



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

**MEETING: Regular Meeting in May 2021**

**DATE: Tuesday, May 11, 2021, at 5:30 p.m.**

**PLACE: Zoom Teleconference**

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

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

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

Public comments for Zoom teleconference meetings will only be accepted via email. Submissions should be sent to [chancellor@nocccd.edu](mailto:chancellor@nocccd.edu) with “Public Comment” noted in the email subject line and must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit.

The Board of Trustees reserves the right to change the order of the agenda items as the need arises.

All Board meetings, excluding closed sessions, shall be electronically recorded.

**AGENDA:**

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** 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 via email submissions which must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit. The Board does not condone any defamatory accusations or complaints, including remarks which reflect adversely on the political, religious, or economic views, character, or motives of any person. Members of the audience bear the sole legal responsibility for any defamation actions that may be brought as a result of their comments or allegations.
- d. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [ ] in Section 5**  
Agenda items designated as block-vote items with [ ] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion. An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote.  
  
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.
- f. **Chancellor’s Report**  
\* **NOCE “State of the College” Presentation**

- g. **Comments:**  
  - Chancellor's Staff**
  - Resource Table Personnel**
  - Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of April 27, 2021.**

b. **CLOSED SESSION: Per the following sections of the Government Code:**

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

**Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

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

### 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. It is recommended that the Board review the District's Quarterly Financial Status Report as required by §58310 of Title 5.

c. It is recommended that the Board receive the Quarterly Investments Report and the Irrevocable Retiree Benefits Trust Report.

[d] Authorization is requested to accept new revenue and to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2020-2021 allocations totaling \$259,087 and adoption of resolutions pursuant to the California Code of Regulations Title 5, §58308. **(The Resolutions are available for review in the District's Business Office.)**

[e] Authorization is requested for the 2020-2021 General Fund, General Obligation Bond Fund, Capital Outlay Fund, and Financial Aid Fund transfers netting to the amount of \$713,057 and adoption of the resolution pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolution is available for review in the District's Business Office.)**

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

- [g] Authorization is requested for the disposal of Class 3 Disposable Records after July 1, 2021, from the District's Business Office, and the respective Bursar's Office of Cypress and Fullerton colleges and North Orange Continuing Education as listed on the attached inventory pursuant to Title 5, §59020 of the California Administrative Code.
- [h] Authorization is requested to enter into an Architectural Services Agreement with DLR Group in the total amount of \$423,156, inclusive of reimbursable allowance expense.
- [i] Authorization is requested to enter into a Consultant Services Agreement with Dovetail Decision Consultants, Inc. in the total amount of \$210,060, inclusive of reimbursable allowance expense.
- [j] It is recommended that the Board approve Change Order #1, Bid #1920-12, Greenhouse Replacement Project at Fullerton College with RT Contractor Corp in the amount of \$41,627.58.
- [k] Authorization is requested to file the Notice of Completion for Bid #1920-12, Greenhouse Replacement project at Fullerton College with RT Contractor Corp. and pay the final retention payment when due.
- [l] Authorization is requested to enter into an agreement with the North Orange County Regional Occupational Program to reimburse them in compliance with the approved proposal from the North Orange County Regional Consortium under the California Adult Education Program in an amount not to exceed \$312,000.
- m. It is recommended that the Board receive an update on Diversity, Equity, Inclusion, and Anti-racism initiatives.

#### 4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the 2021-24 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [b] It is recommended that the Board approve the 2021-24 NOCCCD and Garden Grove Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [c] It is recommended that the Board approve the 2021-24 NOCCCD and Los Alamitos Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [d] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2021.
- [e] Authorization is requested for the Board to approve the NOCE Institutional Core Statements which include the school's Mission, Vision, and Values Statements.

## 5. HUMAN RESOURCES

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

Retirements  
 Change in Retirement Date  
 Resignation  
 New Personnel  
 Additional Duty Days @ Per Diem  
 Leaves of Absence  
 Temporary Academic Hourly  
 New Academic Management Job Description  
 Revised Academic Management Job Description

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

Retirements  
 Resignation  
 New Personnel  
 Voluntary Changes in Assignment  
 Stipend for Additional Administrative Duties  
 Leaves of Absence  
 Correction to April 13, 2021 Board Agenda – Change in Salary Column Placement  
 Revised Classified Management Job Description  
 New Classified Management Job Description

- [c] Request approval of Professional Experts.

- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.

- [e] Request approval of Volunteers.

- [f] Request approval of an increase to the Special Project Administrator Rate Schedule effective July 1, 2021.

- [g] Request approval of the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2021.

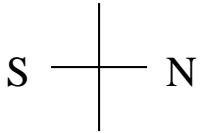
- [h] Request approval of the revised Professional Expert Hourly Rate Schedule, which reflects the addition of Head Coach to the Athletics employment category.

## 6. GENERAL

- a. It is recommended that the Board adopt Resolution No. 20/21-21, Armenian Genocide Remembrance Day.

- b. It is recommended that the Board review Resolution No. 20/21-22, Affirming the North Orange County Community College District's Commitment to Diversity, Equity, Inclusion, and Anti-Racism.
- c. It is recommended that the Board review Resolution No. 20/21-23, Condemning the Recent Surge in Hate Crimes.
- d. It is recommended that the Board receive as information the new Board Policy 3580, Sustainability Plan.
- e. It is recommended that the Board re-adopt Board Policy 6320, Investments.
- f. It is recommended that the Board receive as information revised Administrative Procedure 3410, Unlawful Discrimination.
- g. It is recommended that the Board receive as information the new Administrative Procedure 7240-7, Management Employees – Evaluation.
- h. It is recommended that the Board consider whether an increase to compensation for Board members is desirable at this time.
- i. It is recommended that the Board discuss any potential future agenda items.

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



# Board Room Seating Arrangement

## Trustees

Dr. Barbara Dunsheath,  
President

Jacqueline Rodarte,  
Vice President

Ed Lopez,  
Secretary

Jeffrey P. Brown,  
Board Member

Stephen T. Blount,  
Board Member

Ryan Bent,  
Board Member

Evangelina Rosales  
Board Member

Ester Plavdjian,  
Student Member CC

Dr. Cheryl A. Marshall,  
Chancellor

Chloe Reyes,  
Student Member FC

Alba Recinos,  
Recording Secretary

Tonya Cobb,  
Adjunct Faculty United

Fred Williams, Vice Chancellor  
Finance & Facilities

Joseph Vasquez,  
CSEA

Irma Ramos, Vice Chancellor  
Human Resources

Christie Diep,  
United Faculty

## Constituent Groups

## Chancellor's Staff

Dr. Cherry Li-Bugg, Vice Chancellor  
Educational Services & Technology

Dr. Kim Orlijan,  
FC Senate

Valentina Purtell,  
President NOCE

Dr. Craig Goralski,  
CC Senate

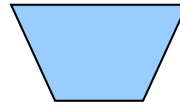
Dr. JoAnna Schilling,  
President CC

Jennifer Oo,  
NOCE Senate

Dr. Greg Schulz,  
President FC

Lisa McPheron,  
DMA

Kai Stearns,  
Public & Governmental Affairs



## Audience Seating

Entrance



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	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 P0144244 - P0145039, check numbers C0052534 – C0052583; F0272397 – F0272998; Q0000000 – Q0000000; 88511593 – 88512573; V0031835 – V0031835; 70115175 – 70115436; disbursements E8940671 – E8955237; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

**How does this relate to the five District Strategic Directions?** This item responds to 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 P0144244 - P0145039 through April 28, 2021, totaling \$5,408,545.66, and check numbers C0052534 – C0052583, totaling \$28,235.62; check numbers F0272397 – F0272998, totaling \$138,851.51; check numbers Q0000000 – Q0000000, totaling \$0.00; check numbers 88511593 – 88512573, totaling \$14,865,641.45; check numbers V0031835 – V0031835, totaling \$1,367.00; check numbers 70115175 – 70115436, totaling \$50,156.89; and disbursements E8940671 – E8955237, totaling \$9,257,770.87, through April 30, 2021.

Fred Williams

Recommended by



Approved for Submittal

3.a.1

Item No.

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144244	US Bank	\$ 968.00		AC	2013 General Obligation Bond Fees
P0144245	eLearning Innovation LLC	\$ 90,000.00		NOCE	Master Agreement for Learning Materials
P0144246	Bee Removers	\$ 500.00		AC	Blanket Order for Bee Removal
P0144249	Formstack LLC	\$ 16,176.00		FC	Software
P0144250	Toshiba Business Solutions	\$ 5,456.00		CC	Software Renewal
P0144255	Amazon Business	\$ 337.69		CC	Instructional Lab Supplies
P0144259	Kyoto Kagaku America Inc	\$ 4,197.50		CC	Instructional and Development Supplies
P0144260	Western Graphics Plus	\$ 626.85		CC	Drapes
P0144273	Henry Schein Inc	\$ 198.26		CC	Instructional Lab Supplies
P0144274	Design Science Inc	\$ 240.00		NOCE	Software
P0144275	Carolina Biological Supply Co	\$ 585.56		CC	Instructional Lab Supplies
P0144276	Fisher Scientific Co LLC	\$ 498.03		CC	Instructional Lab Supplies
P0144277	Doing Good Works	\$ 7,861.44		FC	EOPS Outreach Items
P0144278	Amazon Business	\$ 620.04		CC	Instructional Lab Supplies
P0144279	Honors Transfer Council of California	\$ 120.00		FC	Institutional Membership
P0144281	Airgas USA LLC	\$ 1,782.61		CC	Covid 19 Safety Supplies
P0144289	Tibor Foki	\$ 431.00		CC	Blanket Order for Equipment Repairs
P0144290	GST	\$ 8,652.70		NOCE	Instructional Equipment & Installation
P0144293	Praxair Distribution Inc	\$ 2,842.99		FC	Instructional Supplies
P0144296	Michelle Loy	\$ 3,544.19		FC	Reimbursement - Lab Take Home Kits
P0144297	BSN Sports LLC	\$ 1,960.19		FC	Instructional Supplies
P0144301	Ortiz Tractor Service	\$ 32,219.00	Capital Outlay	AC	Softball/Baseball Maintenance Yard Slab @ FC
P0144302	Tinius Olsen Testing Machine Company	\$ 91,318.75	Bond	AC	Engineering Lab Equipment for CC
P0144303	Pier - Tech Inc	\$ 6,757.25	Bond	AC	Equipment for CC SEM Bldg
P0144304	ABC School Equipment Inc	\$ 19,830.41	Bond	AC	Markerboard for CC SEM Bldg
P0144305	Cindy Guan	\$ 172.13		CC	Book Grant Reimbursement
P0144306	Amazon Business	\$ 297.79		CC	Instructional Supplies
P0144307	Edhen Jaramillo	\$ 28.75		FC	Student Fees Reimbursement
P0144308	Nina Crain	\$ 288.47		FC	Student Fees Reimbursement
P0144318	Leilany Sanchez	\$ 26.00		FC	Student Fees Reimbursement
P0144319	Nicole Relaz	\$ 40.75		FC	Student Fees Reimbursement
P0144320	Samantha Urbina Zamora	\$ 40.00		FC	Student Fees Reimbursement
P0144321	Catusca Lopez	\$ 43.00		FC	Student Fees Reimbursement
P0144322	Christina Cardenas	\$ 40.00		FC	Student Fees Reimbursement
P0144323	Genesee Osuna	\$ 61.00		FC	Student Fees Reimbursement
P0144324	Ashleigh Burns	\$ 47.00		FC	Student Fees Reimbursement
P0144325	Ashley Pesina	\$ 40.75		FC	Student Fees Reimbursement
P0144326	Alexandria Jsames	\$ 26.75		FC	Student Fees Reimbursement
P0144327	Breanna Ballard	\$ 26.00		FC	Student Fees Reimbursement

