlay	CC	Land Surveying Services for CC Theater Arts Dept
P0156767	Amazon Business	\$ 1,667.09		FC	Instructional Supplies
P0156768	Anna Greiner	\$ 815.15		AC	Reimbursement for Veterans Boot Camp Event Food
P0156769	University of California Berkeley	\$ 663.00		FC	Puente University Tour Field Trip Meal Fees
P0156770	FlagstoreUSA	\$ 743.15		NOCE	Campus Supplies
P0156771	Kilgore International Inc	\$ 818.91		CC	Instructional Supplies
P0156773	Amazon Business	\$ 695.93		FC	Instructional Supplies
P0156774	Control Air Enterprises LLC	\$ 14,708.00	Capital Outlay	CC	Labor and Materials to Install AC Control at CC
P0156775	Amazon Business	\$ 73.14		NOCE	Instructional Supplies
P0156776	MyTy Inc	\$ 376.00		CC	Boxed Lunches for Youth Guidance Center Events
P0156777	Nury Gomez	\$ 300.00		FC	Guest Speaker for Puente Program Event
P0156778	Western Graphics Plus	\$ 1,779.69		CC	Custom Shirts
P0156779	Top Hat Balloon Werks LLC	\$ 1,260.68		FC	Balloon Rentals
P0156780	Doing Good Works	\$ 809.89		FC	Custom Buttons
P0156781	Mark Manguera	\$ 60,000.00		AC	Independent Contractor for Hospitality Project
P0156782	Saddleback Golf Cars	\$ 709.95		FC	Golf Car Rental for Theatre Arts
P0156788	Pocket Nurse Enterprises Inc	\$ 3,506.10		CC	Instructional Supplies
P0156789	Buddy's All Stars, Inc.	\$ 2,648.06		FC	Athletic Supplies
P0156790	Amazon Business	\$ 1,106.92		FC	Hall of Fame Decorative Supplies
P0156791	Community College Search Services	\$ 25,084.26		AC	Interim FC President Search Process
P0156792	Southern California News Group	\$ 3,058.35	Bond	AC	Advertisement for Legal Bid CC Parking Lot 1 Barrier
P0156793	Ortiz Tractor Service	\$ 3,975.00	Capital Outlay	AC	Repair Concrete at FC Sherbeck Field
P0156794	iT1 Source LLC	\$ 785.77		NOCE	Printer
P0156796	Amazon Business	\$ 181.88		CC	Instructional Supplies
P0156798	iT1 Source LLC	\$ 1,281.80		AC	Office Supplies
P0156799	ADT Commercial LLC	\$ 207,878.00	Capital Outlay	AC	Bid #2223-12, Fire Riser Replacement at AC B/A: 2/14/2023
P0156800	Craved Tea House	\$ 2,025.00		CC	Full Service Boba Bar for EOPS Event
P0156801	Laguna Clay Company	\$ 724.86	Bond	AC	Supplies for CC Building #3 Swing Space
P0156802	US Armor Corporation	\$ 1,040.18		CC	Ballistic Panel Vest
P0156803	Bremer's Plumbing & Boiler Services Inc	\$ 2,695.00		AC	Fire Test Drain and Print Shop Pipe Repairs at AC
P0156804	Four Points by Sheraton	\$ 10,013.40		FC	Field Trip Hotel Fees
P0156805	B & H Photo Video Inc	\$ 1,606.23		CC	Photography Supplies
P0156806	JM & J Contractors	\$ 4,100.00		AC	Conference Room 808 & Men's Restroom Repair at AC
P0156807	Doing Good Works	\$ 10,549.52		FC	Promotional Supplies
P0156808	Western Graphics Plus	\$ 1,658.15		CC	Custom Canopy
P0156809	Grubhub	\$ 655.85		CC	Counseling & Student Development Meeting Catering
P0156810	S/P 2	\$ 242.44		CC	Subscription Renewal
P0156811	Atlassian Pty Ltd	\$ 14,150.00		AC	Software Licenses Renewal
P0156812	NMK Corporation	\$ 4,875.36		CC	Computer Hardware
P0156813	New Chef Fashion Inc	\$ 1,253.93		CC	Chef Hats
P0156814	S&B Foods	\$ 221.63		CC	Catering for Career Fair
P0156815	Amp Your Good Inc	\$ 147.22		FC	Medical Supplies
P0156816	Promotion Pros	\$ 3,275.60		CC	Promotional Items
P0156817	Transportation Charter Services Inc	\$ 724.00		CC	Field Trip Transportation Fees
P0156824	Sidepath Inc	\$ 1,131.23		CC	Computer
P0156825	CDW Government Inc	\$ 193.55		AC	Toner

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156826	Bryan Krueger Enterprises Inc	\$ 9,900.00	Capital Outlay	AC	Inspection Services during Installation of New Reinforced Coating Systems at FC
P0156827	Vital Inspection Services Inc	\$ 97,008.00	Bond	AC	Inspector of Record Services AC Swing Space Interim Housing
P0156828	Twining Consulting Inc	\$ 50,048.96	Bond	AC	Geotechnical Engineering & Inspection AC Swing Space
P0156829	CDW Government Inc	\$ 5,028.86	Capital Outlay	CC	Computer Hardware for CC
P0156831	Transportation Charter Services Inc	\$ 592.00		CC	Field Trip Transportation Fees
P0156834	Alyssa Quedt	\$ 180.00		CC	Student Stipend Pay
P0156835	Ricardo Ledesma	\$ 180.00		CC	Student Stipend Pay
P0156836	Cristina Olvera	\$ 180.00		CC	Student Stipend Pay
P0156837	CSI Fullmer	\$ 2,823.05	Capital Outlay	CC	Inventory and Disposal Furniture at CC Complex Bldg
P0156838	Charity McCowan	\$ 180.00		CC	Student Stipend Pay
P0156839	iT1 Source LLC	\$ 332.95		NOCE	Office Supplies
P0156840	Southern California Marine Institute	\$ 935.61		CC	Field Trip: Yellowfin Demonstration Cruise
P0156841	United Site Services of CA Inc	\$ 841.08		NOCE	Rentals for Graduation Service
P0156842	WMFY We Mail For You Inc	\$ 3,650.00		NOCE	Mailing service of 2023 Summer Class Schedule
P0156847	S&B Foods	\$ 476.00		CC	Breakfast for Puente Program
P0156848	Simplot Partners	\$ 1,526.60		CC	Athletic Supplies
P0156849	Yashpaul Songu	\$ 180.00		CC	Stipend for Student
P0156850	Sofia Morgan	\$ 180.00		CC	Stipend for Student
P0156851	John Thornburg-Garcia	\$ 180.00		CC	Stipend for Student
P0156852	Mariaelena Arriola	\$ 180.00		CC	Stipend for Student
P0156853	Joshua De Gala	\$ 180.00		CC	Stipend for Student
P0156854	Grainger Inc	\$ 700.00		CC	Blanket Order for Non-Instructional Supplies
P0156855	Wilson Sporting Goods Co.	\$ 1,607.15		CC	Athletic Supplies
P0156856	Vertimax	\$ 1,756.92		CC	Athletic Supplies
P0156857	Farm Fresh Clothing Co LLC	\$ 2,888.38		CC	Custom Shirts
P0156858	Office Solutions	\$ 195.01		CC	Instructional Supplies
P0156859	EM EL Inc	\$ 5,000.00		CC	Blanket Order for Automotive Paint Machine Repairs
P0156860	Design Science Inc	\$ 276.00		NOCE	Software
P0156861	Amazon Business	\$ 68.34		CC	Instructional Supplies
P0156862	Amazon Business	\$ 116.78		CC	Instructional Materials
P0156863	MVP Promotions	\$ 1,967.68		CC	Custom Table Cloths
P0156864	Candace Rock Photo	\$ 1,500.00		CC	Independent Contractor for Photography Services
P0156865	Amazon Business	\$ 815.52		FC	Instructional Classroom Supplies
P0156866	Journeyworks Publishing	\$ 3,798.33		CC	Health Center Supplies
P0156867	Blackhawk Networks Inc	\$ 5,021.25		CC	Gift Cards for VRC Students
P0156868	Product Design 7 LLC	\$ 7,860.00		CC	Custom Stoles
P0156873	Amazon Business	\$ 842.59	Capital Outlay	CC	Office Supplies
P0156874	Chad Baum	\$ 5,537.42		FC	Reimbursement for Field Trip Fees
P0156875	B & H Photo Video Inc	\$ 10,102.85		CC	Camera Equipment
P0156876	Cidi Labs LLC	\$ 12,125.00		NOCE	Software Renewal
P0156877	Perkin Elmer Informatics Inc	\$ 6,788.25		FC	Software Renewal
P0156878	Sodexo Inc and Affiliates	\$ 175,423.48		FC	Catering for Students during Covid 19 BA 03/20/20
P0156879	The Oak Co	\$ 6,495.00		FC	Fall Schedule Typesetting
P0156880	Anthony Clough	\$ 500.00		FC	Guest Speaker for Art Department
P0156881	VAE Industries Corp	\$ 465.48		FC	Custom Banner
P0156882	Amazon Business	\$ 1,074.32		FC	Printer and Supplies
P0156883	Amazon Business	\$ 1,150.44		FC	Instructional Supplies
P0156884	Celina Gutierrez	\$ 130.56		FC	Reimbursement for Back Relief Lumbar Pillow
P0156885	Louis Krebs	\$ 261.21		CC	Reimbursement for CTE Auto Skills Event Food

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156886	Amazon Business	\$ 190.23		FC	Instructional Supplies
P0156887	Socalyoga Walls	\$ 6,481.37		CC	Yoga Supplies
P0156888	Transportation Charter Services Inc	\$ 588.00		CC	Field Trip Transportation Fees
P0156889	Amazon Business	\$ 674.31		FC	Instructional Supplies
P0156890	Great Wolf Lodge Southern California	\$ 16,072.52		NOCE	Conference Venue and Meals
P0156891	Kodo Kids LLC	\$ 959.70		FC	Instructional Supplies
P0156892	Tops Auto Supply	\$ 500.04		CC	Automotive Supplies
P0156893	Sodexo Inc and Affiliates	\$ 105,509.48		FC	Catering for Students during Covid 19 BA 03/20/20
P0156894	Buddy's All Stars, Inc.	\$ 7,143.67		FC	Athletic Supplies
P0156895	Toon Boom Animation Inc	\$ 8,645.00		FC	Software
P0156906	Sodexo Inc and Affiliates	\$ 107.41		FC	Catering for Counseling Department Event
P0156907	Sodexo Inc and Affiliates	\$ 46.50		FC	Catering for Counseling Department Event
P0156908	Krueger International Inc	\$ 1,338.00		FC	Desk Chairs
P0156909	International E-Z Up Inc	\$ 1,803.72		NOCE	Supplies
P0156910	Deniz Fierro	\$ 146.71		FC	Reimbursement for Open House Event Supplies
P0156911	CSI Fullmer	\$ 3,121.72		FC	Promise Center Furniture
P0156912	Cision US Inc	\$ 4,582.01		FC	Publishing Fees
P0156913	LearnTech	\$ 64,628.46		FC	Instructional Training Equipment
P0156914	Sodexo Inc and Affiliates	\$ 504.17		FC	Catering for EPP Promise Open House Event
P0156915	California Metal X	\$ 1,585.87		FC	Instructional Materials
P0156916	Scantron Corporation	\$ 75.30		CC	Instructional Supplies
P0156917	Grainger Inc	\$ 766.70		FC	Instructional Supplies
P0156923	Sodexo Inc and Affiliates	\$ 948.35		FC	Catering for Media Studies Event
P0156924	DingDing Music Inc	\$ 2,970.00		FC	Software License
P0156925	A1 Event & Party Rental	\$ 59,000.00		FC	Blanket Order for Commencement Stage Rentals
P0156926	Amazon Business	\$ 64.58		FC	Instructional Materials
P0156927	BSN Sports LLC	\$ 90.90		FC	Athletic Supplies
P0156928	Christina Villa	\$ 511.81		CC	Reimbursement - Student Mixer Event
P0156929	Subway	\$ 3,596.00		CC	Catering for High School Experience Day Event
P0156930	ARI Phoenix Inc	\$ 1,500.00		FC	Blanket Order for Onsite Automotive Lift Repairs
P0156931	Uline Inc	\$ 996.22		NOCE	Student Supplies
P0156932	SNO Sites	\$ 1,400.00		FC	Webhosting Fee
P0156934	TALAS	\$ 208.29		FC	Instructional Supplies
P0156935	Fullerton Ford	\$ 75,454.66	Capital Outlay	CC	Purchase 2022 Ford F-350 for Cypress College
P0156936	Howard Industries	\$ 7,686.89	Capital Outlay	CC	Pool Heat Exchanger for Cypress College
P0156937	B & H Photo Video Inc	\$ 3,072.36		FC	Camera Equipment
P0156938	American Dental Association	\$ 8,400.00		CC	Dental Programs Accreditation Fee
P0156939	Leica Geosystems Inc	\$ 63,015.44		FC	Drone Equipment
P0156940	Min Kwon	\$ 200.00		FC	Guest Performer for Concert Hour Performance
P0156941	CDW Government Inc	\$ 871.18		FC	iPad
P0156942	Top Hat Balloon Werks LLC	\$ 3,054.71		FC	Balloons for FC Student Life & Leadership
P0156943	CDW Government Inc	\$ 538.31		FC	Printer
P0156944	Sidepath Inc	\$ 946.99		CC	Laptop
P0156945	Vernier Software & Technology	\$ 5,597.33		FC	Instructional Equipment
P0156946	Ran Graphics Inc	\$ 86,393.95		NOCE	Printing - Summer 2023 Class Schedule
P0156947	Deniz Fierro	\$ 174.57		FC	Reimbursement for Graduation Promise Event Snacks
P0156948	Sodexo Inc and Affiliates	\$ 307.51		FC	Catering for Financial Aid Staff Appreciation
P0156949	B & H Photo Video Inc	\$ 250.59		FC	Microphone
P0156950	United Site Services of CA Inc	\$ 17,000.00		FC	Blanket Order for Portable Restroom Rentals

Item No. 3.a.6

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156951	Signarama of Anaheim	\$ 458.16		FC	Custom Signs for Art Gallery
P0156952	Alta Vista Country Club	\$ 14,701.00		FC	Golf Facility Rental for Tournament
P0156953	Amazon Business	\$ 2,585.79		FC	Instructional Supplies
P0156954	Anixter Inc	\$ 5,850.83		FC	Thermal Camera
P0156955	Sodexo Inc and Affiliates	\$ 260.47		FC	Catering for Student Development Event
P0156956	Pitsco Inc	\$ 7,697.87		FC	Online Training Material
P0156957	Parchment LLC	\$ 3,331.20		FC	Student Transcripts
P0156958	Goodson Manufacturing Company	\$ 180.09		FC	Instructional Supplies
P0156959	Janet Polanco	\$ 58.96		FC	Reimbursement for Snacks for Students
P0156961	Puretec Industrial Water	\$ 354.25		FC	Equipment Repair
P0156976	Kwaku Alston	\$ 500.00		FC	Guest Speaker for the Art Department
P0156977	Transportation Charter Services Inc	\$ 1,129.00		FC	Transportation for the Baseball Team
P0156978	Ascend Tools Inc	\$ 3,000.00		FC	Blanket Order for Instructional Supplies
P0156979	Amazon Business	\$ 646.50		FC	Books
P0156981	Facilities Planning & Program Services Inc	\$ 50,000.00	Capital Outlay	AC	Consultant Services for AC Fire Life Safety & Parking
P0156982	A1 Event & Party Rental	\$ 10,224.72		FC	Furniture Rentals for Hall of Fame Banquet
P0156989	951 Designs	\$ 596.93		FC	Custom Shirts
P0156990	Doing Good Works	\$ 85,007.56		FC	Promotional Supplies
P0156991	Nathaniel Iosbaker	\$ 500.00		FC	Guest speaker for the Fine Arts Department
P0156992	Fascella Finishes Inc	\$ 49,867.96		FC	Soundproofing for 4 Faculty Offices at FC
P0156993	ZenPro Audio LLC	\$ 1,723.98		FC	Audio Supplies
P0156994	Valsoft Corporation Inc	\$ 3,025.00		CC	Annual Renewal of SARS Software
P0156995	Sodexo Inc and Affiliates	\$ 150.63		FC	Catering for EOPS Student Club
P0156996	CSI Fullmer	\$ 20,078.77		FC	Furniture for 900 Building Lobby
P0156997	CDW Government Inc	\$ 11,462.88		FC	Tablet & Computer Hardware
P0156998	CDW Government Inc	\$ 169,741.00		FC	Laptops for Remote Learning B/A: 4/27/2021
P0156999	CDW Government Inc	\$ 93,325.24		FC	Laptops (84) B/A: 4/27/2021
P0157000	Carolina Biological Supply Co	\$ 4,836.87		CC	Instructional Supplies
P0157001	Air Treatment Corporation	\$ 84,346.70	Capital Outlay	CC	Aircoils
P0157002	Jay Seidel	\$ 276.85		FC	Reimbursement for Event Food Purchases
P0157003	Sweetwater Sound Inc	\$ 704.69		FC	Music Supplies
P0157004	College Reading & Learning Association	\$ 200.00		FC	Certification Fees
P0157005	Dramatists Play Service Inc	\$ 563.00		FC	Theatre Playwright Fees
P0157006	Ganahl Lumber Co	\$ 716.54		CC	Saw Blades
P0157007	Transportation Charter Services Inc	\$ 1,112.95		FC	Bus service for FC STEM- to Riverside UC
P0157008	Dunkel Bros Machinery Moving Inc	\$ 5,760.00		FC	Printing Press Relocation Services
P0157009	Pacific Coast Entertainment	\$ 18,394.23		FC	Audio Equipment
P0157010	Doing Good Works	\$ 4,880.18		FC	Custom Shirts
P0157011	Music Celebrations International LLC	\$ 30,265.00		FC	Field Trip Fees
P0157025	Kevin Scully	\$ 175.00		FC	Guest Speaker for FC Math & Computer Sci Division
P0157026	LVH Entertainment Systems	\$ 2,500.00		FC	Theatre Rigging Inspection Services
P0157027	Pink Creations Inc	\$ 202.57		FC	Custom Awards
P0157028	Melody La Montia	\$ 199.99		FC	Reimbursement for Software Purchase
P0157029	Jenny Davies	\$ 500.00		FC	Guest Speaker for BUS/CIS Division
P0157030	Aspira	\$ 2,500.00		FC	Videos for CTE Program
P0157032	Kaplan Early Learning Company	\$ 2,699.15		FC	Instructional Materials
P0157033	Blick Art Materials LLC	\$ 1,374.25		FC	Instructional Supplies
P0157034	AT & T Inc	\$ 30,506.93		NOCE	Student Hotspot Equipment
P0157035	A1 Event & Party Rental	\$ 5,640.05		NOCE	Graduation Equipment Rentals

Item No. 3.a.7

BOARD RECAP
FOR THE PERIOD FEBRUARY 23, 2023 THROUGH MARCH 16, 2023
BOARD MEETING APRIL 11, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0157036	Maria Chelo	\$ 300.00		FC	Guest Speaker for the Foser Youth Success Initiative Event
P0157037	Martha Trujillo	\$ 300.00		FC	Guest Speaker for the Foser Youth Success Initiative Event
P0157038	Economic Modeling LLC	\$ 5,000.00		FC	Subscription Renewal
P0157039	Stage Accents & Performance Concepts	\$ 1,500.00		FC	Blanket Order for Choral Attire
P0157040	VMock Inc	\$ 14,000.00		FC	Software Subscription Fees
P0157041	DroneDeploy Inc	\$ 4,800.00		FC	Software Subscription
P0157042	Scantron Corporation	\$ 4,306.77		FC	Instructional Equipment
P0157043	Western Association of Student	\$ 60.00		FC	Institutional Membership
P0157044	Glacier Communications Inc	\$ 75,000.00		CC	Independent Contractor for Advertising Services
P0157045	Best Buy Gov, LLC	\$ 787.92		FC	Refrigerator
P0157046	The Myers-Briggs Company	\$ 25,922.00		FC	Student Textbooks
P0157047	The Lampo Group Inc	\$ 5,224.45		CC	Online Textbooks
P0157048	Journalism Assoc of Community Colleges	\$ 700.00		FC	Institutional Membership
P0157049	A Alvarado Painting	\$ 7,800.00		FC	Onsite Painting Services
P0157050	Jerling Management Company Inc	\$ 750.00		CC	Clean Filters in Culinary Kitchen at AC
P0157051	ConvergeOne Inc	\$ 11,989.76		CC	Software Subscription
P0157052	CDW Government Inc	\$ 172.40		AC	Hardware Equipment
P0157053	Enthusiast Inc	\$ 500.50		CC	Software Subscription
P0157054	CDW Government Inc	\$ 90,174.42		NOCE	Computer Equipment
P0157055	GST	\$ 1,017.51		FC	Monitors and Web Camera
P0157056	Sweetwater Sound Inc	\$ 910.49		FC	Music Supplies
P0157057	Snap-on-Industrial	\$ 70,917.59		CC	Instructional Equipment
P0157058	Stella Luna Yoga	\$ 500.00		CC	Guest Speaker for CARE Seminar
P0157059	Stacia Lang	\$ 600.00		CC	Guest Speaker for the Art Department
P0157060	HD Supply Facilities Maintenance LTD	\$ 5,688.99		FC	Lighting Supplies
P0157061	Amazon Business	\$ 495.54		FC	Books
P0157069	Orange County Air Conditioning	\$ 29,110.00		FC	Removed & Replaced New AC Equipment at FC
		\$ 4,019,387.05			

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 11, 2023
SUBJECT: 2022-2023 Budget Transfers: General Fund

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

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

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

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

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

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

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

RECOMMENDATION: Authorization is requested to approve the 2022-2023 General Fund transfers netting to the amount of \$1,011,181 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by


Approved for Submittal

3.b.1

Item No.

Budget Transfers

3-14-2023

1. 11100: Prior Year Funds - CC

Transfer budget to cover the purchase of equipment for Dental Hygiene Program.

From:	5000 Other Operating Expenses & Services	(121,148)
To:	6000 Capital Outlay	121,148

2. 11100: Prior Year Funds - DW/CC/FC/NOCE

Transfer to provide funding from Districtwide carryover funds to the campuses to implement the pilot for Part-Time Faculty Office Hours program for the Spring 2023 Term.

From:	7900 Reserve for Contingencies	(400,000)
To:	1300 Noninstructional Salaries	400,000

3. 11100: Prior Year Funds - FC

3.1 Transfer to cover the costs for Hornets Tutoring, an embedded tutoring support under FC Academic Support Center for students.

From:	5000 Other Operating Expenses & Services	(400,000)
To:	2400 Instructional Aides	400,000

3.2 Transfer to cover FC Music Department's Field Trip to Chicago, Illinois.

From:	4000 Supplies & Materials	(10,029)
To:	5000 Other Operating Expenses & Services	10,029

4. 17243: Strong Workforce Initiative - Local - FC

Transfer to cover cost of counselor salaries for additional intervention with students, development of program plans, and assist with information sessions in support of the cybersecurity program.

From:	2300 Noninstructional Salaries	(10,000)
To:	1400 Noninstructional Salaries	10,000

5. 17291: Strong Workforce Program - Regional - FC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(177,635)
To:	4000 Supplies & Materials	2,500
	6000 Capital Outlay	175,135

6. 17942: Student Equity and Achievement - FC

Transfer to cover future salaries and benefits for hourly counselor.

From:	7900 Reserve for Contingencies	(36,339)
To:	1400 Noninstructional Salaries	33,446
	3900 Benefits	2,893

7. 18204: COVID - 19 Recovery Block Grant - FC

7.1 Transfer to cover the costs of FC Marketing's Virtual Tour Production.

From:	6000 Capital Outlay	(80,000)
To:	5000 Other Operating Expenses & Services	80,000

Budget Transfers

3-14-2023

7.2 Transfer to cover the costs for FC Promise Program's upcoming events and hourly call center employees.

From:	6000 Capital Outlay	(95,000)
To:	2300 Noninstructional Salaries	46,019
	3900 Benefits	3,981
	5000 Other Operating Expenses & Services	45,000

7.3 Transfer to cover the costs for FC Promise Program's FC Night event.

From:	6000 Capital Outlay	(10,000)
To:	5000 Other Operating Expenses & Services	10,000

8. 18549: California College Promise AB19 - FC

Transfer to cover FC Promise Program's upcoming events throughout the year.

From:	7900 Reserve for Contingencies	(145,000)
To:	5000 Other Operating Expenses & Services	145,000

9. 19323: K-16 Region. Collaborative Grant - CC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(17,000)
To:	2300 Noninstructional Salaries	10,000
	3900 Benefits	3,000
	4000 Supplies & Materials	4,000

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 11, 2023 Resolution _____
Information _____
Enclosure(s) _____
SUBJECT: Schools Excess Liability Fund (SELF)
Assessment #2 Due to AB 218

BACKGROUND: For Property and Liability coverage, the District has been a member of Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority (ASCIP JPA), which provides loss control services and coverage for general liability, automobile comprehensive /collision/liability, professional liability, property, equipment breakdown, and employee dishonesty (Crime). ASCIP JPA covers the first \$5 million, and Schools Excess Liability Fund (SELF), a statewide consortium of K-12 and community college districts provides the next layer of coverage up to \$55 million per occurrence.

SELF is a Joint Powers Authority (JPA) formed in 1986 by school districts, county offices of education, and community colleges statewide. SELF remains owned and managed by school districts and community colleges. This means that each member shares in the fiscal impacts of retroactive laws such as AB 218.

With the signing of AB 218 (the California Child Victims Act) by the Governor in the fall of 2019, schools and colleges became exposed to significant potential liability and litigation. This law poses unfunded mandate on public educational agencies on both a prospective and retroactive basis. Retroactively the law allowed the filing of litigation against public educational agencies for claims arising from childhood sexual assault for an event at any time in the past, during the three-year window from January 1, 2020, through December 31, 2022.

Although that window has now closed, the law also extended the statute of limitations for filing one of these claims from age 26 to age 40 and significantly broadened the type of misconduct covered going forward by changing the term “childhood sexual abuse” to “childhood sexual assault”. This will therefore have a lasting impact on schools for many years to come. Additionally, new legislation was introduced in February, AB 452, that would eliminate the statute forever, both prospectively and retroactively.

As of December 31, 2022 SELF has received 235 of these claims involving more than 331 plaintiffs. Most of these claims are falling within the period of 1986 – 2008, a time when SELF’s membership was at its historic height – averaging 5.3 million students. As a result, most school and college districts’ legal exposure during these years for a Sexual Assault & Molestation (SAM) case largely lies through their membership with SELF.

To protect public education from the impact of this retroactive exposure, the SELF Board approved the creation of the AB 218 Revived Liability Funding Plan. The plan was developed with the goals of equity and transparency and has targeted years that 1) have received AB 218 claim(s) and 2) the program year reflects a deficit position from operations.

The invoice the District received reflects its pro-rata share of the liabilities in the impacted years, and the rate is much lower than K-12 schools.

Under normal circumstances, many of those older years were long thought closed by the SELF Board. Nearly \$70 million in funds were returned to member districts in the form of dividends and rate credits, a benefit of belonging to a member owned organization. This was done consistent with actuarial analysis and Board policy. At the time, no one conceived of a retroactive law that would reopen those years.

The first assessment was paid in 2021 in the amount of \$196,249.53 (inclusive of 3% timely payment discount) for fiscal years 1996/97, 1999/00, 2006/07, and 2016/17. This amount was based on an actuarial study conducted at that time with the 18 claims received at that time, with 60 plaintiffs.

The second assessment is based on additional claims that have come in through March 31 of 2022, which includes another 43 claims with 45 more plaintiffs. Some years are being assessed again because the liabilities have continued to grow.

The second assessment is for the following years:

<u>Fiscal Year</u>	<u>Charge</u>
1990/1991	\$10,858.76
1996/1997	\$ 9,111.11
1998/1999	\$56,412.89
1999/2000	\$46,635.31
2000/2001	\$78,478.39
2003/2004	\$28,991.34
2004/2005	\$61,481.79
2006/2007	<u>\$55,008.01</u>
Total:	\$346,977.60
Full Timely Payment (3%) Discount	<u>(13,879.10)</u>
Full Timely Payment (discounted):	\$333,098.50

This agreement will be on file in the District Business Office.

This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6540, Insurance.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self Insurance Fund.

RECOMMENDATION: Authorization is requested for the payment of the Assessment by Schools Excess Liability Fund (SELF) in the amount of \$333,098.50 for the liability program years 1990/91, 1996/97, 1998/99, 1999/00, 2000/01, 2003/04, 2004/05, and 2006/07, which is an additional liability that resulted from AB 218.

Fred Williams

Recommended by


Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 11, 2023 Resolution
Information
SUBJECT: Professional Liability Insurance for the Enclosure(s)
Mortuary Science Program

BACKGROUND: The Cypress College Mortuary Science Program has had a long-standing contract with the Los Angeles County, University of Southern California Medical Center (LAC+USC) to obtain human remains for use in embalming instruction. The Program has relied on this agreement for more than 50 years to provide students enrolled in embalming labs access to human remains during the course of instruction, but this contract has been terminated.

Without human remains from LAC+USC, the cost of purchasing anatomical specimens will be more than \$130,000 per semester. Therefore, Mortuary Science faculty, staff, and advisory committee members worked with other county coroner offices and public administrators, as well as county-contracted funeral establishments with indigent disposition contracts, to acquire remains for embalming instruction on campus. Several of our industry partners are interested in partnering with other funeral establishments to provide for preparation and storage of human remains. However, this requires a funeral establishment license in order enter these partnerships. Therefore, the Mortuary Science Department seeks to obtain a California Funeral Establishment (CFE) license from the Cemetery and Funeral Bureau (CFB) in order to partner with local counties and other local funeral directors to care for indigent remains.

In Orange County, the Coroner Division regularly enters into contracts with funeral establishments to care for the disposition of indigent remains at county expense. With a CFE license and adequate insurance as prescribed by the County of Orange Insurance Requirements for Service Contracts, Cypress College will be eligible to enter into county contracts for indigent remains.

In order to operate under the CFE license, county mortuary services for indigent remains contracts requires Professional Liability coverage provided by a "A" rated carrier in the amount of \$2M per occurrence and \$5M aggregate. The District's liability coverage with ASCIP cannot satisfy this requirement as a Joint Powers of Authority. Therefore, Gallagher, the insurance broker for ASCIP secured quotes to provide coverage for the employees and students involved in the activities of transportation, disinfection, preservation, and restoration of human remains as part of the Mortuary Science Program.

Below is the premium breakdown:

RSUI Insurance Company: Primary coverage of \$2M/\$2M for \$41,916.88
Lloyds of London: Excess coverage of \$3M/\$3M for \$40,240.20

This quote is for an annual premium and is effective March 29, 2023 based on the urgent need of the specimens. This policy has been extended to 14 months to cover through the end of the 2023-24 program year.

This agreement will be on file in the District Business Office.

This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6540, Insurance.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self Insurance Fund.

RECOMMENDATION: Authorization is requested to enter into agreements with RSUI and Lloyds of London through Gallagher for professional liability coverage for the Cypress College Mortuary Science program in the amount of \$82,157.08, effective March 29, 2023 through June 30, 2024. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to bind the insurance policies on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 11, 2023

SUBJECT: Surplus and Obsolete Supplies and Equipment

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

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and are no longer suitable for the District. Other campuses were made aware of the surplus items and were given the opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts received no response. In this instance, local high schools were not notified because the District deemed that these items would not be of use to them.

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

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

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

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

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

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

Fred Williams

Recommended by


Approved for Submittal

3.e.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
9	File Cabinets	AC
35	Chairs	AC
8	Desks	AC
2	Vacuums	AC
6	Balance (Automotive)	FC
14	Book Shelves	FC
209	Chairs	FC
449	Computers	FC
1	Copier	FC
8	Desks	FC
11	Electronic Drum Sets	FC
13	Electronic Pianos	FC
75	File Cabinets	FC
1	Film Dryer	FC
7	Film Processors	FC
2	Lockers	FC
4	Microscopes	FC
2	Printers	FC
2	Refrigerators	FC
1	Spectro Meter	FC
58	Tables	FC
2	Video Cameras	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	April 11, 2023	Information	_____
		Enclosure(s)	_____
SUBJECT:	Enter into Consultant Agreement with Marx Okubo Associates for the Update of the 2015 Districtwide American with Disabilities Act (ADA) Transition Plan		

BACKGROUND: In October 2015, the District adopted a comprehensive ADA Transition Plan prepared by Cordoba Corporation to fulfill the requirements outlined in Title III of the ADA, which states a public accommodation must provide a plan for removing barriers and making facilities readily accessible to and usable by persons with disabilities. In accordance with the ADA, regular updates to the plan shall be made to ensure continuing compliance with the legislation’s regulatory requirements. Since adopting the document, the facilities at all three District campuses have completed renovations, improvements, and additions to the facilities, which have yet to be accounted for in subsequent updates to the existing ADA transition plan.

For this purpose, the District conducted a request for proposals to update the existing ADA Transition Plan in November 2022 to select a qualified firm to perform all necessary updates to the 2015 ADA Transition Plan, including:

- a review of the existing list of physical barriers previously identified in all facilities as well as the subsequent barrier removal project history, and an assessment of the sites for work completed and still required;
- a survey of existing and new facilities to verify earlier assessments, removal, and identification of new barriers
- a detailed description of the method to be used to remove the identified barriers and make the facility accessible
- an execution plan that prioritizes the work, schedule for completion, and the cost of removal of the barriers to achieving compliance with ADA, Title III;
- an add alternate for the ongoing maintenance support, including document tracking, in-field barrier removal confirmation, project scoping, and design consulting as barriers are removed and new buildings come online.

The following architecture firms specialized in the subject provided proposals for consideration:

	Base Fee	Add – Alternate	Total
Marx Okubo	\$514,300	\$30,000	\$544,300
Pacific Rim Architects	\$529,606	N/A	\$529,600

Following the receipt and initial evaluation of the proposals, the District established a selection committee panel composed of 14 members from the District and all three campuses with expertise in facilities, accessibility, administrative services, and capital projects. The selection committee has the opportunity to interview both candidates in February 2023 to assess their qualifications, experience, and knowledge of the subject. Ultimately, the committee gathered in a plenary meeting in March 2023 to discuss observations and reach a final agreement on the choice consultant to proceed with the 2015 ADA Transition Plan Update. After deliberations, Marx Okubo was selected to carry out this work due to their competence in completing similar regional projects and overall team expertise.

It is, therefore, recommended that the Board approve to enter into a consultant agreement with Marx Okubo in the amount of \$514,300 for the survey, project execution plan, and final updates ADA Transition Plan. In addition, the add-alternate in the amount of \$30,000 is requested for the completion of subsequent updates to the completed document. The project is expected to last 12 months from contract signing.

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The consultant's fee of \$514,300, plus an add-alternate in the amount of \$30,000, for a total of \$544,300 will be charged to Capital Outlay funds.

RECOMMENDATION: Authorization is requested to enter into a consultant agreement with Marx Okubo in the amount of \$514,300, plus an add-alternate in the amount of \$30,000 for the preparation of an update to the Districtwide ADA Transition Plan. The term of the contract shall commence on April 2023 and terminate on April 2024 for a duration of 12 months. 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.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	April 11, 2023	Information	_____
		Enclosure(s)	_____
SUBJECT:	Enter into Amendment No. 02 with Sundt Construction, Inc. for Construction Management Services for the Fine Arts Swing Space Project at Cypress College		

BACKGROUND: On June 28, 2022 the Board of Trustees approved an agreement with Sundt Construction, Inc. (Sundt) for construction management services for the Fine Arts Swing Space project. The construction manager facilitates all communication with the contractor while overseeing and advising on the contractor’s progress throughout construction.

On February 14, 2023, the Board approved amendment no. 1 for additional services due to the temporary relocation of the occupants to the existing SEM building in the amount of \$91,968 and extended the date through March 2023 in lieu of the original completion date of January 2023.

Due to further impact delay for the Fine Arts Swing Space, Amendment no. 2 is needed for additional services in the amount of \$115,000, increasing the total contract amount to \$533,161 and extend the completion date through May 2023.

Original Contract Amount	\$	326,193
Amendment No. 1	\$	91,968
Amendment No. 2		<u>115,000</u>
Revised Total Contract amount	\$	<u>533,161</u>

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, and Dr. Stephen Schoonmaker, Interim Vice President of Administrative Services at Cypress College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This agreement is funded by Measure J.

RECOMMENDATION: Authorization is requested to approve Amendment No. 2 in the amount of \$115,000 for a new total contract amount of \$533,161 for Construction Management Services with Sundt Construction, Inc., for the Fine Arts Swing Space Project at Cypress College. 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

B. V. dist Brad M

Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	April 11, 2023	Information	
		Enclosure(s)	
SUBJECT:	Award Bid #2223-19, Cypress College Barrier Removal Project at Parking Lot 1		

BACKGROUND: As part of the Anaheim Campus Water Intrusion project, the first floor of the Anaheim Campus will be required to temporarily vacate, including the Cypress College Hotel, Restaurant, and Culinary Arts (“HRC”) program. The program will be temporarily housed at Cypress College both in existing spaces in the Business Building and leased modular buildings. This portion of the project involves ADA barrier removal in Parking Lot 1, including the nearby path of travel.

On March 27, 2023, the Purchasing Department received four bids for the Cypress College Barrier Removal Project at Parking Lot 1. The lowest responsive and responsible bidder was Asad Holdings LLC dba: OrangeBlue in the amount of \$258,000 including \$23,000 in allowance. The project was estimated around \$300,000. Below is the bid summary.

COMPANY	BASE BID	ALLOWANCE	TOTAL
Prestige Striping Services Inc. dba Prestige Paving Company * (Non-Responsive)	\$221,001	Unknown	\$221,001* No bid form submitted
Asad Holdings LLC DBA OrangeBlue	\$235,000	\$23,000	\$258,000
Loengreen, Inc.	\$263,983	\$23,758	\$287,741
Harbor Coating and Restoration	\$285,000	\$28,500	\$313,500

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

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

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

Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: This project is funded by Measure J.