Item No. 3.a.2



**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144328	Cal Pro Specialties	\$ 4,712.01		NOCE	Promotional Materials for Graduation
P0144329	Attachment & Trauma Network Inc	\$ 900.00		NOCE	Online Trauma Sensitive Training
P0144330	CSI Fullmer	\$ 37,893.80	Capital Outlay	AC	Office Furniture for FC Bldg 1000
P0144331	Grainger Inc	\$ 162.63		NOCE	Instructional Electrical Lab Supplies
P0144333	Taylor White	\$ 40.00		FC	Student Fees Reimbursement
P0144334	Office Solutions	\$ 8,731.30		CC	Cleaning Supplies
P0144335	4imprint Inc	\$ 2,032.80		CC	Custom Sweatshirts
P0144336	Community College League of California	\$ 175.00		CC	Annual Membership
P0144337	Amazon Business	\$ 260.88		FC	Office Supplies
P0144339	Science Interactive Group LLC	\$ 1,717.55		FC	Instructional Lab Supplies
P0144340	Office Solutions	\$ 2,000.00		FC	Blanket Order for Office Supplies
P0144341	Science Interactive Group LLC	\$ 872.78		FC	Instructional Lab Supplies
P0144342	Science Interactive Group LLC	\$ 930.96		FC	Instructional Lab Supplies
P0144343	RefPay.com	\$ 18,000.00		CC	Sports Officials for the PE Department
P0144344	Campus Logic Inc	\$ 169,850.00		FC	Renewal of StudentForms, Award Letter and, Software Agreement BA 1/26/21
P0144345	Associated Collegiate Press Magazine	\$ 1,520.00		FC	Field Trip Fees for the Journalism Department
P0144346	Sodexo Inc and Affiliates	\$ 8,383.66		FC	Food Cost and Labor for Food Bank Distribution
P0144347	PitchVantage LLC	\$ 2,340.00		FC	Software License Renewal
P0144348	Sodexo Inc and Affiliates	\$ 8,441.57		FC	Catering of Prepared Frozen Meals for Food Drive
P0144353	Love and Logic Institute Inc	\$ 13,091.64		NOCE	Books
P0144354	Hopin Limited	\$ 6,400.00		FC	Software Subscription Service
P0144357	Pacific Coast Entertainment	\$ 2,308.88		FC	Audio Equipment for Campus Theatre
P0144359	Sheila Rowe	\$ 800.00		CC	Guest Speaker for Legacy Program
P0144362	Richard the Thread	\$ 304.18		FC	Sewing Supplies for Theatre Arts
P0144363	Praxair Distribution Inc	\$ 549.17		FC	Instructional Supplies for Theatre Arts
P0144365	Buddy's All Stars, Inc.	\$ 3,008.37		FC	Athletic Supplies
P0144367	Rose Brand Wipers Inc	\$ 1,644.91		FC	Theatre Arts Supplies
P0144368	BSN Sports LLC	\$ 647.84		FC	Athletic Supplies
P0144369	Vital Link Orange County	\$ 14,600.00		CC	Independent Contractor for CC Community Events
P0144370	4imprint Inc	\$ 12,632.66		CC	Custom Face Masks
P0144371	HoopsKing.com Inc	\$ 258.51		FC	Athletic Supplies
P0144372	Computer Sports Medicine Inc	\$ 125.00		FC	Software License Fee for Athletic Trainers
P0144373	Economic Modeling LLC	\$ 13,500.00		FC	Software License Subscription Renewal
P0144374	Kustom Imprints	\$ 5,104.88		FC	Custom Medals for Transfer Students
P0144375	BSN Sports LLC	\$ 3,047.19		FC	Face Masks for the Athletics Department
P0144376	Allied 100 LLC	\$ 1,679.84		FC	AED Defibrillator for Campus Safety
P0144377	National Sports Apparel LLC	\$ 387.90		FC	Athletic Uniforms
P0144378	Anaheim Union High School District	\$ 1,650.00		CC	Employee Virtual Conference Fees
P0144379	American Library Association	\$ 94.43		FC	Library Book

Item No. 3.a.3

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

<b>PO</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>FUND</b>	<b>SITE</b>	<b>DESCRIPTION</b>
P0144380	Institute for Democratic Ed and Culture	\$ 7,000.00		FC	Speaker for FC Virtual event - Earth Day
P0144381	Henry Schein Inc	\$ 12,537.57		CC	Instructional Lab Supplies
P0144382	Battery Systems Inc	\$ 165.80		FC	Battery for Scissor Lift
P0144383	Farm Fresh Clothing Co LLC	\$ 2,572.24		CC	Custom Shirts for the Financial Aid Department
P0144384	Praxis Aerospace Concepts International Inc	\$ 771.80		FC	Drone Program Certification Fee
P0144385	In-Bin T-Shirt LLC	\$ 349.93		FC	Custom Shirts
P0144386	Diamedical USA Equipment LLC	\$ 1,941.65		CC	Instructional Lab Equipment & Supplies
P0144387	Community College League of California	\$ 10,700.00		AC	Board of Trustees Retreat Facilitator
P0144388	Pilar Ellis	\$ 1,250.00		FC	Reimbursement for Certification Fee
P0144389	Verbit Inc	\$ 57,600.00		FC	Transcription Services for Classroom
P0144390	Amazon Business	\$ 18.26		AC	Book
P0144391	Computer Comforts Inc	\$ 68,907.74		FC	Workstations for Digital Arts and Graphic Design
P0144392	OC Wraps Inc	\$ 2,152.27		FC	Automotive Wrapping Service
P0144393	Amazon Business	\$ 354.95		CC	Office Supplies
P0144394	Sodexo Inc and Affiliates	\$ 15,995.88		FC	Food for the FC Food Drive
P0144396	Applus Technologies Inc	\$ 3,638.74		FC	Smog Workstation Monitor
P0144397	California Auto Refrigeration Distributors Inc	\$ 8,680.35		FC	Automotive Equipment
P0144398	Full Compass Systems Ltd	\$ 96.98		FC	Theatre Supplies
P0144399	TMB Baking	\$ 7,107.44		CC	Culinary Equipment
P0144400	Harvest Right LLC	\$ 4,406.99		CC	Culinary Equipment
P0144401	Amanda Del Valle	\$ 92.99		CC	Student Fees Reimbursement
P0144402	Blue Ribbon Trophy	\$ 1,506.35		CC	Custom Plaques for Puente Program
P0144403	Dunn Edwards Corp	\$ 251.34		FC	Paint Supplies
P0144404	Jostens	\$ 5,923.51		FC	College Degrees
P0144405	NewarK element14 / CadSoft	\$ 90.19		FC	Theatre Arts Supplies
P0144406	Amazon Business	\$ 57.12		FC	Instructional Supplies
P0144407	Stored Value Marketing	\$ 1,750.00		FC	Student Gift Cards
P0144408	Agustin Fuentes	\$ 300.00		AC	Speaker - District Diversity Dept.
P0144409	B & H Photo Video Inc	\$ 1,261.08		FC	Instructional Supplies
P0144410	David Lopez	\$ 532.40		FC	Reimbursement for Music Supplies
P0144411	Jamie Shew	\$ 269.00		FC	Reimbursement for Music Supplies
P0144412	Sweetwater Sound Inc	\$ 4,357.43		FC	Music Equipment
P0144413	Buddy's All Stars, Inc.	\$ 1,281.13		FC	Athletic Supplies
P0144414	Performance Health Supply Inc	\$ 782.91		FC	Medical Supplies for the PE Department
P0144415	American Library Association	\$ 275.00		FC	Library Subscription
P0144416	Stored Value Marketing	\$ 12,040.00		FC	Student Meal Gift Cards
P0144417	Buddy's All Stars, Inc.	\$ 984.70		FC	Athletic Uniforms
P0144418	Revo Screen Print & Embroidery	\$ 64.65		FC	Embroidery Services
P0144419	The Oak Co	\$ 2,478.97		FC	Schedule Typesetting

Item No. 3.a.4

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144420	Karina Solorio	\$ 57.99		FC	Student Fees Reimbursement
P0144421	Doing Good Works	\$ 5,602.54		FC	Diploma Frames
P0144422	Doing Good Works	\$ 10,627.83		FC	Promotional Supplies
P0144423	African American Male Education Network and Developer	\$ 350.00		CC	Student Field Trip Fees
P0144424	Amanda Gargano	\$ 436.39		CC	Reimbursement for Instructional Supplies
P0144425	Catering by Herach and Ara	\$ 2,355.00		CC	Catering for Staff
P0144426	ASCAP	\$ 7,045.96		CC	Music License Fees
P0144427	California Ultimate Designs Inc	\$ 1,975.43		FC	Swimming Suits for Athletics
P0144428	Swimoutlet.com	\$ 352.20		FC	Swimming Suits for Athletics
P0144429	EBSCO	\$ 48.98		FC	Student Database Access Fees
P0144430	Project Wayfinder LLC	\$ 6,000.00		FC	Software Subscription
P0144431	Stored Value Marketing	\$ 40,040.00		FC	Fuel Cards for Students
P0144432	African American Male Education Network and Developer	\$ 1,250.00		CC	Virtual Conference Fees
P0144433	Amazon Business	\$ 586.12		CC	Instructional Lab Supplies
P0144434	Alexia Vassiliou	\$ 200.00		FC	Guest Performer
P0144435	Anaida Grigorian	\$ 150.00		FC	Guest Speaker for the Music Department
P0144436	Albertson's	\$ 47,500.00		NOCE	Food Vouchers for Students
P0144437	Blue Ribbon Trophy	\$ 87.82		CC	Award for Instructor
P0144438	CDW Government Inc	\$ 128.20		FC	Keyboard
P0144439	Infotox Inc	\$ 30,300.00	Bond	AC	Asbestos & Lead Survey - FC 1100 Bldg
P0144440	Western Graphics Plus	\$ 229.34		CC	Custom Table Drape
P0144441	GradImages	\$ 3,771.25		CC	Graduation Photo Frames
P0144442	Eastbay	\$ 1,406.72		FC	Batting Helmets
P0144443	Eastbay	\$ 1,524.05		FC	Softball Shoes
P0144444	Top Notch Screen Printing	\$ 819.45		FC	Athletic Supplies
P0144446	Infotox Inc	\$ 40,430.00	Bond	AC	Asbestos & Lead Survey at FC Bldg 1300
P0144449	CDW Government Inc	\$ 63.34		AC	Office Supplies
P0144450	Amazon Business	\$ 92.31		CC	Books
P0144452	Campus Bookstore Consulting	\$ 28,500.00		FC	Consultant Services for Bookstore
P0144453	Asbury Environmental Services	\$ 200.00		FC	Blanket Order for Hazardous Waste Disposal
P0144454	Samy's Camera Inc	\$ 5,000.00		CC	Blanket Order for Photography Equipment Repairs
P0144455	County of Orange	\$ 226,945.75		AC	General Election Trustee (3) Areas Fees
P0144467	Angelica Ramos	\$ 43.75		FC	Student Fees Reimbursement
P0144469	Sodexo Inc and Affiliates	\$ 24,118.76		FC	Catering for the Food Drive during Covid 19
P0144470	Next Gen Web Solutions	\$ 6,550.00		CC	Software License
P0144471	Division of the State Architect	\$ 2,125.00	Capital Outlay	AC	Filing Fee FC Bldg. 1300 Theatre Arts Main Tower
P0144473	Amazon Business	\$ 2,692.68		CC	Office Supplies
P0144476	4AllPromos	\$ 3,553.63		CC	Promotional Supplies
P0144477	Home Science Tools	\$ 464.24		CC	Instructional Lab Supplies