RECOMMENDATION: Authorization is requested to award Bid #2223-19, Cypress College Barrier Removal Project at Parking Lot to Asad Holdings LLC dba: OrangeBlue in the amount of \$258,000 including \$23,000 in 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

B. V. dist Brad M

Approved for Submittal

3.h.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 11, 2023
SUBJECT: Cypress College Curriculum Matters

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

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

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

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

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


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

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2023. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by



Approved for Submittal

4.a.1

Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda

April 11, 2023

(DCCC approved March 10, 2023)

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 050 C Auto Tech Special Projects Units: .5-3 Lecture: 0 Laboratory: 1.5-9	*Outline Update *Prerequisite revalidated *Remove prerequisite: AT 200 C *Student contact hours from 40-180 to 27-162 *Total student learning hours from 0 to 27-162 *Catalog/Schedule Description Update. *Student Learning Outcomes Update	24	Advisory committee recommendation was to follow the industry standard of 12:1. The instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups of 4.	2023 Fall	Outline, prerequisite revalidated, removal of prerequisite AT 200 C, student contact hours, total student learning hours, catalog/schedule description, and SLOs updated to better reflect course content.
AT 250 C Advanced Performance and Driveability Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Prerequisite revalidated *Outside of class hours from 144 to 108 *Total student learning hours from 252 to 216 *Lecture hours from 4 to 3 *Lab hours from 2 to 3 *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	24	Automotive technology courses at Cypress College involve lecture/ individualized instruction and lab that involves extensive individualized feedback to develop industry skill sets. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was to follow the industry standard of 12:1. While this is not feasible in our educational model, the student to instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups of 4.	2023 Fall	Outline, prerequisite revalidated, outside of class hours, total student learning hours, lecture/lab hours, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
DH 110 C Clinical Dental Hygiene Units: 7 Lecture: 2 Laboratory: 15	*Outline Update *Units from 6 to 7 *Class fee from \$0 to \$149 *Student contact hours from 288 to 306 *Outside of class hours from 36 to 72 *Total student learning hours from 324 to 378 *Lecture hours from 1	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to five to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2023 Fall	To increase the lecture hour portion of the course from 1 hour to 2 hours. New material, equipment, and software will be added to the lecture portion of the course. Outline, units, class fee, student contact hours, outside of class hours, total student learning hours, lecture hours, and textbook updated to better reflect

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	to 2 *Textbook Update				course content.
HUSR 210 C Introductory Fieldwork Units: 3 Lecture: 1 Laboratory: 7	*Outline Update *Prerequisite revalidated *Removal of FSAs: C55 (Psychology), C75 (Sociology), N02 (Addiction Paraprofessional Training) *Add FSA: C80 (Social Science) *Catalog Description Update *Student Learning Outcomes Update	35	While the instructor does lecture, as well as focusing on discussion, group learning, and/or formal/informal student presentations Evaluation primarily through objective mandates. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Outline, prerequisite revalidated, FSAs, catalog description, and SLOs updated to better reflect course content.
HUSR 211 C Advanced Fieldwork Units: 3 Lecture: 1 Laboratory: 7	*Outline Update *Prerequisite revalidated *Removal of FSAs: C55 (Psychology), C75 (Sociology), N02 (Addiction Paraprofessional Training) *Add FSA: C80 (Social Science) *Catalog Description Update *Student Learning Outcomes	35	While the instructor does lecture, there is also class discussion, group learning, and formal/informal student presentations. Evaluation primarily through objective mandates. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Outline, prerequisite revalidated, FSAs, catalog description, and SLOs updated to better reflect course content.
HUSR 221 C Crisis Intervention and Referral Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add Distance Education: Fully and Partially Online. *Removal of FSAs: C55 (Psychology), C75 (Sociology), N02 (Addiction Paraprofessional Training) *Add FSA: C80 (Social Science) *Student Learning Outcomes Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Outline, add distance education, FSAs, SLOs, and textbook updated to better reflect course content.
HUSR 223 C Helping Skills- Human Services Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Student Learning Outcomes Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly	2023 Fall	Outline and SLOs updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			for concepts and structure.		
HUSR 243 C Co-Occurring Disorders Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Outline, SLOs, and textbook updated to better reflect course content.
HUSR 275 C Ethical Issues in Human Services Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Student Learning Outcomes Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Outline, SLOs, and textbook updated to better reflect course content.
KIN 272 C Strength and Conditioning Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Class size from 35 to 30. *Schedule Description Update	30	Alignment of methodologies and best practices to ensure the safety of our students for instruction and performing related course practical vocational skills and labs which require large amounts individualized instruction. The revisions ensure students receive high level of instruction to ensure the preparedness of accreditations or certificates.	2023 Fall	Outline, class size adjustment, and schedule description updated to better reflect course content.
KIN 274 C Exercise Testing and Prescription Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Schedule Description Update	25	Alignment of methodologies and best practices to ensure the safety of our students for instruction and performing related course practical vocational skills and labs which require large amounts individualized instruction. The revisions ensure students receive high level of instruction to ensure the preparedness of accreditations or certificates.	2023 Fall	Outline and schedule description updated to better reflect course content.
MATH 126 C Introduction to Probability and Statistics with Technology Units: 4 Lecture: 4 Laboratory: 0	*Prerequisite: Through the multiple measures' evaluation process, students may be required to take MATH 120PC with the paired support course MATH 012C. All students may take MATH 120PC with the support course MATH 012C *Advisory: None	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2023 Fall	Correction: There is no advisory but there is a pre-requisite, previously board approved 11/8/2022.
NURS 191 C	*Outline Update	25	Most of the time the students are	2023	Outline, add partially online,

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Pharmacology in Nursing I Units: 1 Lecture: 1 Laboratory: 0	*Add Distance Education: Partially Online *Prerequisite revalidated *Textbook Update		engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	Fall	prerequisite revalidated, and textbook updated to better reflect course content.
NURS 192 C Fundamentals of Nursing Units: 4.5 Lecture: 2.5 Laboratory: 6	*Outline Update *Add Distance Education: Partially Online *Prerequisite revalidated *CIP Code update *Textbook Update	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations This course consists of two components: a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of 4 lab sections that can be accommodated by a lecture size of 40.	2023 Fall	Outline, add partially online, prerequisite revalidated, CIP code, and textbook updated to better reflect course content.
NURS 193 C Introduction to Medical-Surgical/Gero Nursing Units: 3.5 Lecture: 1.5 Laboratory: 6	*Outline Update *Add Distance Education: Partially Online *Corequisite: NURS 191 C *Prerequisite revalidated *Catalog Description Update *Student Learning Outcomes Update	40	This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.	2023 Fall	Outline, add corequisite, prerequisite revalidated, add partially online, catalog description, and SLOs, updated to better reflect course content.
NURS 294 C Geriatric Nursing Units: 3 Lecture: 1.5 Laboratory: 4.5	*Outline Update *Add Distance Education: Partially Online (HY) *Prerequisite revalidated *Textbook Update	40	This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of ten students per instructor. The cohort consists of two lab sections that can be accommodated by a lecture size of 40.	2023 Fall	Outline, add distance education (HY), prerequisite revalidated, and textbook updated to better reflect course content.
NURS 296 C Child/Family Nursing Units: 3.5 Lecture: 1.75	*Outline Update *Add Distance Education: Partially Online *Prerequisite	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations This course consists	2023 Fall	Outline, add partially online, and prerequisite revalidated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 5.25	revalidated		of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.		
PHOT 204 C History of Photography Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Add Advisory: PHOT 101 C *Remove Advisory: PHOT 103 C *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2023 Fall	Outline, advisory, catalog/schedule description, SLOs, and textbook updated to better reflect course content.

MODIFY DEGREES/CERTIFICATES																					
DEGREE		EFF DATE	JUSTIFICATION																		
Automotive Collision Repair	<p>Auto Collision 1: Detail Technician Certificate This program introduces students to the fundamentals of auto collision repair, to include the tools, techniques, and basic concepts and safety standards of the industry. Students will learn the basics of detailing, structural repair, and refinishing for entry level work. To earn a certificate student must complete all major course requirements with a grade of C or better. At least 50% of the program must be completed at Cypress College. This certificate requires a total of 17-18 units.</p> <p>Required courses are listed in suggested sequence (17-18 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACR020 C</td> <td>Auto Detail/Car Care - Beginning</td> <td>3</td> </tr> <tr> <td>ACR101 C</td> <td>Auto Collision Repair Tech I</td> <td>6</td> </tr> <tr> <td>ACR107 C</td> <td>Refinishing Technician I</td> <td>6</td> </tr> <tr> <td>ACR150 C</td> <td>ACR/Special Projects</td> <td>2 - 3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>17 - 18</td> </tr> </tbody> </table>			Units	ACR020 C	Auto Detail/Car Care - Beginning	3	ACR101 C	Auto Collision Repair Tech I	6	ACR107 C	Refinishing Technician I	6	ACR150 C	ACR/Special Projects	2 - 3	Total Units		17 - 18	2023 Fall	*Course update: ACR050 C is now ACR 150 C. Total units remain the same
		Units																			
ACR020 C	Auto Detail/Car Care - Beginning	3																			
ACR101 C	Auto Collision Repair Tech I	6																			
ACR107 C	Refinishing Technician I	6																			
ACR150 C	ACR/Special Projects	2 - 3																			
Total Units		17 - 18																			
Administration of Justice	<p>Law, Public Policy and Society Associate in Arts for Transfer Degree (AA-T) The coursework required to earn an AA-T in Law, Public Policy, and Society has been identified as good preparation for law school upon completion of a bachelor's degree. This interdisciplinary area of emphasis emphasizes the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors. Students who opt to pursue this course of study are encouraged to</p>	2023 Fall	*Catalog description update *PSLOs update *Course title update; ETHS 151 C, ETHS 152 C Total units remain the																		

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																			
	<p>engage in further exploration of one or more specific majors as they select electives for degree completion. This curriculum specifically prepares the prospective transfer student for upper division coursework in a variety of majors such as: American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AA-T in Law, Public Policy and Society students must complete the following requirements: (1) a minimum of 33-34 semester units or 49.5-51 quarter units in the major or area of emphasis as determined by the community college district, (2) earn a grade of C or better in all courses required for the major or area of emphasis, A P(Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) obtainment of a minimum grade point average (GPA) of 2.0. This degree requires a total of 33-34 units in addition to other graduation requirements.</p> <p>Required Core: (27 units)</p> <table border="1" data-bbox="342 1360 1040 1881"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BUS240 C</td> <td>Legal Environment of Business</td> <td>3</td> </tr> <tr> <td>PHIL160 C</td> <td>Introduction to Ethics</td> <td>3</td> </tr> <tr> <td>COMM100 C</td> <td>Human Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM100HC</td> <td>Honors Human Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM124 C</td> <td>Small Group Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM135 C</td> <td>Argument and Critical Thinking</td> <td>3</td> </tr> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL100HC</td> <td>Honors College Writing</td> <td>4</td> </tr> </tbody> </table>			Units	AJ110 C	Introduction to Criminal Justice	3		or		AJ120 C	Concepts of Criminal Law	3		or		BUS240 C	Legal Environment of Business	3	PHIL160 C	Introduction to Ethics	3	COMM100 C	Human Communication	3		or		COMM100HC	Honors Human Communication	3		or		COMM124 C	Small Group Communication	3		or		COMM135 C	Argument and Critical Thinking	3	ENGL100 C	College Writing	4		or		ENGL100HC	Honors College Writing	4		same.
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	ENGL103 C	Critical Reasoning and Writing	4	
		or		
	ENGL103HC	Honors Critical Reasoning and Writing	4	
	MATH120 C	Introduction to Probability and Statistics	4	
		or		
	PSY161 C	Probability and Statistics-Social Sciences	4	
		or		
	PSY161HC	Honors Probability and Statistics-Social Sciences	4	
		or		
	SOC161 C	Probability and Statistics-Social Sciences	4	
		or		
	SOC161HC	Honors Probability and Statistics-Social Sciences	4	
	HIST170 C	History of the United States I	3	
		or		
	HIST170HC	Honors History of the United States I	3	
		or		
	ETHS131 C	African-American History II	3	
	POSC100 C	United States Government	3	
		or		
	POSC100HC	Honors United States Government	3	
	List A			
	Select 6-7 units			
	(Note: courses must not have been used above):			
	Administration of Justice/Criminal Justice/Criminology			
			Units	
	AJ110 C	Introduction to Criminal Justice	3	
	AJ120 C	Concepts of Criminal Law	3	
	AJ160 C	Community and the Justice System	3	
	Business			
			Units	
	BUS240 C	Legal Environment of Business	3	
	Economics			
			Units	
	ECON100 C	Principles of Economics-Macro	3	
		or		
	ECON100HC	Honors Principles of Economics-Macro	3	
	ECON105 C	Principles of Economics-Micro	3	
		or		
	ECON105HC	Honors Principles of Economics-Micro	3	
	Political Science			
			Units	
	POSC120 C	Political Theory	3	
	POSC200 C	Introduction to Political Science	3	
	POSC215 C	Comparative Politics	3	
	POSC230 C	International Relations	3	
	Public Policy			
			Units	
	ETHS101 C	American Ethnic Studies	3	
		or		
	ETHS101HC	Honors American Ethnic Studies	3	
	HUSR240 C	Drugs and Alcohol in Our Society	3	
	JOUR140 C	Public Relations	3	
	PHS281 C	Health and Social Justice	3	
		or		

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	PHS281HC	Honors Health and Social Justice	3													
	PHS285 C	Global and Community Health	3													
	Diversity															
			Units													
	ANTH102 C	Cultural Anthropology	3													
	or															
	ANTH102HC	Honors Cultural Anthropology	3													
	GEOG160 C	Cultural Geography	3													
	Perspectives of Under-Represented Groups															
			Units													
	ETHS130 C	African-American History I	3													
	ETHS131 C	African-American History II	3													
	ETHS151 C	Chicana-o-x History I	3													
	ETHS152 C	Chicana-o-x History II	3													
	ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3													
	ETHS160 C	Native American History I	3													
	ETHS171 C	Asian Pacific American History	3													
	HIST270 C	Women in United States History	3													
	College Success															
			Units													
	COUN105 C	Stress and Anxiety Management	1													
	COUN150 C	Academic and Life Success	3													
	COUN151 C	Career and Life Planning	3													
	Internship/Fieldwork															
			Units													
	HUSR210 C	Introductory Fieldwork	3													
	HUSR211 C	Advanced Fieldwork	3													
	Total Units		33 - 34													
Ethnic Studies	<p>African-American Studies Associate in Arts Degree</p> <p>The African-American Studies Associate in Arts Degree is designed to provide students with a multi-disciplinary and interdisciplinary examination of the experiences of persons of African descent in the United States. Students will analyze issues pertaining to the African-American community in particular while holistically developing a critical understanding of race, ethnicity, class, gender, sexuality, and power in American society. To earn an Associate Degree student must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This degree requires a total of 18 units in addition to other graduation requirements.</p> <p>Required courses (12 units):</p> <table border="1" data-bbox="342 1759 1068 1883"> <tr> <td data-bbox="342 1759 963 1791"></td> <td data-bbox="963 1759 1068 1791"></td> <td data-bbox="1068 1759 1154 1791">Units</td> </tr> <tr> <td data-bbox="342 1791 963 1822">ETHS101 C</td> <td data-bbox="963 1791 1068 1822">American Ethnic Studies</td> <td data-bbox="1068 1791 1154 1822">3</td> </tr> <tr> <td colspan="2" data-bbox="342 1822 963 1854">or</td> <td data-bbox="1068 1822 1154 1854"></td> </tr> <tr> <td data-bbox="342 1854 963 1883">ETHS101HC</td> <td data-bbox="963 1854 1068 1883">Honors American Ethnic Studies</td> <td data-bbox="1068 1854 1154 1883">3</td> </tr> </table>				Units	ETHS101 C	American Ethnic Studies	3	or			ETHS101HC	Honors American Ethnic Studies	3	2023 Fall	<p>*Catalog Description Update</p> <p>*PSLOs Update</p> <p>*Course title update: ETHS 151 C, ETHS 152 C</p> <p>Total units remain the same.</p>
		Units														
ETHS101 C	American Ethnic Studies	3														
or																
ETHS101HC	Honors American Ethnic Studies	3														

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DEGREE				EFF DATE	JUSTIFICATION						
	ETHS129 C	Introduction to African-American Studies	3								
	ETHS130 C	African-American History I	3								
	ETHS131 C	African-American History II	3								
	LIST A: Select one of the following elective courses related to the African-American experience (3 units):										
			Units								
	ENGL255 C	African-American Literature I	3								
	ENGL256 C	African-American Literature II	3								
	ETHS202 C	Race, Ethnicity, and Popular Culture	3								
	ETHS235 C	American Racial Liberation Movements	3								
	HIST135 C	History of Africa	3								
	MUS113 C	Jazz History	3								
	MUS114 C	History of Hip Hop-Rap	3								
	POSC209 C	Urban Politics	3								
	LIST B: Select one of the following Ethnic Studies or related elective courses or one course not already taken from List A (3 units):										
			Units								
	ETHS150 C	Introduction to Chicana-o-x Studies	3								
	ETHS151 C	Chicana-o-x History I	3								
	ETHS152 C	Chicana-o-x History II	3								
	ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3								
	ETHS159 C	Introduction to Native American Studies	3								
	ETHS160 C	Native American History I	3								
	ETHS161 C	Native American History II	3								
	ETHS170 C	Introduction to Asian Pacific American Studies	3								
	ETHS171 C	Asian Pacific American History	3								
	SOC290 C	Sociology of Contemporary Race and Ethnic Relations	3								
	Total Units		18								
Ethnic Studies	<p>Chicana/o/x Studies Associate in Arts Degree</p> <p>The Chicana/o/x Studies Associate in Arts Degree is designed to provide students with a multi-disciplinary and interdisciplinary examination of the experiences of Chicanas/os/xs (Mexican Americans) and other Latina/o/x populations in the United States. Students will analyze issues pertaining to Chicana/o/x and Latina/o/x communities in particular while holistically developing a critical understanding of race, ethnicity, class, gender, sexuality, and power in American society. To earn an Associate Degree student must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This degree requires a total of 18 units in addition to other graduation requirements.</p> <p>Required courses (15 units):</p> <table border="1" data-bbox="342 1816 1040 1879"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> </tbody> </table>					Units	ETHS101 C	American Ethnic Studies	3	2023 Fall	<p>*Catalog Description Update</p> <p>*PSLOs Update</p> <p>*Course title update: ETHS 151 C, ETHS 152 C</p> <p>Total units remain the same.</p>
		Units									
ETHS101 C	American Ethnic Studies	3									

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Ethnic Studies	<p>Social Justice Studies: Chicana/o Studies Associate in Arts Degree for Transfer (AA-T)</p> <p>This curriculum is designed to provide an opportunity for the Chicana/o/x Studies major to achieve an Associate in Arts in Social Justice Studies: Chicana/o Studies for Transfer (AA-T in Social Justice Studies: Chicana/o Studies) which completes the first-and second-year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Chicana/o/x Studies or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections</p>	2023 Fall	<p>*Catalog Description Update</p> <p>*PSLOs Update</p> <p>*Course title update: ETHS 151 C, ETHS 152 C</p> <p>Total units remain the same.</p>																																																																																										

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	<p>66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students successfully completing the AA-T in Social Justice Studies: Chicana/o Studies will acquire a multidisciplinary and interdisciplinary knowledge base of the histories, cultures, and experiences of Chicanas/os/xs (Mexican Americans) and other Latina/o/x populations in the United States. This degree will allow students to analyze historical themes and contemporary issues among Chicanas/os/xs and Latinas/os/xs while holistically developing a critical, intersectional understanding of race, ethnicity, class, gender, sexuality, and power in American society. The major prepares students for both transfer and graduate studies as well as careers that serve Chicana/o/x and Latina/o/x populations in areas/fields such as public and business administration, human and health services, marketing and communications, research and education, politics and government, fine and performing arts and multicultural affairs. To earn an AA-T in Social Justice Studies: Chicana/o Studies, students must complete: (1) a minimum of 18 semester units or 27 quarter units in the major or area of emphasis as determined by the community college district, (2) earn a grade of C or better in all courses required for the major or area of emphasis, A P(Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) obtainment of a minimum grade point average (GPA) of 2.0. This degree requires 18 units in the major in addition to other graduation requirements.</p> <p>Required Courses (9 units):</p> <table border="1" data-bbox="342 1360 1040 1577"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ETHS101HC</td> <td>Honors American Ethnic Studies</td> <td>3</td> </tr> <tr> <td>SOC225 C</td> <td>Sociology of Women</td> <td>3</td> </tr> <tr> <td>ETHS150 C</td> <td>Introduction to Chicana-o-x Studies</td> <td>3</td> </tr> </tbody> </table> <p>List A. Select 3 courses from the following (9 units):</p> <table border="1" data-bbox="342 1602 1040 1850"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ETHS151 C</td> <td>Chicana-o-x History I</td> <td>3</td> </tr> <tr> <td>ETHS152 C</td> <td>Chicana-o-x History II</td> <td>3</td> </tr> <tr> <td>ETHS153 C</td> <td>Chicana-o and Latina-o Contemporary Issues</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ETHS235 C</td> <td>American Racial Liberation Movements</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	ETHS101 C	American Ethnic Studies	3		or		ETHS101HC	Honors American Ethnic Studies	3	SOC225 C	Sociology of Women	3	ETHS150 C	Introduction to Chicana-o-x Studies	3			Units	ETHS151 C	Chicana-o-x History I	3	ETHS152 C	Chicana-o-x History II	3	ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3		or		ETHS235 C	American Racial Liberation Movements	3	Total Units		18		
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	ENGL260 C	Survey of Arabic Literature (in translation)	3	
	or			
	ENGL260HC	Honors Survey of Arabic Literature (in translation)	3	
	ENGL256 C	African-American Literature II	3	
	PHIL101 C	Introduction to Religious Studies	3	
	SOC277 C	Sociology of Religion	3	
	THEA107 C	Diversity in American Theatre	3	
	List B: Select minimum 1 course from Career Education list below: (3 units)			
			Units	
	AJ160 C	Community and the Justice System	3	
	ATC182 C	Cultural Tourism	3	
	EST100 C	Renewable and Sustainable Energy	3	
	HRC265 C	World Culture and Cuisine	3	
	JOUR110 C	Global Media	3	
	PHS280 C	Introduction to Public Health	3	
	or			
	PHS280HC	Honors Introduction to Public Health	3	
	PHS281 C	Health and Social Justice	3	
	or			
	PHS281HC	Honors Health and Social Justice	3	
	PHS285 C	Global and Community Health	3	
	Total Units		21	
Interdisciplinary Studies	Global Studies Associate in Arts Degree		2023	<p>*Program title update: From Global Citizenship Studies Associate in Arts Degree to Global Studies Associate in Arts Degree. *PSLOs Update *Course title update: ETHS 151 C, ETHS 152 C</p> <p>Total units remain the same.</p>
	<p>As a result of completing this program, students will be able to: 1. Describe key developments in the ongoing processes of globalization, climate change, mono-culturalization, decreasing biodiversity and ongoing social injustices and inequities 2. Analyze the concepts of global and local interdependence with reference to United Nations policies and documents 3. Critically consider and connect political, economic, cultural and ecological challenges as discussed in contemporary news and social media venues 4. Examine and practice strategies for resolution. This degree requires a total of 21 units in addition to other graduation requirements. To earn an Associate Degree student must complete: (1) 21 units with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements, including the cultural diversity and reading requirements and any elective courses to complete a minimum of 60 units; and, (3) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.</p>		Fall	
	Required core courses (6 units)			
			Units	
	INDS200 C	Introduction to Global Citizenship Studies	3	
	INDS201 C	Global Citizenship Issues	3	
	List A: Select 1 course from each of the 4 areas below: (12 units)			
	Culture and Society Area			
			Units	
	ANTH102 C	Cultural Anthropology	3	
	or			
	ANTH102HC	Honors Cultural Anthropology	3	
	COMM120 C	Intercultural Communication	3	
	ETHS101 C	American Ethnic Studies	3	

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ETHS101HC	Honors American Ethnic Studies	3		
ETHS130 C	African-American History I	3		
ETHS131 C	African-American History II	3		
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ETHS171 C	Asian Pacific American History	3		
PSY131 C	Cross-Cultural Psychology	3		
Biology and Geography Area				
		Units		
BIOL103 C	Environmental Science	3		
BIOL107 C	Nutrition and World Food Issues	3		
GEOG100 C	World Geography	3		
or				
GEOG100HC	Honors World Geography	3		
GEOG102 C	Physical Geography	3		
GEOG160 C	Cultural Geography	3		
Economics and Political Science Area				
		Units		
ECON120 C	International Economics	3		
POSC215 C	Comparative Politics	3		
POSC230 C	International Relations	3		
Humanities Area				
		Units		
DANC101 C	Multicultural Dance in the US	3		
ENGL208 C	Asian American Literature	3		
ENGL243 C	Mythology	3		
ENGL250 C	Latino/a/x Literature	3		
ENGL255 C	African-American Literature I	3		
ENGL256 C	African-American Literature II	3		
ENGL260 C	Survey of Arabic Literature (in translation)	3		
or				
ENGL260HC	Honors Survey of Arabic Literature (in translation)	3		
SOC277 C	Sociology of Religion	3		
PHIL101 C	Introduction to Religious Studies	3		
THEA107 C	Diversity in American Theatre	3		
or				
THEA107HC	Honors Diversity in American Theatre	3		
List B: Select minimum 1 course from the Career education list below: (3 units)				
		Units		
AJ160 C	Community and the Justice System	3		
ATC182 C	Cultural Tourism	3		
EST100 C	Renewable and Sustainable Energy	3		
HRC265 C	World Culture and Cuisine	3		
JOUR110 C	Global Media	3		
PHS280 C	Introduction to Public Health	3		
PHS280HC	Honors Introduction to Public Health	3		
PHS281 C	Health and Social Justice	3		
PHS281HC	Honors Health and Social Justice	3		
PHS285 C	Global and Community Health	3		
Total Units		21		

DEACTIVATE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																	
Automotive Collision Repair	<p>Auto Collision I-CAR Gold Certificate</p> <p>Required courses are listed in suggested sequence (34-35 units):</p> <table border="1" data-bbox="342 363 1040 730"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACR020 C</td> <td>Auto Detail/Car Care - Beginning</td> <td>3</td> </tr> <tr> <td>ACR021 C</td> <td>Advanced Auto Detailing</td> <td>3</td> </tr> <tr> <td>ACR150 C</td> <td>ACR/Special Projects</td> <td>2 - 3</td> </tr> <tr> <td>ACR101 C</td> <td>Auto Collision Repair Tech I</td> <td>6</td> </tr> <tr> <td>ACR107 C</td> <td>Refinishing Technician I</td> <td>6</td> </tr> <tr> <td>ACR130 C</td> <td>Electrical Systems and Component Repair</td> <td>4</td> </tr> <tr> <td>ACR140 C</td> <td>Structural Alignment Repair</td> <td>4</td> </tr> <tr> <td>ACR160 C</td> <td>Collision Repair Management</td> <td>3</td> </tr> <tr> <td>ACR170 C</td> <td>Automotive Color Matching</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>34 - 35</td> </tr> </tbody> </table>			Units	ACR020 C	Auto Detail/Car Care - Beginning	3	ACR021 C	Advanced Auto Detailing	3	ACR150 C	ACR/Special Projects	2 - 3	ACR101 C	Auto Collision Repair Tech I	6	ACR107 C	Refinishing Technician I	6	ACR130 C	Electrical Systems and Component Repair	4	ACR140 C	Structural Alignment Repair	4	ACR160 C	Collision Repair Management	3	ACR170 C	Automotive Color Matching	3	Total Units		34 - 35	2023 Fall	Program no longer fits with curriculum.
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ACR170 C	Automotive Color Matching	3																																		
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Automotive Collision Repair	<p>Automotive Collision I-CAR Gold Associate in Science Degree</p> <p>Courses are listed in suggested sequence (34-35 units):</p> <table border="1" data-bbox="342 846 1040 1213"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACR020 C</td> <td>Auto Detail/Car Care - Beginning</td> <td>3</td> </tr> <tr> <td>ACR021 C</td> <td>Advanced Auto Detailing</td> <td>3</td> </tr> <tr> <td>ACR150 C</td> <td>ACR/Special Projects</td> <td>2 - 3</td> </tr> <tr> <td>ACR101 C</td> <td>Auto Collision Repair Tech I</td> <td>6</td> </tr> <tr> <td>ACR107 C</td> <td>Refinishing Technician I</td> <td>6</td> </tr> <tr> <td>ACR130 C</td> <td>Electrical Systems and Component Repair</td> <td>4</td> </tr> <tr> <td>ACR140 C</td> <td>Structural Alignment Repair</td> <td>4</td> </tr> <tr> <td>ACR160 C</td> <td>Collision Repair Management</td> <td>3</td> </tr> <tr> <td>ACR170 C</td> <td>Automotive Color Matching</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>34 - 35</td> </tr> </tbody> </table>			Units	ACR020 C	Auto Detail/Car Care - Beginning	3	ACR021 C	Advanced Auto Detailing	3	ACR150 C	ACR/Special Projects	2 - 3	ACR101 C	Auto Collision Repair Tech I	6	ACR107 C	Refinishing Technician I	6	ACR130 C	Electrical Systems and Component Repair	4	ACR140 C	Structural Alignment Repair	4	ACR160 C	Collision Repair Management	3	ACR170 C	Automotive Color Matching	3	Total Units		34 - 35	2023 Fall	Program no longer fits with curriculum.
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 11, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	North Orange Continuing Education Curriculum Matters	Enclosure(s)	<u> X </u>

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

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

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

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Summer 2022 and Fall 2023. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by



Approved for Submittal

4.b.1

Item No.



North Orange Continuing Education Curriculum

Pending Board approval on April 11, 2023.
 Approved by District Curriculum Coordinating Committee on March 10, 2023.
 Approved by North Orange Continuing Education Curriculum Committee
 on February 6, February 14, and February 24, 2023.

Note: Due to updated CCCCO regulations in attendance accounting for noncredit distance education courses, the following revisions are dated Summer 2022.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
ENTR 100	Entrepreneurship Basics	54	2023 Fall	The Entrepreneurship course covers the materials to assist students to develop the skills to create a start-up business or manage a current business.
ENTR 105	Digital Marketing, Introduction	45	2023 Fall	Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions. On a broader scale, marketing skills transcend the business world and are used in many careers. Even outside of a traditional marketing role, people benefit from knowing the fundamental values that connect people, brands, and businesses.
ENTR 115	Business Law Essentials	45	2023 Fall	This course provides the student with a working knowledge of the legal framework within which formal business organizations must operate.
HRMA 100	Human Resources, Introduction	24	2023 Fall	Per the OC Center of Excellence, though demand and supply are nearly equivalent, supply is overstated because not all general business management programs have a specific emphasis on preparing students for these human resources occupations. This program, however, does meet the other 2 criteria of leading to a living wage and positions within this field typically being offered through community college and requiring workers to have completed some college or an associate degree.
HRMA 105	Employee Relations	24	2023 Fall	Per the OC Center of Excellence, though demand and supply are nearly equivalent, supply is overstated because not all general business management programs have a specific emphasis on preparing students for these human resources occupations. This program, however, does meet the other 2 criteria of leading to a living wage and positions within this field typically being offered through community college and requiring workers to have completed some college or an associate degree.
HRMA 110	Compensation	24	2023 Fall	Per the OC Center of Excellence, though demand and supply are nearly equivalent, supply is overstated because not all general business management programs have a specific emphasis on preparing students for these human resources occupations. This program, however, does meet the other 2 criteria of leading to a living wage and positions within this field typically being offered through community college and requiring workers to have completed some college or an associate degree.
HRMA 115	Assessing and Improving Performance	24	2023 Fall	Per the OC Center of Excellence, though demand and supply are nearly equivalent, supply is overstated because not all general business management programs have a specific emphasis on preparing students for these human resources occupations. This program, however, does meet the other 2 criteria of leading to a living wage and positions within this field typically being offered through community college and requiring workers to have completed some college or an associate degree.
HRMA 120	Talent Acquisition and Development	36	2023 Fall	Per the OC Center of Excellence, though demand and supply are nearly equivalent, supply is overstated because not all general business management programs have a specific emphasis on preparing students for these human resources occupations. This program, however, does meet the other 2 criteria of leading to a living wage and positions within this field typically being offered through community college and requiring workers to have completed some college or an associate degree.
WFPR 200	Career Exploration: Childcare Skills	90	2023 Fall	New course provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating

New Courses				
Course ID	Title	Hours	Eff Date	Justification
				in competent, entry-level job preparedness focusing on knowledge, professionalism, and personal responsibility—the first course in the sequence.
WFPR 201	Career Exploration: Preparing for Childcare Jobs	90	2023 Fall	New course provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating in competent, entry-level job preparedness focusing on knowledge, professionalism, and personal responsibility—the second course in this sequence.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
BMGR 410	Elements of Supervision	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 412	Management Skills I	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 417	Effective Business Presentations	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update course hours from 36 to 18. Course codes were also amended for accuracy.
BMGR 430	Marketing Principles	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 431	Finance for the Non-Financial Manager	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 452	Understanding Business Contracts	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 610	Management Skills II	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
COMP 510	Computer Keyboarding, Mastery I	30	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
COMP 511	Computer Keyboarding Mastery II	30	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
COMP 685	Computer Keyboarding, Beginning	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
DSSS 110	Community Resources	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 111	Community Resources, Advanced	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 116	Reading: Survival Vocabulary & Basic Reading and Writing	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 117	Reading: Use in Real Life Situations	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 118	Developing Skills for College Success	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 120	Computer Fundamentals: Beginning Skills	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 121	Computer Fundamentals: Basic Word Processing Editing	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 122	Computers: Presentation Software & Basic Formatting	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 123	Computers: Word Processing and Electronic Mail	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 124	Photoshop Elements: Digital Camera Operation & Editing Fundamentals	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 125	Photoshop Elements: Layering and Special Effects	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 130	Banking & Bill Paying: Beginning Skills	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 131	Banking & Bill Paying: Budgeting	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
				instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 132	Money Skills: Safe Shopping and Money Management	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 133	Money Skills: Smart Shopping & Completing Transactions	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 134	Basic Cooking: Beginning Skills	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 135	Basic Cooking: Advanced Skills	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 137	Independent Living: Options & Resources	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 138	Independent Living: Health, Safety & Living with Roommates	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 140	Job Skills: Exploring Occupational Paths	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 141	Job Skills: Work Attitude & Employer Expectations	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 142	Communication on the Job: Foundational Skills	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 143	Communication on the Job: Effectively Dealing W Wk-Related Problems	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 144	Community Volunteering for Vocational Skills Enhancement	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 146	Workplace Skills Training: Exceptional Employee	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 147	Workplace Skills Training: Workplace Safety	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 150	Self Advocacy: Making a Plan	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
				accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 151	Self Advocacy: Communication with Authority & Emergency Personnel	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 152	Social Skills: Foundational Interpersonal Basics	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 153	Social Skills: Conflict Management and Resolution Basics	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 160	Relationships: Foundational Basics in Building Healthy Relationships	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 161	Relationships: Values, Intimacy & Sexuality Concepts	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 162	Boundaries & Relationships: Fundamentals	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 163	Boundaries & Relationships: Personal Development and Safety	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 164	Human Sexuality: Human Development and Conception	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 165	Human Sexuality: Human Development & Healthy Relationships	90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 300	WISE: Budgeting Skills	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 301	WISE -Consumer Skills	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 302	WISE - Health and Nutrition	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 303	WISE - Safety Skills	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
				accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 304	WISE - Securing a Job	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 305	WISE - Retaining a Job	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 306	WISE - Independent Living Skills	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 307	WISE - Independent Living Skills in the Community	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 308	WISE - US Civics	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 309	WISE - US Geography	450	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 310	WISE - Daily Living Skills	75-90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 350	Have Internet: Will Travel	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 352	Open Computer Lab, Beginning	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 353	Social Media and Online Safety	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 360	Critical Thinking	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 361	Improving Skills: Self-Determination Skills	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 362	Mobility Skills	1-99	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
DSSS 363	Money Skills	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 364	Rules of the Road	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 370	Educational Support and Employment Prep Lab	1-99	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 375	Personal Safety	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 376	Public Speaking	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 377	Social Opportunities	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 380	Summer Cooking	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 381	Actor's Workshop	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
EMER 115	Creative Writing for Seniors	36	2023 Fall	Convert subject code from ABE 240 to EMER 115, Update the DE addendum to reflect the instructor-student contact hours.
EMER 120	Books Come Alive for Older Adults	36	2023 Fall	Convert subject code from ENCO 180 to EMER 120, update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
EMER 150	Mobile Information Literacy	36	2023 Fall	Update hours and addition of DE Addendum.
EMER 220	China Painting for Older Adults	36	2023 Fall	Course number update and update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
EMER 260	Quilting for Older Adults	36	2023 Fall	Update course number EMER 106 to EMER 260, and update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
EMER 270	Music Arts for Older Adults	36	2023 Fall	Convert from MUSC 200 to EMER 270 and update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
EMER 310	Health and Wellness for Older Adults	36	2023 Fall	Convert subject code from HLTH 200 to EMER 310 and update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
EMER 403	Health and Wellness for Older Adults	36	2023 Fall	Update course hours and update the DE addendum to reflect the instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 001	ESL Learning Center	12-120	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
ESLA 110	ESL Multilevel	36-144	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 120	ESL Family Literacy	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 169	ESL and Civics Preparation, Beginning Literacy	84	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
ESLA 180	ESL Reading Skills, Beginning	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 182	ESL Speaking Skills, Beginning	36-72	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 185	ESL Writing Skills, Beginning	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 211	ESL Skill Building, Intermediate to Advanced	180	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 222	ESL Grammar Review, Beginning	36-84	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 223	ESL Grammar Review, Intermediate to Advanced	36-84	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
ESLA 225	ESL Vocabulary Review, Beginning	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 229	ESL Integrated Skills, Beginning Literacy	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 230	ESL Integrated Skills, Beginning Low	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 231	ESL Integrated Skills, Beginning High	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 232	ESL Integrated Skills, Intermediate Low	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 233	ESL Integrated Skills, Intermediate High	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 234	ESL Integrated Skills, Advanced	216-252	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 250	American Idioms-Beginning	36-72	2022 Summer Term	Update the outside-of-class assignments per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 251	American Idioms - Intermediate, Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 260	ESL for Community Involvement, Beginning	180-252	2022 Summer Term	Update the outside-of-class assignments as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180-252	2022 Summer Term	Update the outside-of-class assignments as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
ESLA 801	ESL and Computer Skills, Beginning	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 803	Citizenship Preparation	36-60	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Course codes were also amended for accuracy.
ESLA 805	Drama for Communication	36-90	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Course codes were also amended for accuracy.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36-72	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 850	Citizenship Preparation, Beginning	72-90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 851	Citizenship Preparation, Intermediate/Advanced	72-90	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1056	ESL Workforce Readiness Skills, Advanced	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1060	ESL for Academic Success: Reading and Writing I	120	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1062	ESL for Academic Success: Listening and Speaking I	120	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1065	ESL for Academic Success: Reading and Writing II	120	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ESLA 1067	ESL for Academic Success: Listening and Speaking II	120	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
FSRV 100	Introduction to Funeral Service Practice	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
FSRV 110	Communication Skills for the Funeral Assistant	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
FSRV 120	Funeral Service Operations	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
FSRV 125	Funeral Service Practices and Procedures I	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
FSRV 126	Funeral Service Practices and Procedures II	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
HLTH 109	Food Prep - Good Nutrition for Older Adults	36	2022 Summer Term	Update the DE addendum to reflect the instructor-student contact hours per the updated CCCCCO regulations in attendance accounting for noncredit distance education courses.
IHSS 102	High School English 3	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 106	High School U.S. History	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 107	High School U.S. Government	14.4-72	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 109	High School World History	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 111	High School Economics	14.4-72	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 123	High School Biology	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 124	High School Health	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 174	High School Literature	14.4-144	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
MEDA 100	Medical Assistant, Core Concepts	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 110	Medical Assistant Administrative	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MEDA 111	Medical Assistant Administrative Lab	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 120	Medical Assistant Electronic Health Records	12	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
MEDA 121	Medical Assistant Electronic Health Records Lab	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 130	Medical Assistant Financial Concepts	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 131	Medical Assistant Financial Concepts Lab	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 140	Medical Billing, Introduction	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 141	Medical Billing Lab, Introduction	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 200	Medical Assistant Clinical Procedures Theory I	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 201	Medical Assistant Clinical Procedures Lab I	48	2021 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 210	Medical Assistant Clinical Procedures Theory II	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 211	Medical Assistant Clinical Procedures Lab II	48	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDO 105	Medical Terminology	48	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MEDO 311	Personal Care Aide I	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
MEDO 312	Personal Care Aide 2	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDO 313	Personal Care Aide 3	30	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MS 104	Windows Operating Systems, Introduction	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 105	Introduction to Excel	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 106	Microsoft Access, Introduction	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 119	Microsoft PowerPoint, Introduction	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 134	Microsoft Word, Intermediate	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 143	Microsoft Publisher, Introduction	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 144	Microsoft Word, Introduction	36	2023 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 160	Microsoft Office, Overview	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 165	Microsoft Excel, Power-User Skills	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
O TEC 091	Computer Basics	12	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
O TEC 092	Software Essentials	12	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
O TEC 225	MS Office Integrated Projects	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
				instructor-student contact hours. Course codes were also amended for accuracy.
PARN 250	Pre-schoolers and Parents: Fine Motor Skills	36	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
PARN 265	Parenting the Love and Logic Way®	18-36	2022 Summer Term	Update outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
PARN 300	Building Trauma Informed Communities: Adverse Childhood Experiences	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 301	Building Trauma Informed Communities: Early Childhood and Infancy	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 302	BTIC: Attuned Connection for Foster, Kinship, and Adoptive Families	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 303	Building Trauma Informed Communities: Family Dynamics	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 304	Building Trauma Informed Communities: Mental Health in Our Homes	12	2021 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
PARN 306	BTIC: Human Trafficking Awareness and Prevention	24	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 307	Building Trauma Informed Communities: Internet Safety and Awareness	12	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 308	Building Trauma Informed Communities: Understanding Addiction	12	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PARN 350	Love and Logic Workshop 1	1.5	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
PARN 352	Internet Safety Workshop	1.5	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
PARN 354	Adverse Childhood Experiences Workshop	1.5	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses.
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 302	Pharmacy Technician Advanced Level Lab	60	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
WFPR 100	Career Skills and Resource Lab	18-180	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
WFPR 101	Virtual Career Skills and Resource Lab	36	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect the instructor-student contact hours.
WFPR 105	Build Your Career	12	2022 Summer Term	Update the course hours to reflect the outside-of-class assignments as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect the instructor-student contact hours.