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**BOARD RECAP**  
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144478	Full Compass Systems Ltd	\$ 348.08		FC	Speaker Mounts for Theatre Audio
P0144479	MyTy Inc	\$ 330.00		CC	Box Lunches for Legacy Event
P0144481	Amazon Business	\$ 1,087.73		FC	Books
P0144482	Westberg + White Inc	\$ 19,750.00	Capital Outlay	AC	Architecture/Engineering Services for Sherbeck Field
P0144483	Signature Flooring Inc	\$ 29,305.00	Capital Outlay	AC	Flooring Replacement for FC Bldg 1600 Horticulture
P0144485	4AllPromos	\$ 1,124.85		CC	Promotional Supplies
P0144486	4AllPromos	\$ 6,715.07		CC	Promotional Supplies
P0144487	Scrip-safe Security Products Inc	\$ 750.00		CC	Software Maintenance Support
P0144488	Technopro CS Inc	\$ 1,476.00		CC	Software Subscription
P0144489	Amazon Business	\$ 4,013.94		FC	Instructional Supplies
P0144490	King Van & Storage Inc	\$ 90,092.00	Bond	AC	CC VRC/SAC and SEM Move Services
P0144491	Economic Modeling LLC	\$ 7,000.00		CC	Software Subscription
P0144492	BSN Sports LLC	\$ 719.88		FC	Athletic Masks
P0144493	AKB Marine Inc	\$ 4,780.33		FC	Stoles for Students
P0144495	Mirza Lopez Zepeda	\$ 40.00		FC	Student Fees Reimbursement
P0144496	Melika Tawakuly	\$ 26.75		FC	Student Fees Reimbursement
P0144497	Melani Antunez Lagunas	\$ 40.75		FC	Student Fees Reimbursement
P0144499	Loda Enterprises Inc	\$ 75.43		FC	Freight Costs
P0144500	Amazon Business	\$ 138.63		CC	Non-Instructional Supplies
P0144501	Amazon Business	\$ 254.30		FC	Promotional Materials
P0144502	KT Industries Inc	\$ 22,978.16	Capital Outlay	AC	Replacement of Eletrical Breaker at AC
P0144503	Klein Educational Systems LLC	\$ 82,861.17	Bond	AC	Laboratory Equipment for CC SEM
P0144504	FileMaker Inc	\$ 2,560.00		FC	Software Renewal
P0144505	Airgas USA LLC	\$ 762.40		FC	Medical Supplies
P0144506	Kimberly Alofaituli	\$ 69.00		CC	Reimbursement - Live Scan/Finger Printing
P0144507	Allen Display	\$ 5,249.89	Bond	AC	Laboratory Equipment for CC SEM
P0144508	Crystal Factory	\$ 133.00		NOCE	Blanket Order for Awards
P0144509	B & H Photo Video Inc	\$ 8,088.85		FC	Drone Lab Equipment
P0144510	Rare Creatives	\$ 10,000.00		FC	Branding & Website Design
P0144511	Grainger Inc	\$ 2,855.17		CC	Generators for Fine Arts
P0144512	CSI Fullmer	\$ 4,649.38		FC	Furniture and Installation
P0144513	CSI Fullmer	\$ 2,431.04		FC	CalWorks Area Furniture
P0144514	Control Solutions Inc	\$ 642.69		CC	Covid Related Medical Supplies
P0144515	Allied 100 LLC	\$ 17,245.89		CC	Instructional Lab Supplies
P0144516	Diamedical USA Equipment LLC	\$ 4,304.62		CC	Instructional Lab Supplies
P0144517	4AllPromos	\$ 974.63		CC	Promotional Supplies
P0144518	Jostens	\$ 36.54		FC	College Degrees
P0144519	BSN Sports LLC	\$ 4,465.15		FC	Athletic Supplies for the PE Department
P0144520	Office Solutions	\$ 500.00		AC	Blanket Order for Office Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144521	Doing Good Works	\$ 2,658.51		FC	Promotional Supplies
P0144522	Marilyn Landeros	\$ 40.75		FC	Student Fees Reimbursement
P0144523	Karina Solorio	\$ 26.75		FC	Student Fees Reimbursement
P0144524	Jessica Corona	\$ 26.75		FC	Student Fees Reimbursment
P0144525	Donte Abernathy	\$ 28.75		FC	Student Fees Reimbursement
P0144526	Jazmin Rojas	\$ 100.00		FC	Honorarium for Speaking Services
P0144527	All Data LLC	\$ 1,050.57		FC	Software Subscription
P0144528	Doing Good Works	\$ 3,923.65		FC	Promotional Supplies
P0144529	Smart & Final	\$ 300.00		FC	Blanket Order for Laundry Supplies
P0144533	Office Solutions	\$ 12,944.44		CC	Air Purifiers and Digital Thermometers
P0144534	Temco Ind Inc	\$ 21,220.83		FC	Automotive Washing Unit
P0144536	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0144537	Riddell	\$ 225.81		FC	Athletic Supplies
P0144539	National Construction Rentals Inc	\$ 1,202.16		FC	Fencing Rental for Athletics Department
P0144540	Deidre Hughes	\$ 436.50		AC	Sabbatical Reimbursement
P0144541	Laura Melella	\$ 436.50		AC	Sabbatical Reimbursement
P0144542	William Chamberlin	\$ 441.00		AC	Sabbatical Reimbursement
P0144543	Danielle Fouquette	\$ 404.00		AC	Sabbatical Reimbursement
P0144544	Paul Paiement	\$ 371.50		AC	Sabbatical Reimbursement
P0144545	Edward Rapp	\$ 436.50		AC	Sabbatical Reimbursement
P0144546	Balanced Body Inc	\$ 6,021.56		FC	Athletic Supplies
P0144547	edu Business Solutions Inc	\$ 2,948.40		AC	Software Renewal
P0144552	Amazon Business	\$ 484.82		CC	Instructional Lab Supplies
P0144555	Amazon Business	\$ 852.40		FC	Books & Instructional Supplies
P0144557	Sweetwater Sound Inc	\$ 657.28		CC	Music Supplies for the Music Department
P0144558	Airgas USA LLC	\$ 2,300.00		CC	Blanket Order for Covid-19 Safety Supplies
P0144560	Examity Inc	\$ 75.00		FC	Remote Assessments for Students
P0144561	Stored Value Marketing	\$ 12,520.00		FC	Grocery Cards for Students
P0144564	GCB Enterprises LLC	\$ 2,141.53		FC	Athletic Clothing
P0144565	RefPay.com	\$ 11,441.60		FC	Sports Officials for the PE Department
P0144566	Stored Value Marketing	\$ 12,582.00		FC	Meal Cards for Students
P0144567	Mariela Barbeau	\$ 158.98		CC	Student Fees Reimbursement
P0144569	Science Take-Out LLC	\$ 5,007.82		CC	Instructional Lab Supplies
P0144570	African American Male Education Network and Developer	\$ 1,015.00		FC	Student Webinar
P0144571	African American Male Education Network and Developer	\$ 1,050.00		FC	Student Webinar Fees
P0144572	African American Male Education Network and Developer	\$ 4,800.00		FC	Student Webinar Fees
P0144573	African American Male Education Network and Developer	\$ 3,290.00		FC	Student Webinar Fees
P0144574	Arashi Vision US LLC	\$ 3,210.97		FC	Drone Supplies for Instructional Use
P0144576	Academic Cap & Gown	\$ 4,606.75		CC	Graduation Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144578	Home Depot	\$ 500.00		CC	Blanket Order for Hardware Supplies
P0144579	Rollings Automotive	\$ 1,249.27		NOCE	Vehicle Repair
P0144581	Doing Good Works	\$ 8,439.55		FC	Custom License Plate Frames
P0144587	Bio Corporation	\$ 4,390.93		FC	Instructional Lab Supplies
P0144602	Amazon Business	\$ 1,625.35		FC	Books
P0144603	Amazon Business	\$ 538.66		NOCE	Office Supplies
P0144604	Amazon Business	\$ 129.25		CC	Instructional Supplies
P0144605	Division of the State Architect	\$ 783.20	Bond	AC	DSA Filing Fee for CC Fine Arts Renovation (FAR)
P0144605	Division of the State Architect	\$ 1,216.80		AC	DSA Filing Fee for CC Fine Arts Renovation (FAR)
P0144607	Los Angeles County	\$ 45,048.95		AC	Presidential General Election Fee
P0144608	American Printing & Promotions	\$ 2,947.25		FC	Graduation Sashes
P0144609	ProSound and Stage Lighting	\$ 3,340.25		CC	Athletic Department Sound Equipment
P0144610	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0144611	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0144612	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0144613	Matco Tools	\$ 1,871.53		CC	Automotive Equipment
P0144614	Oncore Consulting, LLC.	\$ 4.22		CC	Smog Inspection Fees
P0144615	King Van & Storage Inc	\$ 460.00		NOCE	Furniture Move
P0144616	Qless Inc	\$ 28,102.56		FC	Financial Aid Interactive Remote Queuing Software
P0144617	Guitar Center Inc	\$ 3,225.92		FC	Music Equipment for the Music Department
P0144618	P2S Engineering Inc	\$ 22,500.00	Capital Outlay	AC	Engineering Service for Replacement of Hot Boilers
P0144619	ELB US Inc	\$ 14,880.33	Capital Outlay	AC	Interactive Display System for FC
P0144620	Haworth Inc	\$ 45,509.03	Bond	AC	Chairs for CC SEM Bldg
P0144621	Krueger International Inc	\$ 11,386.84	Capital Outlay	AC	Classroom Furniture
P0144622	Schilke Music Products Inc	\$ 2,834.18		FC	Music Equipment for the Music Department
P0144623	King Van & Storage Inc	\$ 95,500.00	Bond	AC	Relocation Services FC IB 300/500 Bldg
P0144624	Southern California Rules Committee	\$ 420.00		FC	Institutional Membership
P0144625	Guitar Center Inc	\$ 2,586.11		FC	Piano for the Music Department
P0144626	David Evans and Associates Inc	\$ 7,283.76	Bond	AC	Land Survey Services
P0144626	David Evans and Associates Inc	\$ 11,316.24		AC	Land Survey Services
P0144627	Soady Associates	\$ 127.47		FC	Athletic Supplies
P0144628	California Ultimate Designs Inc	\$ 375.24		FC	Athletic Clothing
P0144629	BSN Sports LLC	\$ 1,374.26		FC	Athletic Supplies
P0144630	Fullerton College	\$ 36.00		FC	Student Benefits Fees
P0144631	Fullerton College	\$ 168.00		FC	Students Health Fees
P0144632	Austin Dewaal	\$ 47.00		FC	Student Fees Reimbursement
P0144633	Huma Sohail	\$ 152.98		CC	Book Grant Reimbursement
P0144634	Ifra Sohail	\$ 152.98		CC	Book Grant Reimbursement
P0144635	Reyna Ortiz	\$ 28.00		FC	Student Fees Reimbursement