New Programs																								
Program Title		Eff Date	Justification																					
Entrepreneurship	<p>The Entrepreneurship certificate of completion program is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start or expand a business.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ENTR 100</td> <td>Entrepreneurship Basics</td> <td>54</td> </tr> <tr> <td>ENTR 105</td> <td>Digital Marketing, Introduction</td> <td>45</td> </tr> <tr> <td>ENTR 115</td> <td>Business Law Essentials</td> <td>45</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses					Hours	ENTR 100	Entrepreneurship Basics	54	ENTR 105	Digital Marketing, Introduction	45	ENTR 115	Business Law Essentials	45	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	Total Hours		180	2023 Fall	<p>The Entrepreneurship certificate is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start, manage, or expand a business.</p> <p>The entrepreneurship certificate is designed to prepare students for a career owning or managing a business. Entrepreneurs play a vital role in every community as business is the economic backbone of most communities because those businesses provide income, employment, and economic growth. Students taking the entrepreneurship certificate program can be expected to learn: the elements of a business plan, basic business regulations, digital marketing basics and QuickBooks.</p>
Core Courses																								
		Hours																						
ENTR 100	Entrepreneurship Basics	54																						
ENTR 105	Digital Marketing, Introduction	45																						
ENTR 115	Business Law Essentials	45																						
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																						
Total Hours		180																						
Career Exploration: Child Care Industry	<p>The Career Exploration: Childcare Industry certificate of completion program is designed to introduce students to the childcare industry, increase their knowledge of the available training programs, and employ the foundational skills to maximize the learning process. Students will work to evaluate their skillset, prepare for the occupation, explore the different types of childcare vocations, and increase foundational skills related to the trade.</p> <p>This certificate program is designed to allow students to participate in workforce education as an initial step toward a career pathway. Completing this program can benefit students in transitioning to additional course work and attaining economic self-sufficiency with subsequent career pathways to the childcare industry, progression to certificated programs, credit, and associate degree programs.</p> <p>Students can be expected to learn the following: desirable qualities of an employee, explore different work environments, employ problem-solving strategies, explore professional childcare duties and industry standards, and work to develop a work portfolio.</p>	2023 Fall	<p>The Career Exploration: Childcare Industry program is provided to students through collaboration with Disability Support Services and Career Technical Education. This program is a pathway course of study culminating in competent, entry-level job preparedness with a focus on knowledge, professionalism, and personal responsibility.</p> <p>Courses in this program will be taught by faculty working closely with industry professionals. In addition, the student will enroll in a pathway series of courses to earn a Career Exploration: Childcare certificate of completion. In addition, the student will enroll in a pathway series of courses to earn a Career Exploration: Childcare certificate of completion.</p> <p>The program focuses on students understanding essential duties and skills specific to childcare professions. Career preparation standards are integrated throughout the program, including basic academic skills, interpersonal skills,</p>																					

New Programs																			
Program Title			Eff Date	Justification															
	<p>Successful completion of this program will prepare students for entry into the CTE Early Childhood Education Certificate Program.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 200</td> <td>Career Exploration: Childcare Skills</td> <td>90</td> </tr> <tr> <td>WFPR 201</td> <td>Career Exploration: Preparing for Childcare Jobs</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>		Core Courses					Hours	WFPR 200	Career Exploration: Childcare Skills	90	WFPR 201	Career Exploration: Preparing for Childcare Jobs	90	Total Hours		180		<p>problem-solving, workplace safety, and employment literacy in connection to core academic standards.</p>
Core Courses																			
		Hours																	
WFPR 200	Career Exploration: Childcare Skills	90																	
WFPR 201	Career Exploration: Preparing for Childcare Jobs	90																	
Total Hours		180																	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 11, 2023
SUBJECT: Amendment to NOCCCD & AUHSD Dual Enrollment CCAP Agreement 2021-2024

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

BACKGROUND: As of May 11, 2021, the NOCCCD Board of Trustees approved the NOCCCD AUHSD CCAP Dual Enrollment Partnership Agreement 2021-2024.

As of June 1, 2023, the CCAP agreement between NOCCCD – Cypress College and Anaheim Union High School District (AUHSD) will be amended by the addition of one course within the existing Transfer Pathway with AUHSD. This amendment was created in response to a request received from AUHSD regarding expanding course offerings within the educational programs listed above. This change is limited to the addition the existing educational program in Transfer Pathway. The entire remainder of the original agreement remains in full force.

This agenda item was prepared by Stephanie Teer, Director, Educational Partnerships and Dual Enrollment and Sandra Rocha, Special Projects Manager, Educational Partnerships and Dual Enrollment.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1: The District will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. This amendment will allow for twenty-three additional course offerings that will provide students with the opportunity to progress towards completion of a Cypress College certificate and/or degree within the Transfer Pathway educational program. This item also responds to District Strategic Direction 4: The District will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region. This amendment will further develop the collaborative educational partnership that exists between NOCCCD and AUHSD and contribute to the available workforce in technology, public health, aviation and travel for the region.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3250: Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided that attendance requirements for high schools are met; therefore, this has the potential to not only increase student access but also generate more funding for NOCCCD.

RECOMMENDATION: It is recommended that the Board approve the amendment of the NOCCCD AUHSD CCAP Dual Enrollment Partnership Agreement 2021-2024.

<u>Cherry Li-Bugg</u> Recommended by	 <u>Approved for Submittal</u>	<u>4.c.1</u> Item No.
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**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2021-2024**

As of June 1, 2023, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Cypress College and Fullerton College (“COLLEGE”), colleges of the North Orange County Community College District (NOCCCD), and Anaheim Union High School District will be amended by adding one course to one educational program (ADDENDUM A).

This change is only the addition of one course to one educational program; the entire remainder of the original agreement remains in full force.

This amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on June 1, 2023

By: _____
Anaheim Union High School District
Dr. Jaron Fried
Assistant Superintendent, Education Services

By: _____
Cypress College
Dr. Joanna Schilling
President

By: _____
North Orange County Community College District
Cherry Li-Bugg, Ph.D.
Vice Chancellor, Educational Services and Technology

North Orange County Community College District Board Meeting: *April 11, 2023*
School District Board Meeting: *April 13, 2023 and May 4, 2023*

Note: All referenced Sections from AB 288 (Education Code 76004)

ADDENDUM A

- 1. CCAP AGREEMENT PROGRAM YEAR** – college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor; and employer of record.

PROGRAM YEAR: 2021-2024

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Communication Studies

SCHOOL DISTRICT **Anaheim Union High School District**

HIGH SCHOOLS: **Magnolia, Oxford Academy, Kennedy, Cypress, Western, Savanna, Cambridge Virtual Academy, Gilbert**

TOTAL NUMBER OF STUDENTS TO BE SERVED:				TOTAL PROJECTED FTES:			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Human Communication	COMM 100 C	Fall, Spring , Summer	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

The courses have been offered previously to college bound high school students to support a successful transition into college level coursework and improve matriculation.

Note: All referenced Sections from AB 288 (Education Code 76004)

2. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

CYPRESS COLLEGE:

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL ITEMS	COST
Human Communication	Essent Human Communication	\$46.75		

Note: All referenced Sections from AB 288 (Education Code 76004)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 11, 2023

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.a.1

Item No.

Academic Personnel
April 11, 2023

RETIREMENTS

Dunne, Catherine	NOCE	Pharmacy Tech Noncredit Instructor Eff. 05/28/2023 PN SCF972
Morvan, Laurie	CC	Mathematics Instructor Eff. 07/01/2023 PN CCF758

REORGANIZATION

McCurtis, Wesley	CC	Athletic Director 12-month position (100%) Range 29, Column D Management Salary Schedule PN CCM697
	To:	Associate Dean, Kinesiology/Athletic Director 12-month position (100%) Range 29, Column D Management Salary Schedule PN CCM697 Eff. 04/01/2023
Peralta, Colleen	CC	Director, Nursing 12-month position (100%) Range 26, Column D Management Salary Schedule PN CCM988
	To:	Associate Dean, Health Science/Director of Nursing 12-month position (100%) Range 29, Column D Management Salary Schedule PN CCM988 Eff. 04/01/2023

VOLUNTARY CHANGE IN ASSIGNMENT

Landry, Erin	CC	Dance Instructor
	To:	Permanent Transfer FC Dance Instructor Eff. 08/17/2023

Academic Personnel
April 11, 2023

TEMPORARY CONTRACT

Williams, Courtney	NOCE	DSS Noncredit Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 1 Eff. 08/09/2023-05/25/2024
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CHANGE IN SALARY CLASSIFICATION

Nayeri, Ali	CC	Physics (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 01/23/2023
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LEAVE OF ABSENCE

@00874209	CC	Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/03/2023-04/16/2023
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@01560121	NOCE	Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 05/02/2023-05/27/2023
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Petermann, Lori	CC	Column 1, Step 1
Yi, Jessica	FC	Column 1, Step 1
Urbina Ferencz, Tatiana	CC	Column 1, Step 1
Harris, Randy	FC	Column 1, Step 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 11, 2023 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. dist Bruch

Approved for Submittal

5.b.1

Item No.

Classified Personnel
April 11, 2023

NEW PERSONNEL

Olea, Christian	NOCE	Clerical Assistant I, ESL 12-month position (40%) Range 29, Step E Classified Salary Schedule Eff. 05/15/2023 PN SCC892
Ramirez Vasquez, Raul	FC	Facilities Custodian I 12-month position (100%) Range 27, Step E +10% Shift Classified Salary Schedule Eff. 04/17/2023 PN FCC747
Rowe, Joanna	AC	Human Resources Specialist 12-month position (100%) Range 24C, Step F Confidential Salary Schedule Eff. 05/01/2023 PN DEN999

VOLUNTARY CHANGE IN ASSIGNMENT

Kirkpatrick, Rachael	CC	PE/Athletic Therapist (100%) Permanent Increase in Months Employed From: 10-months To: 12-months Eff. 04/01/2023 PN CCC679
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PROFESSIONAL GROWTH & DEVELOPMENT

Chacon, Benjamin	CC	Campus Safety Officer (100%) 1 st Increment (\$400) Eff. 07/01/2023
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LEAVES OF ABSENCE

@00634403	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/21/2023 – 05/02/2023 (Consecutive Leave)
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Classified Personnel
April 11, 2023

@00571290	FC	Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/11/2023 – 06/07/2023 (Consecutive Leave)
@01081092	AC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 01/10/2023 – 03/15/2023 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 11, 2023

SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.c.1

Item No.

Professional Experts
April 11, 2023

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Ambriz, Maricela	NOCE	Project Expert	Job Coach	26	03/27/2023	05/26/2023
Awad, Abigail	CC	Technical Expert II	Cypress College Accounting Program (CCAP) Spring 2023 Preparation Project	5	03/29/2023	06/30/2023
Caldretti, Melissa	FC	Project Expert	High School Theatre Festival 2023 Judging	13	03/17/2023	03/18/2023
Carter, Chivonne	NOCE	Technical Expert II	BTIC Conference	10	03/19/2023	03/26/2023
DeLaMora, Jamie	NOCE	Technical Expert II	BTIC Conference	10	03/19/2023	03/26/2023
Farnham, Paul	FC	Technical Expert II	Faculty Inquiry Group Faculty	5	03/27/2023	06/30/2023
Gould, Elizabeth	CC	Project Coordinator	SWP Local Kinesiology Integrative Health	20	03/27/2023	06/30/2023
Hanson, Michelle	FC	Technical Expert I	WE Project Graphic Designer	26	03/16/2023	06/23/2023
Hoil, Jesus	CC	Project Expert	Project Raiser Outreach Coordinator	15	02/24/2023	05/26/2023
Kavanaugh, Michael	CC	Technical Expert II	SWP Career Pathway	15	02/06/2023	05/19/2023
Kuchmecki, Brandon	CC	Technical Expert I	Perkins V Tourism	2	03/13/2023	05/19/2023
Larsen, Chris	FC	Technical Expert II	Faculty Inquiry Group Faculty	5	03/27/2023	06/30/2023
Malacara, Jennifer	FC	Project Expert	Transfer Evaluation for Degree Audit – Project	26	04/01/2023	06/30/2023
McClurkin, Tina	NOCE	Technical Expert II	Google IT, Apple Swift, Workforce Prep Curriculum	10	03/20/2023	05/26/2023
Mittler, William	FC	Project Expert	High School Theatre Festival 2023 Judging	13	03/17/2023	03/18/2023
Pham, Andy	NOCE	Project Coordinator	CCC TAP Coordinator	26	04/10/2023	06/15/2023
Price, Rene	FC	Technical Expert II	Faculty Inquiry Group	5	03/27/2023	06/30/2023
Reeves, Megan	NOCE	Technical Expert II	Curriculum Specialist	26	03/20/2023	03/26/2023
Reyes, Leticia	NOCE	Project Expert	Allied Health Career Pathways Specialist	26	03/27/2023	06/15/2023
Robertson, Alison	CC	Technical Expert II	ZTC/OER Work Group	10	03/27/2023	06/30/2023
Rodriguez, Teddy	FC	Project Expert	High School Theatre Festival 2023 Judging	13	03/17/2023	03/18/2023

Professional Experts
April 11, 2023

Sandvig, Sarah	FC	Project Expert	High School Theatre Festival 2023 Judging	13	03/17/2023	03/18/2023
Stanojkovic, Alli	NOCE	Technical Expert II	Curriculum Specialist	26	03/20/2023	03/26/2023
Stiemke, Kimberley	NOCE	Technical Expert II	Review Updated CORs of all Active DE Courses	26	03/20/2023	03/24/2023
Sutton, Kaylynn	FC	Project Expert	High School Theatre Festival 2023 Judging	13	03/17/2023	03/18/2023
Tapia Vasquez, Gonzalo	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	03/06/2023	03/17/2023
Tapia Vasquez, Gonzalo	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	04/03/2023	01/14/2023
Torres, Jose	FC	Assistant Coach 5	Assistant Coach - Football	26	03/27/2023	05/31/2023
Valdez, Ediberto	CC	Technical Expert II	SWP Career Pathways	5	03/13/2023	06/15/2023
Vazquez, Rosa	NOCE	Project Expert	Job Coach	26	03/27/2023	05/26/2023
Villa, Christina	CC	Technical Expert I	SWP Regional Competency-Based Education	10	05/21/2023	06/30/2023
Wada, Kathryn	CC	Technical Expert I	Ascend Project – Community of Practice: Spring 2023	8	05/08/2023	06/15/2023
Williams, Janet	NOCE	Technical Expert II	Review Updated CORs of all Active DE Courses	26	03/20/2023	03/24/2023
Williams, Marredda	CC	Technical Expert II	Competency Testing for LVN/Career Mobility Program	40	04/18/2023	04/28/2023
Yu, Kenneth	NOCE	Technical Expert II	DE Curriculum Review and Development	26	03/20/2023	03/26/2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April, 11, 2023

SUBJECT: Hourly Personnel

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

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

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

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.d.1

Item No.

Hourly Personnel
April 11, 2023

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Calderon, Berenice	CC	Technical - Assist in Campus Communications	04/12/23	06/30/23	TE A 3
Recinos, Christine	CC	Technical - Assist in Academic Computing Technology	04/03/23	06/30/23	TE A 1

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Nguyen, Phuong	CC	Technical - Substitute for vacant Production Center Coord. CCC856	02/04/23	03/15/23	TE D 1
Nguyen, Phuong	CC	Technical - Substitute for vacant Production Center Coord. CCC856	03/16/23	04/14/23	TE D 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Angeles, Kirsten	FC	Full-time Student - Assist in Academic Computing Technology	04/12/23	06/30/23	TE A 1
Castro, Clarissa	CC	Work Study Student - Assist in Financial Aid office	04/12/23	06/30/23	TE A 1
Cerkez, Ognjan	CC	Full-time Student - Assist in Campus Safety	04/12/23	06/30/23	TE A 4
Johnson, Johana	FC	Work Study Student - Assist in Transfer Center	04/12/23	06/30/23	TE A 1
Kimes, Luke	FC	Full-time Student - Assist in Math Lab	04/12/23	06/30/23	TE A 1
Le, Doan Nhat	CC	Work Study Student - Assist in Financial Aid office	04/12/23	06/30/23	TE A 1
Le, Ngoc Phuong	CC	Work Study Student - Assist in Financial Aid office	04/12/23	06/30/23	TE A 1
Malik, Aisha	CC	Work Study Student - Assist in Financial Aid office	04/12/23	06/30/23	TE A 1
Millan, Alicia	CC	Work Study Student - Assist in Admissions and Records	04/12/23	06/30/23	TE A 2
Mitchell, Ryann Dulio	FC	Work Study Student - Assist with Umoja Program	04/12/23	06/30/23	TE A 1
Munoz, Michelle	CC	Work Study Student - Assist in Admissions and Records	04/12/23	06/30/23	TE A 2
Onyejekwe, Mark	CC	Work Study Student - Assist in Kinesiology	04/12/23	06/30/23	TE A 1
Qadar, Hana	FC	Full-time Student - Assist in CIS Division	04/12/23	06/30/23	TE B 2

Hourly Personnel
April 11, 2023

Ruiz, Dylan	FC	Full-time Student - Assist in Math Lab	04/12/23	06/30/23	TE A 1
Yi, David	FC	Work Study Student - Assist in Physics Department	03/15/23	06/30/23	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 11, 2023

SUBJECT: Volunteers

Action	<u> X </u>
Resolution	<u> </u>
Information	<u> </u>
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? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by



Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
April 11, 2023

Volunteers

Name	Site	Program	Begin	End
Parks, David	AC	Intern - Public Affairs Department	04/04/23	06/30/23

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 11, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	California Community Colleges Trustees Board of Directors Election	Enclosure(s)	<u> X </u>

BACKGROUND: The Board is asked yearly to vote to fill vacancies on the Board of Directors of the California Community Colleges Trustees (CCCT). This year nine (9) members will be elected to the Board. Each community college district governing board of the Community College League of California shall have one vote for each of the nine vacancies on the CCCT Board of Directors. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve three-year terms.

The 16 trustees who have been nominated for election to the CCCT Board are listed on the enclosed copy of the ballot.

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 Board mark its ballot for the California Community College Board of Trustees Board of Directors election at this time. Electronic ballots must be submitted by April 25, 2023.

Byron D. Clift Breland

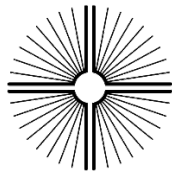
Recommended by



Approved for Submittal

6.a.1

Item No.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

2023 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF DECEMBER 15, 2022

VOTING WILL TAKE PLACE VIA EBALLOT

SELECT NO MORE THAN NINE (9) CANDIDATES

1. Barry Snell, Santa Monica CCD *
2. Mary Strobridge, San Luis Obispo County CCD
3. Loren Steck, Monterey Peninsula CCD *
4. Suzanne Lee Chan, Ohlone CCD *
5. Marisa Perez, Cerritos CCD *
6. Marcia Milchiker, South Orange County CCD
7. Deana Olivares-Lambert, Chaffey CCD
8. Barbara Dunsheath, North Orange County CCD *
9. Jonathan Abboud, Santa Barbara CCD
10. Hortencia Armendariz, Imperial CCD
11. Roberto Rodriguez, Palomar CCD
12. Carmen Ramirez, Merced CCD *
13. Milton Richards, Yosemite CCD
14. Michael Rives, Antelope Valley CCD
15. Andra Hoffman, Los Angeles CCD *
16. Gregory Hanna, Siskiyou CCD

* Incumbent

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	April 11, 2023	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or CCLC as part of the 6-year review cycle, and general revisions recommended by the District Curriculum Coordinating Committee. The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on March 27, 2023:

Chapter 4, Academic Affairs

BP 4020, Program and Curriculum Development: Revised after a detailed review by the campus curriculum committees, the academic/faculty senates, and the District Curriculum Coordinating Committee to include updating the “Reference” section, grammar corrections, adding legally required language, and updating the corresponding administrative procedure.

Chapter 6, Business & Fiscal Affairs

BP 6340, Bids and Contracts: Revised to update the “Reference” section, add legally required language, grammar corrections, and cite the corresponding administrative procedure.

Chapter 7, Human Resources

BP 7240, Management Employees: Revised language in section 4.2 as a result of suggestions made by the Board in order to ensure consistency between AP 7120-4, Management Employee Hiring and current practice.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the proposed, revised Board Policies in Chapters 4, 6, and 7 and direct that they be placed on a future Board meeting agenda for action.

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.b.1

Item No.

BP 4020 Program and Curriculum Development

Reference:

Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, [55002.5](#), 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9
WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.2

- 1.0 The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.
 - 2.0 Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from the departmental level through the division to other points within the approval process.
 - 3.0 Each college and the North Orange Continuing Education shall be responsible for adherence to its own intra-curricular process.
 - 4.0 On completion of the campus process, curricular items will be presented to the District Curriculum Coordinating Committee by the appropriate curriculum committee chair or designee.
 - 5.0 The Vice Chancellor, Educational Services & Technology, shall, in consultation with the faculty, establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. Furthermore, these procedures shall include:
 - 5.1 Appropriate involvement of the faculty and Academic Senate in all processes.
 - 5.2 Regular review [and justification](#) of programs and courses ~~and~~ [descriptions](#).
 - 5.3 Opportunities for training for persons involved in aspects of curriculum development.
 - 5.4 Consideration of job market and other related information for [career and technical education](#) ~~vocational and occupational~~ programs.
- [6.0 The Board of Trustees encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.](#)**
- [7.0](#) Definition of a Unit of Credit: Courses shall grant units of credit based upon a relationship specified by the Board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. Each course requires a minimum of three hours of student work per week, per**

BP 4020 Program and Curriculum Development

unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

~~87.0~~ All new courses, programs, and program discontinuances shall be approved by the Board of Trustees unless this authority is delegated to the Chancellor.

~~98.0~~ After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

9.1 Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees.

9.2 Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

~~109.0~~ Credit Hour: Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

~~109.1~~ The Vice Chancellor, Educational Services & Technology, will establish procedures, which prescribe the definition of “credit hour” consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

~~109.2~~ The Vice Chancellor, Educational Services & Technology, shall establish procedures to assure that curricula in the District comply with the definition of “credit hour” or “clock hour,” where applicable. The Vice Chancellor, Educational Services & Technology, shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour operation has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure ~~AP~~ 4020, Program and Curriculum Development.

Date of Adoption: June 22, 2004

Date of Last Revision: November 28, 2017
October 25, 2016
November 25, 2014
August 7, 2012 Chancellor’s Staff
November 22, 2011
June 14, 2005

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641 et seq.;
Public Contracts Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
WASC/ACS Criterion 8, Indicators 8.2 and 8.3;
2 Code of Federal Regulations Part 200.318;
Title 5 Sections 59130 et seq.

- 1.0 The Board of Trustees delegates to the Vice Chancellor, Finance & Facilities, or District Director, Purchasing the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:
 - 1.1 Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
 - 1.2 Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
 - 1.3 When bids are required according to Public Contracts Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsive, responsible bidder who meets the specifications published by the District and who shall give such security as the Board of Trustees requires, or reject all bids.
 - 1.4 When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value. The bidder shall give such security as the Board of Trustees requires and may reject all bids.
 - 1.5 When the Chancellor, in consultation with the Vice Chancellor, Finance & Facilities or District Director, Purchasing, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Vice Chancellor, Finance & Facilities or District Director, Purchasing may proceed with the contract without conducting a formal bidding process.
- 2.0 In addition, positions included under ~~Board Policy~~ Administrative Procedure 6150, Designation of Authorized Signatures, have been authorized to enter into agreements with certain restrictions.

BP 6340 Bids and Contracts

- 3.0 If the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.
- 4.0 If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Vice Chancellor, Finance & Facilities, is authorized to proceed with a contract.

[See Administrative Procedure 6150, Designation of Authorized Signers.](#)

Date of Adoption: February 12, 2002

Date of Last Revision: August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
June 23, 2015
May 14, 2014, Chancellor's Staff

BP 7240 Management Employees

Reference:

**Education Code Sections 72411 et seq., 87002(b), 87457- 87460;
Government Code Section 3540.1(g) and (m)**

- 1.0 Management employees are those employees of the District who are designated as "Management" by the Board of Trustees in accordance with the Educational Employees Relations Act of the State of California and are exempt under the Fair Labor Standards Act. The management positions designated by the Board of Trustees are the Executive Officers of the District and those positions set forth on the Management Salary Schedule and the Temporary Special Project Administrator Daily Rate Schedule.
- 2.0 Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board of Trustees as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges or District.
- 3.0 Classified management employees are those management employees who are not employed as academic management employees (educational administrators). The probationary period for classified management employees shall be one year.
- 4.0 **Executive Officers of the District**
 - 4.1 The following management employees are designated by the Board of Trustees as the Executive Officers of the District:
 - 4.1.1 The Chancellor, who shall serve as the Executive Secretary to the Board of Trustees.
 - 4.1.2 Vice Chancellors.
 - 4.1.3 ~~College~~ Presidents.
 - 4.1.4 ~~Provost of North Orange Continuing Education.~~
 - 4.2 The Chancellor shall be appointed by the Board of Trustees consistent with California State statutes. The Vice Chancellors, College and Presidents, ~~and Provost of North Orange Continuing Education~~ shall be appointed by ~~the Board upon recommendation from~~ the Chancellor, **with the advice and final approval of the Board of Trustees.**
 - 4.3 The Executive Officers shall be employed by contract for specified lengths of services, as determined by the Board of Trustees, not to exceed four (4) years.
 - 4.3.1 The terms of the employment contracts shall include, but not be limited to, the duration of the contract, work year, salary, fringe benefits, transportation allowance, vacation, and holidays.

BP 7240 Management Employees

- 4.3.2 The Chancellor's contract may be extended annually upon approval of the Board of Trustees. The contracts with the Vice Chancellors, ~~College and Presidents, and Provost of North Orange Continuing Education~~ may be extended annually upon recommendation of the Chancellor, submission of their performance reviews, and approval of the Board of Trustees.
- 4.3.3 The initial employment contract for any Executive Officer and any amendments thereto must be signed by the President of the Board of Trustees and the Executive Officer employed by the contract.
- 4.3.4 Unless provided otherwise by the terms and conditions of an employment contract or specifically excluded, the policies and administrative procedures of the Board of Trustees that are generally applicable to regular management employees of the District shall apply to the Executive Officers.

5.0 District Reorganization and Reassignment Rights

- 5.1 The Board of Trustees reserves the right to determine the management structure of the District and to reorganize and reassign management positions within the District.
- 5.2 Reassignment of Academic Management Employee to Faculty Position: The Board of Trustees may reassign an academic management employee to a faculty position for reasons satisfactory to the Board.
 - 5.2.1 The management employee shall be given written notice of the reassignment by the Board of Trustees. Where the management employee is serving under a contract of employment, the term of which is longer than one year, notice shall be given at least six months in advance of the expiration of the contract unless the terms of the contract provide otherwise. For every other management employee, notice of the reassignment shall be given on or before March 15.
 - 5.2.2 A management employee receiving notice of reassignment to a faculty position shall be entitled to receive, upon request, a written statement of the reasons for the reassignment.
 - 5.2.3 The decision of the Board of Trustees to reassign shall be final.

See Administrative Procedures:

- AP 7240-1 Management Employees - Workweek; Teaching by Managers
- AP 7240-2 Management Employees - Holidays
- AP 7240-3 Management Employees - Vacation Plan
- AP 7240-4 Management Employees - Leaves
- AP 7240-5 Management Employees - Personnel Files
- AP 7240-6 Management Employees - Professional Growth and Development Program

North Orange County Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7240 Management Employees

- AP 7240-7 Management Employees - Evaluation ~~[Under Construction]~~
AP 7240-8 Management Employees - Academic Management Employee Retreat
Rights; Classified Management Employee
Layoff and Bumping Rights
AP 7240-9 Management Employees - Disciplinary Action
AP 7240-10 Management Employees - Salary Provisions
AP 7240-11 Management Employees - Complaint Process
AP 7240-12 Management Employees - Proposals by District Management Association
Regarding Employee-Related Issues
[AP 7240-13 Management Employees Classification Review](#)

Date of Adoption: May 27, 2008

Date of Last Revision: November 28, 2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	April 11, 2023	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or CCLC as part of the 6-year review cycle, and general revisions recommended either by the District Curriculum Coordinating Committee or the 320 Workgroup. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on March 27, 2023. The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 4, Academic Affairs

AP 4020, Program and Curriculum Development: Revised after a detailed review by the campus curriculum committees, the academic/faculty senates, and the District Curriculum Coordinating Committee. Revisions include updating the “Reference” section, grammar corrections, adding language related to a commitment to DEIAA, and citing the corresponding board policy.

Chapter 5, Student Services

AP 5070, Attendance: Substantially revised to address the changes to Title 5 regulations on student attendance accounting to delete the details on the computation of FTES for specific attendance accounting methods, and instead updating the language to reflect general compliance with the California Community College’s Chancellor’s Office and Title 5 regulations. The proposed revisions reflect the broader compliance language and clarify the positions within the District responsible for preparing, reporting, and certifying the CCFS 320 apportionment reports.

Chapter 6, Business & Fiscal Affairs

AP 6250, Budget Management: Revised to update the “Reference” section, add legally required language, and cite the corresponding board policies and administrative procedures.

Chapter 7, Human Resources

AP 7120-4, Management Employee Hiring: Revised language in section 9.5 as a result of suggestions made by the Board in order to ensure consistency between BP 7240, Management Employees and current practice.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the four revised Administrative Procedures in Chapters 4, 5, 6, and 7.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.c.2
Item No.

AP 4020 Program and Curriculum Development

Reference:

**Education Code Section 70902(a);
Title 5 Sections 51021, 51022, 55000 et seq. and 55100 et seq;
34 Code of Federal Regulations Part 600.2;
ACCJC Accreditation Standards II.A;
U.S. Department of Education regulations on the Integrity of Federal Student
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as
amended;
WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.2**

1.0 Curriculum Review

1.1 The curriculum review process at each college and North Orange Continuing Education (hereafter referred to as "NOCE") shall at a minimum be in accordance with all of the following:

1.1.1 Each college and NOCE will establish a Curriculum Committee. Membership structure of the Curriculum Committee will be mutually agreed upon by the college administration and the Academic Senate at each college and NOCE .

1.1.2 The Academic Senates at each college and NOCE delegates to the Curriculum Committee, without forfeiting its rights or responsibilities under Title 5 Section 53200-53204, the responsibility to establish prerequisites, corequisites, and advisories on recommended preparation, and certain limitations on enrollment using the curriculum review process.

1.1.3 Each college's and NOCE's Curriculum Committee also reviews the course and prerequisites in a manner that meets each of the requirements under Title 5 Section 55002, and those specified in each institution's curriculum review process.

2.0 **Program Review:** As a regular part of the program review process or at least every six years, each college and NOCE shall review prerequisites, corequisites, or advisories to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this administrative procedure and with the law. Any prerequisite or corequisite that is successfully challenged under Title 5, Section 55003, subsections (p) and (q) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this administrative procedure and the law.

3.0 **Instructor's Formal Agreement to Teach the Course as Described:** Instructors will be provided with a copy of the approved course outline of record for all courses to which they are assigned. By accepting employment with the District, faculty agree to teach in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.

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4.0 Review of Individual Courses

- 4.1 Once a prerequisite or corequisite has been established according to each college's and NOCE's procedures, students will be prevented from enrolling in courses unless they have met the prerequisite or corequisite.
- 4.2 Levels of Scrutiny: Prerequisites and corequisites must meet the requirements of Administrative Procedure 4260, Prerequisites, Corequisites, and Advisories.

5.0 **Advisories on Recommended Preparation:** Each college and NOCE may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the Curriculum Committee. Such recommended standards of readiness are called advisories.

6.0 District Curriculum Approval Process

- 6.1 General Policy: Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from faculty at the departmental level through the division to other points within the approval process.
- 6.2 Campus Curriculum Committee: Each campus and North Orange Continuing Education shall be responsible for the development and adherence to its own intra-curricular process. On completion of that process, curricular items will be presented to the District Curriculum Coordinating Committee (DCCC) by the appropriate curriculum committee chair or designee.

6.3 District Curriculum Coordinating Committee (DCCC)

6.3.1 Voting Membership

6.3.1.2 Two faculty each from Fullerton College, Cypress College, and North Orange Continuing Education, the selection process to be determined by the academic senates. One of these representatives shall be designated as the lead faculty member of the delegation, as determined by the academic senates, for the purpose of efficient communication.

6.3.1.3 A management representative of the curriculum committee from each institution.

6.3.2 Non-Voting Membership: The Presidents from Fullerton College, Cypress College, and North Orange Continuing Education all serve ex officio.

6.3.3 Chairperson

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6.3.3.1 The Vice Chancellor, Educational Services & Technology, shall be a non-voting chair of the DCCC. It shall be the responsibility of the chair to:

6.3.3.1.1 Prepare the agenda, and to schedule meetings in consultation with and review by the lead faculty member from Fullerton College, Cypress College, and North Orange Continuing Education.

6.3.3.1.2 Assemble and distribute data relative to agenda.

6.3.3.1.3 Prepare and distribute minutes of the DCCC meetings.

6.3.3.1.4 Prepare and distribute curriculum materials for Board of Trustees approval.

6.3.4 Mission and Purpose

6.3.4.1 The mission and purpose of the District Curriculum Coordinating Committee (DCCC) is to:

6.3.4.1.1 Ensure that Cypress College, Fullerton College, and NOCE curriculum complies with all relevant legal requirements (Title 5 California Education Code, etc.).

6.3.4.1.2 Coordinate Cypress College, Fullerton College, and NOCE curricula to facilitate student access and success.

6.3.4.1.3 Support and facilitate consistency and compatibility of Cypress College, Fullerton College, and NOCE curriculum while respecting institutional uniqueness and identity.

6.3.4.1.4 Facilitate efficient processing of curriculum at the District level.

6.3.4.1.5 Address other matters of curriculum as determined appropriate by the voting membership of the DCCC, in consultation with the academic senates.