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144636	Annicka Grosz	\$ 40.75		FC	Student Fees Reimbursement
P0144637	Fullerton College	\$ 6.00		FC	Student Fees Reimbursement
P0144638	Fullerton College	\$ 41.50		FC	Student Transportation Fees
P0144639	Daniel Sanchez Lopez	\$ 27.64		FC	Student Fees Reimbursment
P0144640	Medcal Sales LLC	\$ 685.16		CC	Instructional Lab Supplies
P0144641	Grubhub	\$ 1,535.94		CC	STEM Student Meal Vouchers
P0144642	Guitar Center Inc	\$ 1,337.90		FC	Face Masks
P0144643	Jetline Systems Corporation	\$ 6,531.30		CC	Generator Equipment for Tech Ed. Department
P0144644	Sweetwater Sound Inc	\$ 984.84		FC	Music Supplies for the Music Department
P0144645	Full Compass Systems Ltd	\$ 548.80		FC	Music Cabinet for the Music Department
P0144646	Guitar Center Inc	\$ 2,945.23		FC	Music Equipment for Music Department
P0144647	Creative Plant Rentals LLC	\$ 2,200.00		FC	Blanket Order for Plants and Flowers
P0144648	Aqua Plex Products Inc	\$ 1,393.19		CC	Instructional Equipment
P0144649	Home Science Tools	\$ 717.01		CC	Instructional Lab Supplies
P0144650	Mike's Tint Shop	\$ 3,771.25		NOCE	Vehicle Services & Signage, for NOCE Campus Safety Truck
P0144651	Community College League of California	\$ 875.00		AC	Publications for Trustees
P0144652	B & H Photo Video Inc	\$ 8,121.57		FC	Drone Lab Equipment
P0144656	FaNOCElla Finishes Inc	\$ 10,106.38		FC	Backdrop Curtian and Installation for Photography
P0144657	Diamedical USA Equipment LLC	\$ 609.61		CC	Instructional Lab Supplies
P0144659	Trane	\$ 30,189.92	Capital Outlay	AC	Building Static Pressure Sensor for AC
P0144660	Amazon Business	\$ 49.13		CC	Office Supplies
P0144661	Institute for Evidence Based Change	\$ 500.00		AC	District Prof. Development - Speaker
P0144663	Stored Value Marketing	\$ 12,520.00		FC	Student Gift Cards
P0144664	Acey Decy Equipment Co	\$ 16,224.85		FC	Theatre Department NOCEnergy and Equipment
P0144665	Professional Turf Specialties, Inc.	\$ 54,001.00	Capital Outlay	AC	Labor and Materials for Landscape around CC Pond
P0144666	EXP U S Services Inc	\$ 11,000.00	Bond	AC	Campuswide Infrastructure Feasibility Study of Existing Fire Alarm at FC
P0144667	Doing Good Works	\$ 1,150.66		FC	Floor Decal (Indoor), Signs and Decals for COVID Compliance
P0144668	Doing Good Works	\$ 8,021.35		FC	Promotional Supplies
P0144669	Doing Good Works	\$ 8,393.94		FC	Promotional Supplies
P0144670	Sterilization Assurance Service	\$ 646.51		CC	Instructional Supplies
P0144671	American Printing & Promotions	\$ 515.16		FC	Umoja Program Plaques
P0144672	Helen Marlais	\$ 250.00		FC	Guest Speaker for the Music Department
P0144673	Doing Good Works	\$ 9,280.03		FC	Promotional Supplies
P0144674	National Sports Apparel LLC	\$ 3,628.61		FC	Athletic Supplies
P0144676	BSN Sports LLC	\$ 3,807.96		FC	Athletic Clothing
P0144680	Stored Value Marketing	\$ 12,520.00		FC	Student Fuel Gift Cards
P0144681	Stored Value Marketing	\$ 20,040.00		FC	Food and Fuel Gift Cards for Students
P0144682	Segundo Ortiz	\$ 750.00		FC	Guest Performer for Graduation Commencement
P0144683	Carolina Narvaez	\$ 150.00		FC	Guest Performer for the Music Department

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144685	Promotional Concepts Enterprises	\$ 3,936.15		CC	Promotional Supplies
P0144686	Ollivier Corporation	\$ 68,675.74	Capital Outlay	AC	Labor and Materials to Install and Upgrade Cameras @FC
P0144687	Cal Poly Pomona Foundation Inc	\$ 5,000.00		CC	STEM Program - Research Lab Program
P0144688	Stamats Communications Inc	\$ 163,500.00		NOCE	Media Plan for Enrollment Growth B/A: 2/23/21
P0144689	Academic Cap & Gown	\$ 245.94		CC	Graudation Cap and Gowns
P0144690	Doing Good Works	\$ 13,360.93		FC	Student Supplies
P0144691	Doing Good Works	\$ 2,029.22		FC	Custom Blankets
P0144692	Passion Planner LLC	\$ 2,756.82		FC	Planners for Students
P0144693	Joe Darin Coaching	\$ 1,000.00		AC	Strength Finder Coaching
P0144694	Science Take-Out LLC	\$ 2,614.82		CC	Instructional Lab Supplies
P0144695	Office Solutions	\$ 1,000.00		NOCE	Blanket Order for Office Supplies
P0144696	Gamma Sports	\$ 438.36		FC	Travel Cart for the Athletics Department
P0144697	Go Professional Cases Inc	\$ 3,578.13		FC	Drone Equipment for Drone Classes
P0144698	Doing Good Works	\$ 2,057.93		FC	Instructional Supplies
P0144699	ExPrep LLC	\$ 30,000.00		CC	Independent Contractactor for Software Training
P0144700	WMFY We Mail For You	\$ 15,900.00		AC	Printing & Mailing Advertising
P0144701	Sterilization Assurance Service	\$ 646.51		CC	Instructional Supplies
P0144702	Pathways of Hope	\$ 961.82		NOCE	Reimbursement - Student Food Distribution
P0144703	Amazon Business	\$ 182.63		NOCE	Cleaning Supplies
P0144704	Amazon Business	\$ 4,171.29		FC	Workshop Materials
P0144705	Office Solutions	\$ 3,000.00		NOCE	Blanket Order for NOCE - CTE Future Built Friday
P0144706	Citrix Systems Inc	\$ 4,987.08		FC	Annual Software Renewal
P0144707	Supply Solutions	\$ 1,592.01		NOCE	Cleaning Supplies
P0144708	Imelda Diaz	\$ 304.50		FC	Student Fees Reimbursement
P0144709	Amanda Murphy	\$ 40.00		FC	Studend Fees Reimbursement
P0144710	Shawntel Palacios	\$ 77.75		FC	Student Fees Reimbursement
P0144711	Patricia Madrigal	\$ 15.00		FC	Student Fees Reimbursement
P0144712	Alberto Mayen Munguia	\$ 23.74		FC	Student Fees Reimbursement
P0144713	Patricia Madrigal	\$ 500.00		FC	Student Fees Reimbursement
P0144714	Gina Houston	\$ 179.26		FC	Student Fees Reimbursement
P0144715	Cal Pro Specialties	\$ 3,981.52		NOCE	Promotional ESL Materials
P0144717	CreNOCEndo Interactive Inc	\$ 7,000.00		AC	Software
P0144719	Kevin Rodriguez Ortega	\$ 26.00		FC	Student Fees Reimbursement
P0144723	Top Hat Balloon Werks LLC	\$ 803.87		FC	Balloons for Puente End of Year Celebration
P0144725	Inbox Graphx	\$ 6,155.24		FC	Custom Shirts for Commencement Volunteers
P0144727	Toycen Corporation	\$ 2,113.05		FC	Machining Technology Equipment
P0144728	Howard Roofing Company Inc	\$ 44,303.00	Capital Outlay	AC	Labor and Materials to Install New Downspouts at FC
P0144732	Stored Value Marketing	\$ 2,520.00		FC	Albertsons Grocery Card, Grocery Cards for Students
P0144733	California Compressor Inc	\$ 1,150.18		FC	Air Compressor Repairs

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144734	BSN Sports LLC	\$ 2,393.23		FC	Custom Shirts for Admissions and Records
P0144735	Buddy's All Stars, Inc.	\$ 4,965.54		FC	Athletic Supplies for use doring Covid 19 Pandemic
P0144736	Sports Imports Inc	\$ 2,135.62		FC	Athletic Supplies
P0144737	Roger Cleveland Golf Co., Inc.	\$ 877.94		FC	Athletic Supplies
P0144738	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0144739	Flor Nunez	\$ 10,000.00		FC	Independent Contractor for Marketing Services
P0144740	Mity-Lite Inc	\$ 1,370.32		FC	Folding Chairs for the Athletics Department
P0144743	Utah State University	\$ 8,920.00		NOCE	Training - Web Accessibility Services
P0144748	Amazon Business	\$ 965.82		CC	Classroom Equipment
P0144749	Amazon Business	\$ 407.13		CC	Instructional Lab Supplies
P0144750	Office Solutions	\$ 1,036.33		CC	Air Purifiers and Supplies
P0144751	Diamedical USA Equipment LLC	\$ 4,050.98		CC	Instructional Supplies
P0144752	Grainger Inc	\$ 6,827.40		CC	Instructional Supplies
P0144767	Western Regional Honors Council	\$ 75.00		CC	Institutional Membership
P0144768	Phi Theta Kappa Internat'l Honor Society	\$ 1,190.00		FC	Honors Membership Fees
P0144769	Veolia ES Technical Solutions LLC	\$ 59.83		NOCE	Waste Collection Service
P0144770	The NCHERM Group LLC	\$ 20,000.00		AC	Consulting Services for Standard Safety Operations
P0144771	JB Bostick Company Inc	\$ 36,263.00	Capital Outlay	AC	Striping and Crack Seal FC Parking Lot
P0144772	Homeboy Industries	\$ 1,411.23		CC	Custom Shirts for the Puente Program
P0144773	Medcal Sales LLC	\$ 4,304.34		CC	Instructional Lab Supplies
P0144774	Beach Paving Inc	\$ 61,579.00	Capital Outlay	AC	Repaving Circle Loop at CC
P0144775	Paul Hadobas	\$ 1,093.61		CC	Reimbursement for Instructional Supplies
P0144776	Johnson Controls Fire Protection LP	\$ 39,760.00	Capital Outlay	AC	Fire Alarm Panel Upgrade and Smoke Detectors at FC
P0144777	Howard Ridley Co Inc	\$ 57,111.00	Capital Outlay	CC	Water Intrusion Repair Piazza Deck at CC
P0144778	Albertson's LLC	\$ 10,600.00		FC	Grocery Store Gift Cards
P0144779	USA Scientific Inc	\$ 1,500.00		FC	Blanket Order for Instructional Supplies
P0144780	Office Solutions	\$ 700.00		CC	Blanket Order for Office Supplies
P0144781	O F Wolfinbarger Inc	\$ 3,000.00		FC	Blanket Order for Lab Supplies
P0144782	Johnny's Selected Seeds	\$ 2,000.00		FC	Blanket Order for Lab Supplies
P0144783	Bishop Co	\$ 1,000.00		FC	Blanket Order for Lab Supplies
P0144784	Diamedical USA Equipment LLC	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0144785	Lakeshore Learning Materials	\$ 4,000.00		NOCE	Blanket Order for Instructional Supplies
P0144786	American Printing & Promotions	\$ 6,477.72		FC	Graduation Supplies
P0144787	Amazon Business	\$ 232.57		FC	Instructional Supplies
P0144788	Honors Graduation LLC	\$ 3,902.40		FC	Graduation Supplies
P0144792	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0144795	Office Solutions	\$ 27,692.09		CC	Air Purifiers
P0144796	4AllPromos	\$ 2,123.47		CC	Promotional Supplies for Puente Program
P0144797	Enviser	\$ 6,731.00	Capital Outlay	AC	Replacement of Electrical Outlet at FC

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144798	Orange County Pump Company	\$ 10,786.63	Capital Outlay	AC	Overhaul Sump Ejection System at FC
P0144799	McCarthy Building Companies Inc	\$ 12,500.00	Capital Outlay	AC	Tunnel Repair Subsurface Utility Mapping @ FC
P0144800	Integrity Electric	\$ 4,194.00	Capital Outlay	AC	Sump Pump Electrical for FC Bldg 840
P0144801	KT Industries Inc	\$ 7,900.00	Capital Outlay	AC	Reconditioning GE Breaker at FC
P0144802	CALI939 KLLI FM	\$ 17,700.00		FC	Radio Advertising Contract
P0144803	B & H Photo Video Inc	\$ 3,459.93		FC	Printer Ink
P0144804	Sierra Hegle	\$ 129.50		CC	Reimbursement for Software Subscription
P0144805	Grubhub	\$ 5,300.00		CC	Food Gift Certificates for Students
P0144806	4imprint Inc	\$ 5,435.57		CC	Promotional Supplies
P0144807	Keystone Automotive Industries	\$ 8,703.38		CC	Cameras for the Automotive Department
P0144808	Amazon Business	\$ 1,076.29		AC	Office Supplies
P0144809	Amazon Business	\$ 178.67		CC	Instructional Lab Supplies
P0144810	Amazon Business	\$ 180.64		CC	Instructional Materials
P0144811	Amazon Business	\$ 966.37		NOCE	Instructional Materials
P0144812	Amazon Business	\$ 735.39		CC	Instructional Lab Supplies
P0144813	Amazon Business	\$ 310.95		CC	Instructional Lab Supplies
P0144814	Amazon Business	\$ 1,504.92		NOCE	Instructional Materials and Books
P0144815	Amazon Business	\$ 392.03		CC	Instructional Materials
P0144816	Amazon Business	\$ 829.76		NOCE	Books
P0144817	Amazon Business	\$ 118.33		CC	Instructional Lab Supplies
P0144818	Amazon Business	\$ 167.45		CC	Instructional Supplies
P0144819	Amazon Business	\$ 281.49		CC	Instructional Lab Supplies
P0144820	Amazon Business	\$ 126.33		FC	Office Supplies
P0144821	Henry Schein Inc	\$ 683.86		CC	Instructional Lab Supplies
P0144822	CSI Fullmer	\$ 154,422.20	Bond	AC	Furniture for CC SEM Bldg. B/A: 6/26/18
P0144823	Juan Silva	\$ 500.00		CC	Honorarium for Poetry Reading
P0144824	4imprint Inc	\$ 7,125.19		CC	Promotional Supplies
P0144830	Cantwell Productions	\$ 378.20		FC	Picture Frames for the Art Department
P0144832	Mikes Custom Flooring Inc	\$ 47,518.75	Capital Outlay	NOCE	Labor and Materials to Replace Carpets at AC
P0144833	Beckette Ogden	\$ 397.15		CC	Reimbursement for Classroom Supplies
P0144834	Next Gen Web Solutions	\$ 9,240.00		FC	Student Employment - JobX Annual License Fee, Software License
P0144835	4imprint Inc	\$ 5,303.63		CC	Promotional Supplies
P0144836	Oncourt Offcourt Ltd	\$ 7,538.14		CC	Athletic Equipment
P0144838	The Gallup Organization	\$ 5,995.00		FC	Software for Student Assessment
P0144840	Promotional Concepts Enterprises	\$ 840.06		CC	Promotional Supplies
P0144842	Pacific Coast Entertainment	\$ 3,685.05		FC	Audio Equipment for the Theatre Department
P0144843	Diamedical USA Equipment LLC	\$ 869.76		CC	Instructional Lab Supplies
P0144844	Community College Facility Coalition	\$ 1,317.00		AC	Membership B/A: 3/23/21
P0144846	Stored Value Marketing	\$ 1,244.00		FC	Student Gift Cards

Item No. 3.a.12

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144847	Sasco Electric	\$ 8,100.00	Capital Outlay	AC	Labor and Materials for Additonal Cable @ FC
P0144848	Art with Impact	\$ 500.00		FC	Movies for Mental Health Presentation
P0144849	Grainger Inc	\$ 3,245.10		FC	Cutting Equipment for the Art Department
P0144850	Krueger International Inc	\$ 894,068.05	Bond	AC	Furniture for CC SEM Bldg. B/A: 6/26/18
P0144852	Palomar Community College District	\$ 80.00		FC	Software License
P0144853	Full Compass Systems Ltd	\$ 6,650.47		FC	Audio Equipment for the Theatre Department
P0144854	MyTy Inc	\$ 440.00		CC	Catering for Graduation Event
P0144855	Stored Value Marketing	\$ 875.00		CC	Food and Drink Gift Cards for Students
P0144856	Concordance Healthcare Solutions	\$ 447.00		CC	Instructional Lab Supplies
P0144858	Pasco Scientific	\$ 64.66		CC	Instructional Lab Supplies
P0144859	Henry Schein Inc	\$ 673.86		CC	Instructional Lab Supplies
P0144860	Cal Pro Specialties	\$ 3,795.61		NOCE	Promotional Materials
P0144862	Fotronic Corporation	\$ 578.75		CC	Instructional Lab Supplies
P0144880	Wilshire Ave Community Church	\$ 1,720.00		FC	Child Care Services
P0144881	CSI Fullmer	\$ 40,568.47	Bond	AC	Furniture for CC SEM Bldg
P0144882	Fotronic Corporation	\$ 79,965.87	Bond	AC	Digital Multimeter Equipment for CC SEM Bldg
P0144883	On Course Inc	\$ 7,994.25		CC	Conference Registration Fees
P0144884	4AllPromos	\$ 1,440.08		CC	Custom Backpacks for Students
P0144885	Bluebeam Inc	\$ 745.00		FC	Software Subscription Renewal
P0144886	Full Compass Systems Ltd	\$ 715.93		FC	Speakers for Campus Theatre
P0144888	Wolverine Fence Company Inc	\$ 9,999.00		CC	Backstop Padding for the Athletics Department
P0144889	Third Degree Sportswear, Inc.	\$ 786.56		CC	Custom Shirts for Legacy Program
P0144890	Third Degree Sportswear, Inc.	\$ 1,530.50		CC	Custom Face Masks
P0144891	Animoto Inc	\$ 468.00		FC	Software Subscription
P0144892	Thomson West	\$ 378.06		FC	Software Subscription Fees
P0144893	Pacific Coast Entertainment	\$ 481.00		FC	Audio Supplies for Campus Theatre
P0144894	Full Compass Systems Ltd	\$ 286.25		FC	Sound Supplies for the Theatre Department
P0144895	Buddy's All Stars, Inc.	\$ 7,895.07		FC	Athletic Supplies
P0144896	Doing Good Works	\$ 27,463.97		FC	Promotional Supplies for Program Outreach
P0144897	B & H Photo Video Inc	\$ 667.19		CC	Projector Cases
P0144898	B & H Photo Video Inc	\$ 6,413.28		FC	Lighting Equipment for TV Studio
P0144899	Home Depot	\$ 678.94		FC	Hardware Supplies for the Art Department
P0144900	Amazon Business	\$ 538.48		CC	Instructional Materials
P0144901	Amazon Business	\$ 441.76		CC	Instructional Lab Supplies
P0144902	Flymotion Unmanned Systems	\$ 7,500.00		FC	Drone Software
P0144903	B & H Photo Video Inc	\$ 4,245.87		FC	Photography Supplies
P0144904	King Van & Storage Inc	\$ 84,395.00	Capital Outlay	CC	CC VRC/SAC and SEM Auxiliary Packing Services
P0144905	Donald Jackson	\$ 105.84		CC	Reimbursement for Instructional Supplies
P0144906	Veracruz Sanchez	\$ 300.00		CC	Honorarium

Item No. 3.a.13

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144907	Buddy's All Stars, Inc.	\$ 5,245.44		FC	Athletic Uniforms
P0144908	Jennifer McMillin	\$ 148.96		CC	Reimbursement for Instructional Supplies
P0144909	Schmengie Inc	\$ 5,000.00		CC	Independent Contractor for Speaking Services
P0144910	Best Buy Co Inc	\$ 674.50		FC	Refrigerator for Counseling Department
P0144911	Pixologic Inc	\$ 14,850.00		FC	Software License
P0144912	Western Graphics Plus	\$ 953.60		CC	Canopy for Outreach Department
P0144913	Office Solutions	\$ 1,861.58		CC	Sanitizing Supplies
P0144914	Mac Tools	\$ 6,463.93		CC	Air Conditioning Machine for the Automotive Dept.
P0144915	Techsmith Corporation	\$ 1,087.17		FC	Software Renewal
P0144916	Luxion Inc	\$ 8,970.00		FC	Software License
P0144917	Shauna Fisher	\$ 290.91		FC	Reimbursement for Instructional Supply
P0144918	Creation Engine Inc	\$ 1,515.00		FC	Software License
P0144919	Blick Art Materials LLC	\$ 1,788.86		FC	Art Supplies for the Art Department
P0144920	World Class Awards	\$ 1,644.32		CC	Awards for Transfer Celebration
P0144921	Music Theatre International	\$ 2,053.77		CC	Theatre Performance Rights Fee
P0144922	Music Theatre International	\$ 21.55		CC	Theatre Rights Performance Fees
P0144923	4AllPromos	\$ 6,674.59		CC	Promotional Supplies
P0144924	Sodexo Inc and Affiliates	\$ 34,519.97		FC	Food Cost and Labor for Food Drive Events
P0144925	Gaylord Bros	\$ 386.36		FC	Office supplies
P0144926	ISE Inc	\$ 2,973.00		CC	Annual maintenance of Enterprise, Software Service
P0144926	ISE Inc	\$ 2,973.00		FC	Annual maintenance of Enterprise, Software Service
P0144927	Rogue Fitness	\$ 7,219.25		FC	Athletic Supplies
P0144928	4imprint Inc	\$ 3,329.95		CC	Promotional Supplies
P0144929	Pacific Coast Entertainment	\$ 363.47		FC	Audio Cables
P0144930	Jetline Systems Corporation	\$ 8,695.00		CC	Image Generator for Instruction
P0144931	Phoenix Group Information Systems	\$ 1,544.61		FC	Citation Processing Fees
P0144932	Interact Communications Inc	\$ 63,135.00		CC	Independent Contractor for Media Buying Services
P0144933	CDW Government Inc	\$ 548.17		FC	Printer Supplies
P0144934	B & H Photo Video Inc	\$ 4,076.92		FC	Printing Equipment for Digital Arts Department
P0144935	Pearson VUE	\$ 33,600.00		FC	Online Tutoring Services for the Tutoring Center
P0144936	BSN Sports LLC	\$ 1,735.15		FC	Athletic Supplies
P0144937	Sodexo Inc and Affiliates	\$ 19,205.60		FC	Food Cost and Labor for Food Drive Events
P0144939	Office Solutions	\$ 1,000.00		CC	Blanket Order for Non-Instructional Supplies
P0144948	Buddy's All Stars, Inc.	\$ 37,795.08		FC	Athletic Equipment
P0144950	Diamedical USA Equipment LLC	\$ 370.78		CC	Instructional Lab Supplies
P0144952	Sports Facilities Group Inc	\$ 51,199.93		FC	Score Tables for the Athletics Department
P0144955	Buddy's All Stars, Inc.	\$ 20,941.44		FC	Chairs for the Athletics Department
P0144956	Concordance Healthcare Solutions	\$ 259.44		CC	Instructional Lab Supplies, case /12 , blue
P0144957	McKesson Medical-Surgical Government Solutions LLC	\$ 2,227.57		CC	Health Center Covid Medical Supplies

Item No. 3.a.14

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0144959	4AllPromos	\$ 4,594.91		CC	Promotional Sweatshirts for the Counseling Office
P0144960	Organization for Safety, Asepsis and Prevention	\$ 1,017.82		CC	Books
P0144961	Wireready Newswire Systems Inc	\$ 1,395.00		FC	Software License
P0144962	ASCAP	\$ 591.00		FC	Broadcasting Fee
P0144963	Promotional Concepts Enterprises	\$ 6,468.84		CC	Promotional Supplies for the DSS Office
P0144964	Jerling Management Company Inc	\$ 59,500.00		AC	Clean HVAC Systems at Anaheim Campus
P0144965	Brea Trophy & Engraving	\$ 356.84		FC	Custom Engraving Services
P0144966	edmentum Holdings Inc	\$ 46,550.00		NOCE	Endentum Plato Instructional Software Renewal
P0144967	Opti-Fit International Inc	\$ 7,924.51		CC	Athletic Supplies
P0144968	Diamedical USA Equipment LLC	\$ 1,570.72		CC	Instructional Lab Supplies
P0144969	Lowe's Companies Inc	\$ 245.59		FC	Classroom Supplies
P0144970	Academic Cap & Gown	\$ 824.42		CC	Graduation Materials
P0144971	Christina Plett	\$ 398.54		CC	Reimbursement - Math Books
P0144972	KT Industries Inc	\$ 31,545.25	Capital Outlay	AC	Labor and Materials for Transformer Repairs at FC
P0144974	Black Rock Geosciences	\$ 240.00	Bond	AC	FC Performing Arts Site Hazardous Material Soil Te
P0144974	Black Rock Geosciences	\$ 960.00		AC	FC Performing Arts Site Hazardous Material Soil Te
P0144975	Orange County Air Conditioning	\$ 25,000.00	Bond	AC	Review of HVAC System at Fullerton College
P0144976	Radiation Detection Company	\$ 800.00		CC	Blanket Order for Radiation Badge Monitoring
P0144977	Electric Car Sales and Service Inc	\$ 313.43		NOCE	Electric Car Repair
P0144978	Blick Art Materials LLC	\$ 500.00		CC	Blanket Order for Photo Supplies
P0144979	Digital Art Supplies	\$ 5,000.00		CC	Blanket Order for Photo Supplies
P0144980	Freestyle Camera	\$ 5,000.00		CC	Blanket Order for Photo Supplies
P0144981	GST	\$ 1,034.00	Bond	AC	Printers for CC SEM Bldg
P0144984	Western Graphics Plus	\$ 3,500.00		CC	Blanket Order for Promotional Supplies
P0144987	Grubhub	\$ 2,100.00		CC	Blanket Order for Food Vouchers
P0144988	Home Depot	\$ 2,000.00		CC	Blanket Order for Hardware Supplies
P0144989	Grubhub	\$ 21.20		CC	STEM Guest Speaker Food Voucher
P0144990	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0144992	Diamedical USA Equipment LLC	\$ 8,814.02		CC	Instructional Lab Supplies
P0144993	Grubhub	\$ 1,272.00		CC	Food Vouchers for Transfer Students
P0144994	Thomson West	\$ 1,172.00		FC	Blanket Order for Databases
P0144998	Kaplan Early Learning Company	\$ 6,000.00		CC	Online Review Study Course
P0145000	Home Depot	\$ 500.00		CC	Blanket Order for Hardware Supplies
P0145001	Angelus Pacific LLC	\$ 1,000.00		FC	Blanket Order for Parking Permits
P0145002	Guitar Center Inc	\$ 3,000.00		FC	Blanket Order for Instrument Repairs
P0145003	US Shop Tools	\$ 4,000.00		FC	Blanket Order for Instructional Supplies
P0145004	McMaster Carr Supply Co	\$ 2,000.00		FC	Blanket Order for Instructional Supplies
P0145005	R L Stephens Tool & Equipment Co	\$ 4,000.00		FC	Blanket Order for Instructional Supplies
P0145006	Venngage Inc	\$ 133.00		NOCE	Software Subscription

Item No. 3.a.15

**BOARD RECAP**  
**FOR THE PERIOD PERIOD MARCH 23, 2021 THROUGH APRIL 28, 2021**  
**BOARD MEETING MAY 11, 2021**

<b>PO</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>FUND</b>	<b>SITE</b>	<b>DESCRIPTION</b>
P0145007	Jackson's Auto Supply	\$ 2,000.00		FC	Blanket Order for Instructional Supplies
P0145008	A1 Party Rental	\$ 58,000.00		FC	Blanket Order for Commencement Rental Services
P0145009	Top Hat Balloon Werks LLC	\$ 4,000.00		FC	Blanket Order for Balloons and Delivery
P0145010	4AllPromos	\$ 2,181.29		CC	Promotional Face Masks
P0145011	4AllPromos	\$ 1,432.13		CC	Custom Shirts
P0145012	4AllPromos	\$ 3,042.48		CC	Portable Work Desks
P0145013	4imprint Inc	\$ 12,717.53		CC	Promotional Supplies
P0145014	Opti-Fit International Inc	\$ 9,905.65		CC	Athletic Equipment
P0145025	Always Advancing LLC	\$ 693.29		CC	Commencement Award Medals
P0145029	Jetline Systems Corporation	\$ 1,995.00		CC	Flight Simulator Setup Fees
P0145030	4AllPromos	\$ 221.19		CC	Promotional Supplies
P0145034	Stored Value Marketing	\$ 4,516.95		CC	Student Gift Cards
P0145038	CSI Fullmer	\$ 11,991.66		CC	Chairs for Counselors
P0145039	Ernie Gritzewsky	\$ 1,600.00		CC	Guest Speaking Services
		<b>\$ 5,407,708.66</b>			

Approved by: \_\_\_\_\_  
Fred Williams, Vice Chancellor

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**SUBJECT:** Quarterly Financial Status Report Ended  
March 31, 2021

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

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

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

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended March 31, 2021. 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 item is submitted in accordance with Board Policy 6300, Fiscal Management.

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

**RECOMMENDATION:** It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended March 31, 2021, as required by §58310 of Title 5.

Fred Williams

Recommended by



Approved for Submittal

3.b.1

Item No.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2020-2021

District: (860) NORTH ORANGE

Quarter Ended: (Q3) Mar 31, 2021

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-2021

**I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	230,355,433	244,818,724	240,173,047	230,787,464
A.2	Other Financing Sources (Object 8900)	1,081,156	1,318,197	1,133,749	2,633,266
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	231,436,589	246,136,921	241,306,796	233,420,730
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	208,361,366	223,669,028	230,570,313	229,264,271
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,169,502	4,817,194	17,599,992	8,512,391
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	211,530,868	228,486,222	248,170,305	237,776,662
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	19,905,721	17,650,699	-6,863,509	-4,355,932
D.	<b>Fund Balance, Beginning</b>	59,164,219	79,069,940	96,720,639	89,857,130
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	59,164,219	79,069,940	96,720,639	89,857,130
E.	<b>Fund Balance, Ending (C. + D.2)</b>	79,069,940	96,720,639	89,857,130	85,501,198
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	37.4%	42.3%	36.2%	36%



**II. Annualized Attendance FTES:** This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2017-18	2018-19	2019-20	2020-2021
H.1	Cash, excluding borrowed funds		94,619,436	104,791,119	72,230,885
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	86,180,980	94,619,436	104,791,119	72,230,885

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	214,813,750	230,787,464	131,808,945	57.1%
I.2	Other Financing Sources (Object 8900)	2,564,642	2,633,266	5	0%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	217,378,392	233,420,730	131,808,950	56.5%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	230,214,627	229,264,271	164,258,193	71.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,816,568	8,512,391	2,220,474	26.1%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	233,031,195	237,776,662	166,478,667	70%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-15,652,803</b>	<b>-4,355,932</b>	<b>-34,669,717</b>	
L	Adjusted Fund Balance, Beginning	89,857,130	89,857,130	89,857,130	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	74,204,327	85,501,198	55,187,413	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	31.8%	36%		

**V. Has the district settled any employee contracts during this quarter?**

**YES**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
<b>a. SALARIES:</b>								
<b>Year 1:</b> 2021-22	152,462	3.5%					143	3.5%
<b>Year 2:</b> 2022-23	610,070	4.4%					35,768	2.88%
<b>Year 3:</b>								
<b>b. BENEFITS:</b>								
<b>Year 1:</b> 2021-22	652,361						90,458	
<b>Year 2:</b> 2022-23	203,750						13,048	
<b>Year 3:</b>								

*\* As specified in Collective Bargaining Agreement or other Employment Contract*

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

The District settled negotiations with it's Manager and Confidential employees for a two-year contract for fiscal years 2021-2022 and 2022-2023.

For Managers:

For Fiscal Year 2021-22: Salary increase will be 2% on schedule + funded COLA. Fringe benefits will be reduced from \$8,028.00 to \$4,646.10 per employee. The District will begin contributing towards dependent care for eligible employees, paying up to \$8,058 per employee towards those costs.

For Fiscal Year 2022-23: Salary increase will be 3.12% on schedule + funded COLA.

For Confidentials:

For Fiscal Year 2021-22: Salary increase will be 2% on schedule + funded COLA. Fringe benefits will be reduced from \$8,028.00 to \$4,646.10 per employee. The District will begin contributing towards dependent care for eligible employees, paying up to \$8,058 per employee towards those costs.

For Fiscal Year 2022-23: Salary increase will be 1.60% on schedule + funded COLA.

For both years, funded COLA has been estimated into the costs presented as follows: FY 2021-22: 1.50%, FY 2022-23: 1.28%. If funded COLA is higher, costs for salary and benefits will increase as well.

The expected cost increases are within budget and will be funded from the general fund.

**d. Did any contracts settled in this time period cover part-time, temporary faculty?**

**NO**

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

**NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

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

This year?  
Next year?

**NO**  
**NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	May 11, 2021	Information	_____ X
		Enclosure(s)	_____ X
<b>SUBJECT:</b>	Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of March 31, 2021		

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

## **Quarterly Investment Report**

The Quarterly Investment Report for the quarter ended March 31, 2021, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of March 31, 2021, the District had **\$289,497,655.53** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$4,930,617,424** and the market value was **\$4,949,367,121**. This represents an unrealized gain for accounting purposes of approximately 0.38%, which equates to **\$1,100,874.97** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended March 31, 2021, was 0.68%. Net interest earned for the quarter totaled **\$524,848.99**.
2. **Cypress College and Fullerton College Investments.** As of March 31, 2021, the colleges' investments total **\$1,910,957.27**. This amount was invested in certificates of deposit with the interest rates varying from **0.15%** to **2.96%**.

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

## **Irrevocable Retiree Benefits Trust Report**

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

For the quarter ended March 31, 2021, the portfolio value changed from **\$130,466,659.06** to **\$132,422,719.09**, a change in value of **\$1,956,060.03**. No Contributions or withdrawals were made during this quarter. The time weighted return net of fees was **1.5%** quarter-to-date and **9.43%** inception-to-date.

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 item is submitted in accordance with Board Policy 6320, Investments.

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

**RECOMMENDATION:** It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended March 31, 2021.

Fred Williams

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Recommended by



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Approved for Submittal

3.c.2

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Item No.

## Cash in County Treasury

As of March 31, 2021

General Fund	\$ 72,230,885.01
Child Development Fund	315,072.46
FC Bursar Fund	2,313,457.08
CC Bursar Fund	1,100,131.53
Capital Outlay Fund	58,806,125.50
Self Insurance Fund	31,450,937.04
Retiree Benefit Fund	1,418,565.38
Student Financial Aid Fund	14,785,189.47
Bond Fund	107,077,292.06
Total	<u><u>\$ 289,497,655.53</u></u>

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
INVESTMENT POOL STATISTICS  
FOR THE MONTH AND QUARTER ENDED: March 31, 2021**

**INVESTMENT STATISTICS - By Investment Pool**

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 03/31/2021	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,549,386,374	274	0.664%	0.624%	0.707%	1.0037
	COST (Capital) \$ 5,529,918,648					
	MONTHLY AVG Balance \$ 5,507,323,509					
	QUARTERLY AVG Balance \$ 5,332,120,475					
	BOOK Value \$ 5,528,689,718					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,949,367,121	279	0.672%	0.693%	0.738%	1.0038
	COST (Capital) \$ 4,931,731,771					
	MONTHLY AVG Balance \$ 4,920,296,551					
	QUARTERLY AVG Balance \$ 5,388,030,408					
	BOOK Value \$ 4,930,617,424					

**INVESTMENT STATISTICS - Non-Pooled Investments <sup>(1)</sup>**

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 111,991,372	John Wayne Airport Investment Fund 53,341,202
283, FVSD, CCCD	COST (Capital) \$ 110,297,123	Fountain Valley School District Fund 40 34,692,909
	MONTHLY AVG Balance \$ 110,266,402	CCCD Series 2017E Bonds 22,263,012
	QUARTERLY AVG Balance \$ 110,142,900	
	BOOK Value \$ 109,850,586	
		\$ 110,297,123

**MONTH END TOTALS**

INVESTMENTS & CASH		INVESTMENTS & CASH	
<b>COUNTY MONEY MARKET FUND (OCMMF)</b>			
County Money Market Fund	\$ 385,041,417	OCIP	\$ 5,753,064,538
County Cash & Cash Equivalent	223,145,890	OCEIP	5,009,215,769
<b>EXTENDED FUND</b>	9,810,137,817	Specific Investment Funds	110,297,123
<b>EDUCATIONAL MONEY MARKET FUND (OCEMMF)</b>		Non-Pooled Cash & Cash Equivalent	19,057,822
Educational Money Market Fund	266,471,185		
Educational Cash & Cash Equivalent	77,483,998		
<b>NON-POOLED INVESTMENTS</b>			
Non-Pooled Investments @ Cost	110,297,123		
Non-Pooled Cash & Cash Equivalent	19,057,822		
	\$ 10,891,635,252		\$10,891,635,252

**KEY POOL STATISTICS**

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - YTD NET YIELD	0.835%	OCIP	274
OCEIP - YTD NET YIELD	0.845%	OCEIP	279
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.065%	JOHN WAYNE AIRPORT	82
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.021%	LGIP (Standard & Poors)	47

(1) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing.

**CYPRESS COLLEGE INVESTMENTS**  
**MONTH ENDING March 31, 2021**

FUND	TYPE	ISSUER	MATURITY DATE	DOLLAR VALUE	INTEREST RATE
<i>Bursar's Office</i> (6 mos - 2 years)	CD # OBP-774145	Union Banc	9/27/2021	\$ 700,000.00	0.145%-1.10%
(3 years)	CD # 911593-41	Schools 1st FCU	1/22/2023	\$ 112,185.78	2.270%
(3 years)	CD # 0092620172-1000	East West Bank	3/28/2021	\$ 250,185.34	0.145%
(3 years)	CD # 920880751-293841	NuVision FCU	1/22/2023	\$ 279,702.45	2.430%
<i>Total Bursar Investments</i>				<u>\$ 1,342,073.57</u>	
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2022	\$ 168,605.85	2.47%
<i>Total Associated Students</i>				<u>\$ 168,605.85</u>	
<i>Total Investments</i>				<u>\$ 1,510,679.42</u>	

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



**Fullerton College  
Investment Report  
For Period Ended 3/31/21**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	2.960	8/13/2024	149,237.42
Assoc. Students	CD	Schools First Federal Credit Union	2.230	8/2/2022	108,517.75
Bursar	CD	Schools First Federal Credit Union	1.000	9/14/2021	109,059.27
Assoc. Students	CD	Schools First Federal Credit Union	0.900	9/14/2021	33,463.41
					<u>\$ 400,277.85</u>

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

Irrevocable Retiree Benefits Trust  
Performance Report  
Quarter Ended 3/31/21

	Quarter ended <u>3/31/21</u>
Portfolio Value as of 12/31/20	\$ 130,466,659.06
Contributions	-
Withdrawals	
Income Received	391,819.17
Change in Market Value	1,674,473.38
Portfolio Fees	<u>(110,232.53)</u>
Portfolio Value on 3/31/21	<u><u>\$ 132,422,719.09</u></u>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Budget Adjustments and New Grant

Action	X
Resolution	X
Information	
Enclosure(s)	X

**BACKGROUND:** Revised 2020-2021 fiscal year allocations and amendments have been received for various federal- and state-funded programs, and local contracts. Based on these revisions, adjustments are needed to various General Fund revenue and expenditure budgets that were previously approved by the Board.

The General Fund programs requiring an adjustment are:

- Health Resources & Services Administration Health Careers Opportunity Program (HRSA HCOP)
- Regional Directors (RDs) for Employer Engagement
- Strong Workforce Program (SWP) - Regional Fund

### Revised Allocation Adjustments

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
CC	<b>GENERAL FUND</b>		
	HRSA HCOP	\$ 11,725	Most Recent Agreement
	RDs for Employer Engagement	\$ 50,000	Most Recent Agreement
	SWP – Regional Fund	<u>\$ 78,488</u>	Most Recent Agreement
	<b>TOTAL – BUDGET ADJUSTMENTS</b>	<b><u>\$ 140,213</u></b>	

In addition, funding for new grant has been received for the following program.

- Veterans Resource Center (VRC) Grant in the amount of \$118,874 allocated by the State to provide essential support services that address the specific needs of student veterans by offering on-site support services from the Veterans Affairs (VA), certification of benefits, financial aid information and application assistance, academic counseling and tutoring services, peer-to-peer support and mentoring opportunities, computer lab, mental health services, specialized transition services, and wellness programs all in one location.

### New Grant

SITE	PROGRAM NAME	TOTAL FUNDING	SOURCE OF FUNDING
CC	<b>GENERAL FUND</b>		
	VRC Grant	\$ 52,373	Notification from State
FC	VRC Grant	<u>\$ 66,501</u>	Notification from State
	<b>TOTAL – NEW GRANT</b>	<b><u>\$ 118,874</u></b>	

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

**How does this relate to the five District Strategic Directions?** This item responds to Direction 4 – Collective Impact & Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Various programs have received revised 2020-2021 allocations and amendments since the adoption of the District Proposed Budget on October 27, 2020 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets totaling \$140,213 accordingly for the 2020-2021 fiscal year. Additionally, \$118,874 in funding has been received for new grant for use beginning in the current fiscal year.

**RECOMMENDATION:** Authorization is requested to accept new revenue and to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2020-2021 allocations totaling \$259,087. It is further requested that resolutions be adopted to adjust budgets, to accept new revenue and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Fred Williams

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Recommended by



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Approved for Submittal

3.d.2

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Item No.

**Budget Adjustments (Board Date May 11, 2021)  
July 1, 2020 - June 30, 2021**

Note: All expenditure adjustments are being placed in one account for each program. Separate budget transfers will be processed to reallocate the adjustment amount to align with program plans.

<u>Campus Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
<b><u>General Fund (0101)</u></b>								
CC	HRSA HCOP	Other Operating Expenses	16924	2635	50000	6600		\$ 11,725.00
CC	HRSA HCOP	Federal Revenues	16924	2635	81900	6600		\$ 11,725.00
CC	RDs for Employer Engagement	Supplies & Materials	17302	2415	40000	6010		\$ 50,000.00
CC	RDs for Employer Engagement	State Revenues	17302	2415	86541	6010		\$ 50,000.00
CC	SWP - Regional Fund	Other Operating Expenses	17250	XXXX	50000	XXXX		\$ 78,488.00
CC	SWP - Regional Fund	State Revenues	17250	XXXX	86255	XXXX		\$ 78,488.00
CC	VRC Grant	Other Operating Expenses	18014	3386	50000	6480		\$ 52,373.00
CC	VRC Grant	State Revenues	18014	3386	86282	6480		\$ 52,373.00
FC	VRC Grant	Other Operating Expenses	18015	6145	50000	6480		\$ 66,501.00
FC	VRC Grant	State Revenues	18015	6145	86282	6480		\$ 66,501.00

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

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund (0101), for fiscal year 2020-2021, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ 11,725
8629	CalWORKs, TTIP, Other	197,362
8659	Other Reimbursable Categorical	50,000

	TOTALS	\$ <u>259,087</u>
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<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
4000	Supplies & Materials	\$ 50,000
5000	Other Operating Expenses	209,087

	TOTALS	\$ <u>259,087</u>
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AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA    )  
  ) SS  
COUNTY OF ORANGE    )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on May 11, 2021, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

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

by \_\_\_\_\_, Deputy  
3.d.4

\_\_\_\_\_  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** 2020-2021 Budget Transfers: General Fund, General Obligation Bond Fund, Capital Outlay Fund, and Financial Aid 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 Direction #4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

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

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

**RECOMMENDATION:** Authorization is requested for the 2020-2021 General Fund, General Obligation Bond Fund, Capital Outlay Fund, and Financial Aid Fund transfers netting to the amount of \$713,057 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.e.1

Item No.

Budget Transfers  
05-11-2021

**1. 18000: Staff Diversity - AC**

Transfer to provide budget for diversity and inclusion workgroups, seminars, trainings, educational programs to protect people from discrimination.

From:	5000 Other Operating Expenses & Services	(25,000)
To:	4000 Supplies & Materials	25,000

**2. 17160/1: California Adult Education Program - NOCE**

Transfer to align budget with approved program plans.

From:	2100 Noninstructional Salaries	(3,102)
	4000 Supplies & Materials	(35,500)
To:	1300 Instructional Salaries	2,604
	3900 Benefits	498
	5000 Other Operating Expenses & Services	35,500

**3. 15411: Perkins IV - FC**

Transfer to cover the purchase of program automotive service equipment.

From:	4000 Supplies & Materials	(12,000)
To:	6000 Capital Outlay	12,000

**4. 11100: Prior Year Funds - CC**

Transfer to cover the purchase of equipment of classroom upgrade.

From:	4000 Supplies & Materials	(13,861)
To:	6000 Capital Outlay	13,861

**5. 11200: Current Year Funds - FC**

Transfer to cover the purchase of media buys for enrollment.

From:	2300 Noninstructional Salaries	(14,652)
	3900 Benefits	(1,348)
To:	5000 Other Operating Expenses & Services	16,000

**6. 11200: Current Year Funds - AC**

Transfer to cover cost of District's Vulnerability Assessment that was done by Nth Generation.

From:	7900 Reserve for Contingencies	(90,509)
To:	5000 Other Operating Expenses & Services	90,509

**7. 4xxxx: Capital Outlay Funds - AC**

Transfer to cover purchases for the Science, Engineering, Mathematics (SEM) Building Furniture, Fixtures, and Equipment (FF&E) project at Cypress College.

From:	6000 Capital Outlay	(303,056)
To:	4000 Supplies & Materials	303,002
	5000 Other Operating Expenses & Services	54



Budget Transfers  
05-11-2021

**8. 4xxxx: Capital Outlay Funds - AC/NOCE**

Transfer to align budget with Project activity.

From:	6000 Capital Outlay	(49,400)
To:	5000 Other Operating Expenses & Services	49,400

**9. 37682/5: Emergency Financial Assistance - AC/NOCE**

Transfer to provide budget from the District budget to North Orange Continuing Education for use in supporting the Emergency Financial Assistance program.

From:	7500 Student Financial Aid	(200,000)
To:	7600 Other Student Aid	200,000

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

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

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
2100	\$ 3,102	1300	\$ 2,604
2300	12,152	5000	115,986
2400	370	6000	35,011
3900	880		
4000	46,588		
7900	90,509		
<b>TOTAL</b>	<b>\$ 153,601</b>	<b>TOTAL</b>	<b>\$ 153,601</b>

AYES:  
 NOES:  
 ABSENT:

STATE OF CALIFORNIA)  
 ) SS  
 COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on May 11, 2021, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
 Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

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

by \_\_\_\_\_, Deputy

3.e.4

\_\_\_\_\_  
 Item No.

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Obligation Bond Fund (2123), pursuant to the California Code of Regulations Title 5, §58307;

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

<b>FROM</b>			<b>TO</b>		
Budget Classification	Amount		Budget Classification	Amount	
6000	\$ 310,056		4000	\$ 303,002	
			5000	7,054	
<b>TOTAL</b>	<b>\$ 310,056</b>		<b>TOTAL</b>	<b>\$ 310,056</b>	

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA )  
) SS  
COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on May 11, 2021, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

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

by \_\_\_\_\_, Deputy

3.e.5

\_\_\_\_\_  
Item No.

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

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

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

<b>FROM</b>		<b>TO</b>	
Budget Classification	Amount	Budget Classification	Amount
6000	\$ 49,400	5000	\$ 49,400
 <b>TOTAL</b>		 <b>TOTAL</b>	
<b>\$</b>	<b>49,400</b>	<b>\$</b>	<b>49,400</b>

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA )  
  ) SS  
COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on May 11, 2021, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

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

by \_\_\_\_\_, Deputy

3.e.6

\_\_\_\_\_  
Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Surplus and Obsolete Supplies and Equipment

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

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

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

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

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

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

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

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

Fred Williams

Recommended by



Approved for Submittal

3.f.1

Item No.

## SURPLUS ITEMS

Qty.	Description	Location
7	Chairs	AC
35	Electrical Breakers	AC
1	Control Panel	AC
9	File Cabinets	AC
1	Gas Oven	AC
7	Motors	AC
12	Air Damper Actuators	AC
1	Car Battery	AC
2	TV Stands	AC
126	Computers	CC
111	Monitors	CC
5	Printers	CC
47	Laptops	CC
3	Projectors	CC
3	Laptop Charge Carts	CC
1	VCR	CC
7	DVDs	CC
4	Amplifiers	CC
1	Engine Hot Wash	FC
1	Auto Pod Lift	FC
1	Rim Clamp	FC
1	Large Printer	FC
1	Microwave	FC
1	Battery Jump Starter	FC
2	Scan Tools	FC
1	Exhaust Analyzer	FC
1	Battery Tester	FC
157	cases of Air Filters	FC
61	Desks	Wilshire
16	Chairs	Wilshire
11	File Cabinets	Wilshire
6	Overhead Cabinets	Wilshire

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**SUBJECT:** Destruction of Class 3 Disposable  
Records

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

**BACKGROUND:** The District periodically destroys nonessential records such as quotations, bid recaps, etc., that are no longer of value or have no legal consequence as part of a routine records management procedure. The District has reviewed the classification of documents and in compliance with Title 5, §59020 of the California Administrative Code, has identified those documents that may now be destroyed. Board approval is required prior to the destruction of the records indicated on the attached inventory.

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 6330, Purchasing/Warehouse.

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

**RECOMMENDATION:** Authorization is requested for the disposal of Class 3 Disposable Records after July 1, 2021, from the District's Business Office, and the respective Bursar's Office of Cypress and Fullerton colleges and North Orange Continuing Education as listed on the attached inventory pursuant to Title 5, §59020 of the California Administrative Code.

Fred Williams

Recommended by



Approved for Submittal

3.g.1

Item No.



CLASS 3 DISPOSABLE RECORDS  
DESTROY AFTER JULY 1, 2021

Anaheim Campus

Warrant Registers	2015-2016
Journal Entries and Bank Statements	2015-2016
Warrants	2015-2016
County Ledgers	2015-2016
Classified Timecards and Timesheets	2015-2016
Invoices	2015-2016
Miscellaneous	2015-2016
Cash Receipts	2015-2016
Certificated Timecards	2015-2016
Bid Recaps	2015-2016
Purchase Orders	2015-2016
Purchase Requisitions	2015-2016
Quotations	2015-2016

Campus Bursar Office

Bank Statements and Reconciliations with Checks	2015-2016
Journal Entries	2015-2016
Cash Receipts and Reconciliations	2015-2016
Purchase Orders and Requisitions	2015-2016
Cash Register Tapes and Reconciliations	2015-2016

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution                       
**DATE:** May 11, 2021 Information                       
Enclosure(s)                       
**SUBJECT:** Enter into an Architectural Services  
Agreement with DLR Group as the  
Architect of Record for the Cypress  
College Fine Arts Swing Space Project

**BACKGROUND:** In November 2020, Cypress College began design efforts for the Fine Arts Building Renovation Project that was approved for preliminary plans and working drawings in the 2020/21 State Budget. In order for the renovation project to proceed into construction, the building occupants will be temporarily relocated to the existing Science, Engineering, and Math (SEM) Building. The District is requesting approval for architectural services for the Fine Arts Swing Space Project of the SEM Building, which will include design phase through DSA closeout phase. DLR Group completed the Swing Space analysis under the Fine Arts Renovation agreement, which resulted in three options for consideration. Option 1, which would not have altered the building in any way, was not selected since the programmatic needs of some programs could not be met without alteration. Option 2, which was selected by the College, ensures the program and academic requirements will be achievable, but entails lesser adaptation of the existing building than Option 3 in an effort to avoid triggering extensive and costly code upgrades to the building.

The college is seeking approval to enter into a new agreement with DLR Group for a total not-to-exceed fee of \$423,156, inclusive of a reimbursable allowance expense of \$38,500. The contract duration for the project is May 12, 2021 through DSA Certification and project close-out.

This agenda item was submitted by Alexander Porter, Cypress College, Vice President, Administrative Services and Allison Coburn, Project Manager Campus Capital Projects.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Costs for these services will be charged to Measure J.

**RECOMMENDATION:** Authorization is requested to enter into an Architectural Services Agreement with DLR Group in the total amount of \$423,156, inclusive of reimbursable allowance expense. Authorization is further requested for the Vice-Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

Fred Williams

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Recommended by



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Approved for Submittal

3.h.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
**DATE:** May 11, 2021 Resolution             
**SUBJECT:** Enter into a Consultant Services Information             
Agreement with Dovetail Decision Enclosure(s)             
Consultants, Inc. to provide Furniture,  
Fixtures & Equipment Consulting Services  
for the Cypress College Fine Arts  
Renovation Project

**BACKGROUND:** In February 2018, Dovetail Decision Consultants, Inc. (Dovetail) was awarded a master agreement for Furniture, Fixtures & Equipment (FF&E) consultant services for District-wide construction projects pursuant to a competitive bid process (RFP #1718-09), effective February 14, 2018 through February 15, 2023. In November 2020, Cypress College began design efforts for the Fine Arts Building Renovation Project that was approved for preliminary plans and working drawings in the 2020/21 State Budget. The District is requesting approval for FF&E consulting services for the Fine Arts Renovation Project. FF&E consulting services are essential to ensure programmatic needs are adequately addressed for all disciplines. Dovetail's scope of work for this project includes two phases: 1) Space Planning (including Project Development, Product Evaluation, and Final Specifications); and 2) Implementation (including Project Implementation & Delivery Coordination/Oversight and Closeout). Dovetail's services include all laboratories, classrooms, and support spaces within the building to ensure each space is properly equipped and functioning according to the designed use of each associated space.

The college is seeking approval to enter into a new agreement with Dovetail for a total of \$210,060, inclusive of a reimbursable allowance expense of \$20,000. The contract duration for the project is May 12, 2021 through completion of the closeout phase.

This agenda item was submitted by Alexander Porter, Cypress College, Vice President, Administrative Services and Allison Coburn, Project Manager Campus Capital Projects.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Costs for these services will be charged to Measure J.

**RECOMMENDATION:** Authorization is requested to enter into a Consultant Services Agreement with Dovetail Decision Consultants, Inc. in the total amount of \$210,060, inclusive of reimbursable allowance expense. Authorization is further requested for the Vice-Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

Fred Williams

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Recommended by



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Approved for Submittal

3.i.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	May 11, 2021	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Change Order #1 Bid #1920-12, Greenhouse Replacement Project at Fullerton College		

**BACKGROUND:** On May 12, 2020, the Board awarded a contract to RT Contractor Corp in the amount of \$1,293,000 