6.3.5 Procedures

6.3.5.1 The DCCC shall meet once a month during the regular semesters of the colleges and NOCE.

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- 6.3.5.1.1 Additional meetings may be called by the Vice Chancellor, Educational Services & Technology, at the request of the campus academic senates or campus administration.
- 6.3.5.2 Staff members are welcome to attend DCCC meetings as resources.
- 6.3.5.3 Prior to submittal to the Board of Trustees for approval, summaries of curricula must be submitted for review and recommendation by the DCCC. This includes all new curricula, deletions and major revisions.
 - 6.3.5.3.1 The DCCC shall review curriculum to ensure the following:
 - 6.3.5.3.1.1 Compliance with all relevant legal requirements, including, but not limited to, fees, course repeatability, distance education provisions and course numbering provisions;
 - 6.3.5.3.1.2 Utilization of the approved Fullerton/Cypress Class Size Planning and Resource Document in consideration of class size, with additional discipline and/or course specific justification, and in recognition that not every course will fit the categories on the document;
 - 6.3.5.3.1.3 Appropriateness of lecture/lab and unit designations, tied to pedagogical methodology and other curricular considerations determined by the campus curriculum approval process;
 - 6.3.5.3.1.4 Compliance with established safety guidelines;
 - 6.3.5.3.1.5 Support for course articulation with four-year colleges and universities.

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6.3.5.3.2 Minor curriculum revisions, including textbook updates, minor revisions to course content that do not change the overall scope of the course, changes in schedule description and mandated course reviews that do not have significant changes, will be approved by the colleges and NOCE and implemented according to campus curriculum approval process.

6.3.6 Curriculum Recommendations

6.3.6.1 Prior to submittal to the DCCC, all curricula shall be reviewed in accordance with local campus procedures.

6.3.6.2 Upon DCCC review of proposals for curriculum revision, and approval by majority vote for new curriculum and deletion proposals, curriculum shall be forwarded by the campuses to the Board of Trustees for approval through the Office of the Vice Chancellor, Educational Services and Technology.

6.3.6.2.1 If submitted new curriculum or deletion proposals are not recommended by a majority vote of the DCCC, the Vice Chancellor, Educational Services & Technology, shall inform representatives of the appropriate campus of the rationale in writing and request that faculty address the concerns.

6.3.6.2.2 Curriculum advanced by the campuses for DCCC review and recommendation shall first be approved by the local curriculum committee.

7.0 **Commitment to Diversity, Equity, Inclusion, Anti-Racism, and Accessibility:** The District shall support and encourage faculty development of programs and curricula that infuse an inclusive, accessible, and anti-racist perspective into the curricular offerings, and programs and curricula that include instruction from the perspective of racially minoritized, historically marginalized, and underrepresented people including individuals with disabilities.

See Board Policy 4020, Program and Curriculum Development.

Date of Adoption: June 22, 2004

Date of Last Revision: March 27, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
March 23, 2015 District Consultation Council

AP 5070 Attendance

Reference:

Title 5 Sections 58000 et seq.

California Community Colleges Chancellor's Office Student Attendance Accounting Manual (SAAM)

1.0 Attendance Accounting Procedures

- 1.1 The term length of each primary college semester shall be 16 weeks for the credit colleges and 18 weeks for the noncredit institution.
 - 1.2 The number of instructional days in each academic year shall be no fewer than 175 days.
 - 1.3 The total full-time equivalent students (FTES) attendance shall be computed as defined in Title 5 according to the type of course, the way the course is scheduled, the length of the course, and applicable census dates, or positive-attendance methodology for applicable courses.
- 2.0 The Directors of Institutional Research in collaboration with the Offices of Admissions and Records and Enrollment Services shall verify compliance with prescribed California Community Colleges Chancellor's Office procedures for reporting attendance according to valid census dates, or positive attendance, and FTES calculations for all credit and noncredit classes.
- 2.1 In compliance with deadlines from the California Community Colleges Chancellor's Office, the campus Directors of Institutional Research will be responsible for reporting of FTES for their respective college in the state online portal. The District Director of Fiscal Affairs will enter districtwide data and will certify the CCFS 320 apportionment reports for the District in compliance with the published deadlines.
 - 2.2 The Offices of Admissions and Records and Enrollment Services in collaboration with the Directors of Institutional Research will provide support documentation and attendance data for verification and audit purposes.
 - 2.3 Reported FTES will include attendance of student contact hours while students are actively enrolled and engaged in educational activities required of students and while the students are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which they served.
- 3.0 Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended and any student not attending the first class meeting may be dropped by the instructor.
- 3.1 Specific procedures regarding student attendance and absences in compliance with Title 5 are published in the college catalog.

AP 5070 Attendance

Date of Adoption: June 14, 2005

Date of Last Revision: March 27, 2023 District Consultation Council
February 24, 2014 District Consultation Council

AP 6250 Budget Management

Reference

Title 5 Sections 58305, 58307, and 58308

- 1.0 Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.
- 2.0 Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board of Trustees, and must be approved by a two-thirds vote of the members of the Board.
- 3.0 Transfers may be made between expenditure classifications by written resolution of the Board of Trustees, and may be approved by a majority of the members of the Board.
- 4.0 Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board of Trustees setting forth the need according to major classification.

See Board Policy 6200, Budget Preparation; Administrative Procedure 6200, Budget Preparation; Board Policy 6250, Budget Management; Board Policy 6300, Fiscal Management; and Administrative Procedure 6300 Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: March 27, 2023 District Consultation Council

AP 7120-4 Management Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
Title 5 California Code of Regulations Section 53024
ACCJC Accreditation Standard III.A.1;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Diversity shall review the composition of the search committee and may require the committee to select alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants. If it is determined that alternate committee members are required, the search committee chair and Executive Officer will be notified, and the appropriate constituency group(s) will be consulted to provide alternate committee member(s) that will satisfy 5 CCR § 53024. If the committee disagrees with the determination, the Chancellor will be consulted to provide the final determination and approval of the search committee composition.
 - 3.1 Diversity: For the purpose of this procedure, diversity is defined as outlined in the District's EEO Plan.
- 4.0 **Search Committee Composition**
 - 4.1 Chancellor: The search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
 - 4.2 President/Vice Chancellor (Executive Officers): The committee for the position of President or Vice Chancellor shall be comprised of the following:
 - 4.2.1 The Vice Chancellor of Human Resources or designee.
 - 4.2.2 Two (2) management representatives selected by the District Management Association.
 - 4.2.3 Four (4) management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - 4.2.4 One (1) faculty representative selected by the United Faculty.

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- 4.2.5 One (1) faculty representative selected by the Adjunct Faculty United.
- 4.2.6 Five (5) faculty representatives selected by the campus Academic/Faculty Senate or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.7 Two (2) classified representatives selected by California School Employees Association (CSEA).
- 4.2.8 One (1) confidential representative selected by the Confidential Employees Group.
- 4.2.9 One (1) student representative selected by the respective Associated Student Body/Student Leadership Program (NOCE) for the President recruitment or one from each Associated Body/Student Leadership Program (NOCE), for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.10 One (1) community representative selected by the Chancellor (optional).
- 4.2.11 A non-voting Equal Employment Opportunity/Diversity representative selected by the Chancellor.
- 4.3 Vice President/Dean: The committee for the position of Vice President or Dean shall be comprised of the following:
 - 4.3.1 Two (2) management representatives selected by the District Management Association.
 - 4.3.2 Three (3) management representatives selected by the President broadly reflective of the campus community.
 - 4.3.3 One (1) faculty representative selected by the Adjunct Faculty United.
 - 4.3.4 One (1) faculty representative selected by the United Faculty.
 - 4.3.5 Three (3) faculty representatives selected by the campus Academic/Faculty Senate for the Vice President recruitment or four (4) faculty representatives selected by the campus Academic/Faculty Senate for the Dean recruitment.
 - 4.3.6 Two (2) classified representatives selected by CSEA.
 - 4.3.7 One (1) student representative selected by the Associated Student Body/Student Leadership Program (NOCE).
 - 4.3.8 One (1) community representative selected by the President (optional).

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

4.4 Other Administrator Positions

4.4.1 The committees for other administrator positions shall be determined by the appropriate Executive Officer and supervising administrator using the appropriate consultation process. The committee shall include representatives of applicable constituencies related to the nature of the position.

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

5.0 **Responsibilities of Search Committee Members**

5.1 Responsibilities of All Committee Members

5.1.1 Committee members shall be active participants in all aspects of the search process, with certain exceptions for a student representative (per 5.1.4 and 8.3) and replacement committee member (per 8.3). This includes, but is not limited to the following:

5.1.1.1 Completion of training identified by Human Resources to meet the employment objectives of the District, which includes equal employment opportunity; diversity, equity, inclusion, and anti-racism in the search process; and standard search committee procedures.

5.1.1.2 Development of evaluative criteria and interview questions.

5.1.1.3 Development of protocol for performance tests, if conducted.

5.1.1.4 Evaluation and rating of applicants.

5.1.1.5 Interviewing of candidates.

5.1.1.6 Recommendation of finalists.

5.1.2 Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire search process and after the process is completed.

5.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee with the exception of the student representative.

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5.1.4 A student representative serving on the committee may participate in one or more of the activities below after completion of required search committee training (per 5.1.1.1):

5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.

5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.

5.1.4.3 Interviewing of candidates and recommendation of finalists.

5.1.4.4 Final interviews of candidates with campus Executive Officers.

5.2 Responsibilities of Committee Chair

5.2.1 The committee chair shall be responsible for the following:

5.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the search process.

5.2.1.2 Convening and conducting committee meetings, with reasonable consideration to the schedules of committee members.

5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.

5.2.1.4 Coordination of candidate interviews.

5.2.1.5 Communicating with applicants, as required.

5.2.1.6 Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).

5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.

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

5.2.1.9 Performing other duties determined by agreement with the committee.

5.2.2 The hiring site will be responsible for providing clerical assistance to the chair.

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5.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search committee.

5.3 Responsibilities of the Equal Employment Opportunity/Diversity Representative

5.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.

5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.

5.3.3 Any allegation of noncompliance shall be investigated by the District Director, EEO and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.

5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.

5.3.5 The EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search.

6.0 Development and Distribution of Job Announcement

6.1 Development of Job Announcement

6.1.1 The job announcement for the position shall be developed by the Office of Human Resources in collaboration with the hiring manager and the search committee, and shall include the following information:

6.1.1.1 The position title.

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

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- 6.1.1.3 The qualifications for the position, which shall include the minimum qualifications for service as required by law, and/or such other qualifications as established by the District.
- 6.1.1.4 The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications, which are specific and directly reflective of the evaluative criteria to be utilized in the selection process.
- 6.1.1.5 The required diversity minimum qualification; the required diversity desirable qualification; and a minimum of one (1) additional diversity desirable qualification, as approved by the Office of Human Resources.

6.1.2 The job announcement shall be reviewed by the committee chair for final approval.

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

6.2 Distribution of Job Announcement

6.2.1 The Office of Human Resources, in consultation with the committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.

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

7.0 Application Requirements

7.1 Applications shall be submitted electronically through the District's applicant tracking system.

7.2 A complete online application must include the following:

7.2.1 Completed application, certified by the applicant.

7.2.2 Cover letter which demonstrates how the candidate's knowledge and expertise apply to the position.

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- 7.2.3 Resume of education and professional experience.
- 7.2.4 Academic transcripts, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official transcripts prior to the first day of service).
- 7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).
- 7.2.6 Additional requirements may be requested by the committee, including, but not limited to, the following:
 - 7.2.6.1 Current letters of recommendation.
- 7.3 Except for letters of recommendation, required application materials must be submitted through the District's applicant tracking system to be considered complete. Applicants shall bear the sole responsibility for ensuring that applications are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement (with the exception of letters of reference) will not be accepted. Examination of application materials for completeness will be the responsibility of the Office of Human Resources.
- 7.4 Applicants who are interested in more than one position must submit a separate and complete online application for each position.

8.0 Search Committee Operating Procedures

- 8.1 The initial meeting of the committee shall be convened by the Executive Officer or designee. The committee shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.
- 8.2 The committee members, in consultation with the Executive Officer or designee, shall select a chair from among the committee membership.
- 8.3 With the exception of the student representative, no additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first candidate interview, the replacement committee member must participate in all aspects of the search process, except for 5.1.1.2 and 5.1.1.3 (optional for replacement committee members). Student representatives may participate in any phase of the search process (per 5.1.4).

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- 8.4 The committee shall develop the following for use in evaluating applicants which shall be approved by the Office of Human Resources prior to consideration of applicant materials by the committee:
- 8.4.1 Evaluative criteria, interview questions, and diversity, equity, and inclusion competencies, to be evaluated throughout the search process.
 - 8.4.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.
 - 8.4.3 Parameters for conducting interviews and if conducted, administration of performance tests.
- 8.5 Initial Evaluation of Applications
- 8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.
 - 8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.
 - 8.5.3 Once the applicant pool is released to the chair, those remaining in the applicant pool shall be independently assessed by each member of the committee using their established evaluative criteria.
 - 8.5.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the applicants until independent evaluations of all applicants have been completed and entered into the District's applicant tracking system by each committee member.
 - 8.5.5 The committee will then discuss the ratings and evaluate the merits of the applicants to determine if there is an adequate and qualified pool with which to continue the selection process.
 - 8.5.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 8.5.5.2 If the pool is not deemed adequate by the committee or the Office of Human Resources, the committee shall discuss the matter with the Executive Officer or designee, who shall

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determine the action to be taken after consultation with the committee.

8.5.6 If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may have caused the adverse impact; extend the recruitment; or close the recruitment (per Title 5, sections 53023 and 53024).

8.5.7 The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.

8.6 Selection of Candidates for Interview

8.6.1 The committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair or committee designee shall notify the Vice Chancellor of Human Resources or designee of the recommended interview candidates so that Human Resources can ensure they all possess the required experience and qualifications for the position.

8.6.2 After determination of the candidates cleared for interview pursuant to section 8.6.1, the committee chair shall:

8.6.2.1 Notify the committee regarding the candidates cleared for interview.

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

8.6.2.3 Notify each interview candidate with information detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.

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

8.7 Interview and Performance Tests

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

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

8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance

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tests, if conducted, have been completed and independent evaluations have concluded.

8.8 Selection of Finalists

- 8.8.1 The committee chair shall lead the discussion, which shall focus on the strengths and weaknesses of the candidates to determine those to be recommended as finalists to the supervising administrator. The committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.
- 8.8.2 Through the District's applicant tracking system, the Office of Human Resources will conduct reference checks, verify educational minimum qualifications, and any additional required qualifications for the selected finalist(s) and provide the results to the committee chair and/or designee.
- 8.8.3 The committee chair and/or designee conduct a verbal reference check of the finalist(s) with a Supervisor, which shall include investigation of professional experience and personal qualities relevant to performance in the position.
- 8.8.4 The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).
- 8.8.5 The supervising administrator will recommend to the appropriate Executive Officer the finalist to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the finalist to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful finalist (offer contingent upon the successful completion of a background check and any District employment requirements) and confirm the finalist's acceptance. Upon notification by the supervising administrator that a finalist has accepted the position, the committee chair or Executive Officer shall notify the Office of Human Resources. The employment of the finalist will not be authorized until approved by the Board of Trustees (BP 7110, section 2.0). The Office of Human Resources will notify the remaining candidates.
- 8.8.6 In the event the successful finalist does not accept the offer of employment the supervising administrator, in consultation with Human Resources, shall determine the next action to be taken.
- 8.8.7 In the event the new hire does not continue employment within six (6) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

9.0 Executive Officer Positions

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- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.
- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
- 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
- 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the committee who shall be from different constituencies.
- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions. The Vice Chancellors and Presidents shall be selected by the Chancellor with the advice and final approval of the Board of Trustees.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

Date of Last Revision: March 27, 2023 District Consultation Council
January 23, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
July 28, 2008 (correction to section 5.1.1)
February 12, 2008

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	April 11, 2023	Resolution	<u>X</u>
SUBJECT:	Resolutions Board of Trustees Excused Absences	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 7425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at that time of the meeting he or she is performing services outside of the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 22/23-19, Resolution No. 22/23-20, and Resolution No. 22/23-21, Trustee Absence verifying that Trustees Ryan Bent, Stephen T. Blount, and Ed Lopez were absent on March 29, 2023 due to hardship and, therefore, eligible to receive compensation for the Special Board meeting held on that date. Signed affidavits from Trustees Bent, Blount, and Lopez verifying their absences due to hardship will be on file in the Chancellor's Office.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.d.1
Item No.

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



Resolution 22/23-19, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of March 29, 2023, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Ryan Bent

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: April 11, 2023

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



Resolution 22/23-20, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of March 29, 2023, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Stephen T. Blount

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: April 11, 2023

6.d.3

Item No.

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



Resolution 22/23-21, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of March 29, 2023, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Ed Lopez

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: April 11, 2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 11, 2023

SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.e
Item No.

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

March 28, 2023

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, March 28, 2023, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

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

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales, and Student Trustees Paloma Foster and Kisha Mehta. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Damon de la Cruz, representing the Cypress College Academic Senate; Christie Diep, representing United Faculty; Elaine Loayza, representing CSEA; Seija Rohkea, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Sandra Rocha, Steven Schoonmaker, Stephanie Teer, and Bryan Ventura from Cypress College; Ericka Adakai, Daniel Berumen, Katie King, Jose Ramon Nuñez, Kelly Robertson, Oscar Saghieh, and Ken Starkman from Fullerton College; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Tami Oh, Chelsea Salisbury, Amita Suhrid, Kashu Vyas, and Rick Williams from the District Office.

VISITORS: Chuck Fanning, Dash Johnson, and Abby Tafasse. Public participation was provided via YouTube livestream.

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

Finance & Facilities: 3.a, 3.c, 3.d, 3.e, 3.f, 3.g

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

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

Human Resources: 4.a, 4.b, 4.c, 4.d, 4.e

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

CHANCELLOR'S REPORT

Dual Enrollment Presentation: As part of the Chancellor's Report, **Cherry Li-Bugg**, Vice Chancellor, Educational Services & Technology, introduced the dual enrollment presentation by providing a brief history and introducing **Stephanie Teer**, Cypress College Director of Dual Enrollment; **Sandra Rocha**, Cypress College Special Projects Manager; **Ericka Adakai**, Fullerton College Director of Educational Partnerships and Programs; **Kelly Robertson**, Fullerton College Administration of Justice Department Coordinator; **Chuck Fanning**, La Habra High School Teacher and Adjunct Faculty; and **Daniel Berumen**, Fullerton College Director of Institutional Research and Development who provided detailed information on campus dual enrollment efforts.

Subsequent to the presentations by each college, trustees expressed their appreciation for the thorough presentations and inquired about registration; whether students can enroll in any of the programs; cohort capacities; parent involvement opportunities; transfer pathways; data related to students who transfer outside of the District; certificates awarded; future growth and potential collaborations; specific needs for growth; increases in high school graduation rates since offering dual enrollment and the corresponding data; the percentage of classes offered which are aimed at improving CTE readiness; the percentage of non-dual enrollment students enrolled in the District for comparison purposes; ability of at-risk students to enroll in dual enrollment; how often the Colleges collaborate to ensure best practices; the unintended consequences faced when building dual enrollment; scaling up to allow for additional student participation; and orientation information being shared in alternate languages.

Board President Ed Lopez thanked all of the presenters for the excellent presentations and Chancellor Byron D. Cliff Breland expressed his appreciation to the teams for their passion, noted the great strides the District has made in offering dual enrollment courses, and the State of California's goal of increasing dual enrollment from K-12 by 2025.

(See Supplemental Minutes #1315 for a copy of the presentation.)

Chancellor Byron D. Cliff Breland recognized the Human Resources team—**Irma Ramos, Simone Brown Thunder, Amita Suhrid, and Joseph Aranda**—who worked with the State Chancellor's Office to host the EEO Southern California Promising Practices Showcase which served as a fantastic opportunity to highlight the District. He thanked **Kai Stearns, Ashley Walker**, and the College Presidents for submitting requests for federal appropriations funding for the Men of Color Program, the Fullerton College Family Resource Center, and the Cypress College Veterans Resource Center, and praised the Cypress College Theater Department for their production of *Beauty and the Beast* which he attended with his daughter. He concluded his report noting that Women's History Month was coming to a close, he highlighted the female leadership districtwide and how the District continues to thrive.

MINUTES: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Evangelina Rosales to approve the Minutes of the Regular Meeting of March 14, 2023. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to award Bid #2223-15, Anaheim Swing Space Interim Housing Project to RT Contractor Corp. as the lowest responsive and responsible bidder in the amount of \$2,180,000 including \$200,000 in allowances.

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

Item 3.b: Prior to consideration of this item, the Board received the following public comment:

Christie Diep addressed the Board to express concern about moving the Culinary Arts Program from the Anaheim Campus to expensive, portable buildings in a Cypress College parking lot because the District will end up spending millions for a temporary move when the program should be housed at Cypress College permanently. She noted that students have to drive to Cypress College to access services and urged the Board to find a solution to bring the program back home to Cypress College.

It was moved by Trustee Evangelina Rosales and seconded by Trustee Ryan Bent to increase the agreement with HPI Architecture for the Hotel, Restaurant and Culinary Arts Program Temporary Relocation Project at Cypress College by \$7,480 from \$330,000 to \$336,480.

During the discussion, trustees inquired about discussions to build facilities for the Culinary Arts program at Cypress College, who participated in those discussions, and why the program was initially moved to the Anaheim Campus. Vice Chancellor Fred Williams and President JoAnna Schilling responded to the inquires by noting that alternative options, including permanent facilities, were discussed but did not meet the necessary construction timelines or were cost prohibitive and would require another facilities bond measure; that consultants along with District and campus staff, including Culinary Arts faculty, were involved in the discussion; that the campus found significantly discounted modular buildings to use that would fit the timeline and were specific for culinary use; that the Culinary Arts program was originally moved to the Anaheim Campus when the building was purchased in order to provide the program additional space; and that the conversation isn't over, but the timing impacted the solution.

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

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

Item 3.c: By block vote, authorization was granted to approve Change Order #1 for Bid #2223-05, Site Barrier Removal Project at Fullerton College with Golden Gate Construction in the amount of \$39,854.82, increasing the contract from \$465,000.00 to \$504,854.82 and extend the contract time from 51 days to 98 days.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute change order #1 on behalf of the District.

Item 3.d: By block vote, authorization was granted to amend agreement #2021-09 with BNBuilders, Inc., for the design-build of the Chapman Newell Instructional Building and New Maintenance & Operations Building at Fullerton College to modify the contractual substantial completion date to November 8, 2024; increase the total estimated amount not-to-exceed for the Guaranteed Maximum Price from \$28,833,781 to \$36,794,072; increase the pre-construction contract from \$3,214,969 to \$5,127,449 to authorize early purchase of long-lead equipment and material under the pre-construction services of this agreement.

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

Item 3.e: By block vote, authorization was granted to award Bid #2223-14, Underground Tunnel Structural Repairs at Fullerton College to Golden Gate Steel, Inc. in the amount of \$1,098,000 including a \$140,000 allowance.

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

Item 3.f: By block vote, authorization was granted to continue with the legal services provided by Parker & Covert through June 30, 2023.

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

Item 3.g: By block vote, authorization was granted to allow Fullerton College and the Ethnic Studies Department to host the “Feast for our 50th: Celebrating 50 years of Ethnic Studies Scholarship at Fullerton College” on the Fullerton College campus Wednesday, April 26, 2023, and allow the purchase and serving of alcoholic beverages to attendees.

HUMAN RESOURCES

Item 4.a: By the block vote, authorization was granted for the following academic personnel matters, which are within budget:

PROMOTION

Reiland, Kathleen	CC	Dean, CTE/Economic Development
	To:	Vice President, Instruction 12-month Position (100%) Range 37, Column G + Doctorate Management Salary Schedule Eff. 04/01/2023

TEMPORARY CONTRACT

FitzMaurice, Hillary	NOCE	Noncredit ESL Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 7 Eff. 08/09/2023 – 12/16/2023
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CHANGE IN SALARY CLASSIFICATION

FitzMaurice, Hillary	NOCE	Noncredit ESL Instructor Temporary Contract (100%) Pursuant to E.C. 87482 From: Class B, Step 1 To: Class B, Step 7 Eff. 02/06/2023
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Cassens, Treisa	CC	Dean, Library/Learning Resource Center & ISPS 10% Stipend Eff. 03/15/2023-06/30/2023
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LEAVE OF ABSENCE

@00901532	NOCE	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 03/16/2023-04/15/2023
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@00956745	FC	AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/06/2023-03/17/2023
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Paek, Sylvia	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2023 Spring Semester
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FACULTY SABBATICAL LEAVES

Arellano, Cristina	FC	Counselor, EOPS Eff. 2023 Fall Semester
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Babad, Bruce	FC	Music Instructor Eff. 2023 Fall Semester
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Costello, Jeanne	FC	English Instructor Eff. 2023 Fall Semester
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Cummings-Sumner, Vonn	FC	Art Instructor Eff. 2024 Spring Semester
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Flores, Christy	FC	English Instructor Eff. 2023 Fall Semester
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Jagodina, Marianna	FC	Mathematics Instructor Eff. 2023 Fall Semester
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Loy, Michelle	FC	Nutrition/Foods Instructor Eff. 2024 Spring - 2024 Fall Semester
Mihaylovich, Kristin	FC	Art Instructor Eff. 2024 Spring - 2024 Fall Semester
Odebunmi, Mary Fola	CC	Economics Instructor Eff. 2023 Fall Semester
O'Rourke, Margaret	FC	English Instructor Eff. 2023 Fall - 2024 Spring Semester
Owen-Driggs, Janet	CC	Art Instructor Eff. 2023 Fall - 2024 Spring Semester
Siskind, Jeremy	FC	Piano Instructor Eff. 2023 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Correa, Abel	FC	Column 1, Step 1
Vechayiem, Dia	CC	Column 2, Step 2

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Martinez Garcia, Sandra	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Cherney, Julia	CC	Dental Hygiene Class E, Step 18 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/22/2023-08/16/2023
Contreras, Kendra	CC	Dental Hygiene Class E, Step 19 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/22/2023-08/16/2023
Corrales, Nancy	CC	Director of Sonography Class B, Step 15 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/22/2023-06/30/2023
Frianeza, Michael	CC	Director of Radiology Class F, Step 22 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule

Eff. 05/22/2023-06/30/2023

Grande, Jolena CC Director of Funeral Services
Class E, Step 28
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Ramos, Jaime CC Director of Psychiatric Technology
Class E, Step 23
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

Silva, Joel CC Dental Assisting
Class E, Step 17
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Spitler, Patricia CC Director of Health Information Technology
Class B, Step 15
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

Item 4.b: By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

RESIGNATION

Rodriguez, Felipe FC Financial Aid Technician
12-month position (100%)
Eff. 03/15/2023
PN FCC818

NEW PERSONNEL

Harris, Sandra FC PE/Athletic Therapist
12-month (100%)
Range 49, Step D
Classified Salary Schedule
Eff. 04/01/2023
PN FCC547

CHANGE IN START DATE

Corona, Karina FC Research Analyst (100%)
From: 03/15/2023
To: 03/28/2023
PN FCC551

DEMOTION

@01155037 CC Facilities Custodian Coordinator II
 12-month position (100%)
 PN CCC979

To: Facilities Custodian I
 12-month position (100%)
 Range 27, Step E +10% Longevity + 10%
 Shift
 Classified Salary Schedule
 Eff. 03/29/2023

VOLUNTARY CHANGES IN ASSIGNMENT

Jackson-Reed, Leslie NOCE Administrative Assistant II (100%)
 Basic Skills/High School Diploma Program

Extension of Temporary Change in Assignment
 To: CC Physical Plant/Maintenance and Operations
 Eff. 03/01/2023 – 04/30/2023

Lee, Rebekah NOCE Testing and Assessment Specialist

To: FC Evaluator
 12-month position (100%)
 Range 36, Step D
 Classified Salary Schedule
 Eff. 04/01/2023 – 06/30/2023

Santillan, Carolina FC Administrative Assistant II, Business & CIS

To: Administrative Assistant III, ACT
 12-month position (100%)
 Range 41, Step C
 Classified Salary Schedule
 Eff. 04/01/2023 – 06/30/2023

Teh, Edwin NOCE Instructional Aide, High School Lab

Temporary Change in Assignment
 To: FC Admissions and Records Specialist
 12-month position (100%)
 Range 36, Step C + 5% Longevity
 Classified Salary Schedule
 Eff. 04/01/2023 – 06/30/2023

Vasquez, Joseph CC Facilities Custodian II (100%)

Extension of Temporary Change in Assignment
 To: Skilled Maintenance Mechanic

12-month position (100%)
 Range 34, Step E + 25% Longevity + PG&D
 Classified Salary Schedule
 Eff. 01/01/2023 – 02/14/2023

Veloz, Gypsy	NOCE	Instructional Aide, High School Lab
		Temporary Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%) Range 36, Step C + 5% Longevity +PG&D Classified Salary Schedule Eff. 04/01/2023 – 06/30/2023

DOCTORAL STIPEND

Corona, Karina	FC	Research Analyst (100%) Doctoral Stipend (\$3,500) Eff. 03/28/2023
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Tang, Kim	NOCE	Manager, NOCE CTE 10% Stipend Eff. 03/16/2023 – 04/30/2023
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LEAVES OF ABSENCE

@00384991	FC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 05/06/2023 – 05/17/2023 (Consecutive Leave)
@01345000	CC	Unpaid Personal Leave Eff. 03/23/2023

Item 4.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1315 for a copy of the professional expert personnel listing.)

Item 4.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1315 for a copy of the hourly personnel listing.)

Item 4.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1315 for a copy of the volunteer listing.)

GENERAL

Item 5.a: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Ryan Bent to re-adopt the Board of Trustees Assessment Instrument. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

Item 5.b: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Stephen T. Blount to adopt the following proposed, revised Board Policies:

- BP 6100, Delegation of Authority, Business, and Fiscal Affairs
- BP 6150, Designation of Authorized Signers
- BP 6200, Budget Preparation
- BP 6300, Fiscal Management
- BP 6310, Personal Use of District Property, Facilities, and Equipment
- BP 6320, Investments
- BP 6330, Purchasing
- BP 6350, Hospitality
- BP 6380 District Activities Involving Sale or Catering of Food
- BP 6400, Financial Audits
- BP 6450, Wireless or Cellular Telephone Use
- BP 6500, Property Management
- BP 6520, Security for District Property
- BP 6540, Insurance
- BP 6550, Disposal of District Property
- BP 6600, Capital Construction
- BP 6620, Naming of Facilities and Properties
- BP 6740, Citizens' Oversight Committee
- BP 6800, Safety
- BP 6900, Bookstore(s)

During the discussion, Board President Ed Lopez noted a necessary correction to section 1.0 in BP 6520 which was agreed to. Subsequently, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

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

Item 5.c: Board President Ed Lopez asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported that NOCE completed its WASC accreditation visit on March 15 which was completed fully online and expressed her gratitude to everyone who participated in the self-study, especially the accreditation co-chairs and captains of the workgroups. She noted that NOCE was commended for its resilience in providing high-quality programs and student services despite the pandemic, comprehensive student support services aligned with

institutional core values, and extensive course offerings to address academic, vocational, and enrichment needs of students. The team also noted growth opportunities related to the expansion of SLO assessments, the continued development of distance education offerings, and the inclusion of NOCE student representation in the District-wide shared governance structures. The full report will be shared at a later date with the final accreditation decision expected in May.

Cynthia Olivo congratulated **Michael Moore** on being featured in a LinkedIn article on Future Built Career Education and thanked **Flor Huerta** and staff for coordinating Major Declaration Day on March 28. She reported on her participation in the *Bienvenida* luncheon organized by Los Amigos of Orange County, her speaking opportunity at the League of Women Voters luncheon, and the upcoming Fullerton College French Film Festival, a Women's History Month panel with **Assemblymember Sharon Quirk Silva**, and two events honoring the 50th Anniversary of the Fullerton College Ethnic Studies Department led by **Ziza Delgado**.

JoAnna Schilling thanked the dual enrollment presenter and acknowledged **Henry Hua** for his work in its development and shared a new Visual and Performing Arts brochure. She reported on student achievements, including a student poster presentation at the American Physics Society Conference in Las Vegas and the selection of another Cypress College student for an internship with **Governor Newsom**. President Schilling also noted that Cypress College collaborated with **Assemblymember Sharon Quirk-Silva** to host her 2023 Women of Distinction event.

Irma Ramos invited everyone to attend the District's 2023 Health and Wellness Fair on April 26 at the Anaheim Campus.

RESOURCE TABLE PERSONNEL COMMENTS

Christie Diep reported that Untied Faculty membership ratified the flexible scheduling MOU with the District and stated that Human Resources has repeatedly violated Title 5 reporting requirements without recourse and urged the Board to conduct an objective audit.

Elaine Loayza reported on the role of site representative coordinators across the District, the legacy of **Cesar Chavez** and the upcoming holiday, the upcoming CSEA meeting, and support for the Adjunct Faculty United healthcare proposal.

Seija Rohkea reported that Adjunct Faculty United continues to work with the District to secure full health care benefits for members and shared the over 400 signatures of part-time faculty that were collected in support. She acknowledged all of those that have expressed support for their efforts including **Representative Katie Porter**, and thanked the District for working with Adjunct Faculty United towards resolution.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster reported that Associated Students will attend the upcoming General Assembly and are hosting a panel for Women's History Month with **Assemblywoman Sharon Quirk Silva** on March 30. She reported that Associated Students are concerned with the hate speech that was brought to campus during the past semester and are working on a resolution that will be brought to the Board at the next meeting.

Student Trustee Kisha Mehta thanked Irma Ramos and Amita Suhrid for the opportunity to present at the EEO Southern California Promising Practices Showcase and reported on upcoming Cypress College Associated Students activities including a spring kickback event and the faculty/staff vs. students softball game. She noted that the upcoming General Assembly will include votes on three resolutions that were submitted by Cypress College Associated Students representatives.

Trustee Jacqueline Rodarte reported on her attendance at the Cypress College Beauty and the Beast production and announced that the campus open forum for the Cypress College President finalists will take place on March 29 and urged participants to provide their feedback to trustees.

Trustee Barbara Dunsheath reported that April is Community College Month and encouraged the Colleges and the District to participate, and highlighted a recent Wheelhouse study on student parents in higher education.

PUBLIC COMMENTS ON NON-AGENDA ITEMS: There were no comments from members of the audience.

CLOSED SESSION: At 7:52 p.m., Board President Ed Lopez adjourned the meeting to closed session per the following sections of the Government Code and stated there would not be a readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor

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

RECONVENE MEETING: At 10:12 p.m., Board President Ed Lopez reconvened the meeting in open session.

ADJOURNMENT: At 10:12 p.m., it was moved by Trustee Evangelina Rosales and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

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

March 29, 2023

The Board of Trustees of the North Orange County Community College District met for a Special Meeting on Wednesday, March 29, 2023, at 9:20 a.m. at Cypress College, College Complex, Room 414 at 9200 Valley View Street, Cypress, CA 90630.

Vice President Evangelina Rosales called the meeting to order at 9:28 a.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Jeffrey P. Brown, Barbara Dunsheath, Jacqueline Rodarte, and Evangelina Rosales. Absent: Trustees Ryan Bent, Stephen T. Blount, Ed Lopez, and Student Trustees Kisha Mehta and Paloma Foster.

RESOURCE PERSONNEL PRESENT: Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; JoAnna Schilling, President, Cypress College; Christie Diep, representing United Faculty; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Belinda Aleman, Belinda Allan, David Booze, Teresa Chevalier, Melisa Chteoui, Teresa Cuara, Troy Davis, Anthony Diaz, Dao Do, Diana Domingo, Lupe Dominguez, Temperence Dowdle, Tori Felipe, Margaret Fernandez, Deniz Fierro, Jolena Grande, Eileen Haddad, Yongmi Han, Jennifer Jennings, Cari Jorgensen, Marcie Kagawa, AeYoung Kim, Liana Koepfel, Leilani Matanguilian, Patricia Menchaca, Brady Miller-Wakeham, Christina Mix, Kristina Oganessian, Gloria Ortega, Lili Perez, Marc Posner, Alejandra Ramirez, Jonathan Robles, AnnMarie Ruelas, Jose Sanchez, Angela Sardan, Stephen Schoonmaker, Dianna R. Smith, Tayler Thomas, Anastasia Thrift, Kristi Valdez, Bryan Ventura, and Janet Vera from Cypress College; and Danielle Davy, Chelsea Salisbury, Amita Suhrid, and Leslie Tsubaki from the District Office.

VISITORS: John Ayala, Joan Smith, and Phil Wendel.

COMMENTS: There were no comments from members of the audience.

OPEN FORUM: Beginning at 9:30 a.m., the following three finalists for the position of Cypress College President took 45 minutes each to conduct a question and answer session: Dr. O. Lee Douglas, Dr. Paul de Dios, and Dr. Lisa Cooper Wilkins.

RECESS: At 12:15 p.m. the meeting was recessed to 1:00 p.m.

RECONVENE MEETING: Board Vice President Evangelina Rosales reconvened the meeting and beginning at 1:00 p.m. the following two finalists for the position of Cypress College President took 45 minutes each to conduct a question and answer session: Dr. Michael Odu and Dr. Jennifer Kalfsbeek-Goetz.

ADJOURNMENT: At 2:45 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to adjourn the meeting. **Motion carried with Trustees Brown, Dunsheath, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees

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UNAPPROVED
MINUTES OF THE SPECIAL CLOSED SESSION MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

April 1, 2023

The Board of Trustees of the North Orange County Community College District met for its Special Closed Session Meeting on Saturday, April 1, 2023, at 8:30 a.m. in Room 105 at the Anaheim Campus.

Board President Ed Lopez called the meeting to order at 8:38 a.m. and Trustee Jeffrey P. Brown led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, and Evangelina Rosales. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor and Irma Ramos, Vice Chancellor, Human Resources.

VISITORS: Joan Smith.

PUBLIC COMMENTS: There were no comments from members of the audience.

CLOSED SESSION: At 8:40 a.m., Board President Ed Lopez adjourned the meeting to closed session per the following sections of the Government Code: **Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Cypress College President**

RECONVENE MEETING: At 4:43 p.m., Board President Ed Lopez reconvened the meeting in open session.

ADJOURNMENT: At 4:43 p.m., it was moved by Trustee Evangelina Rosales and seconded by Trustee Jeffrey P. Brown to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees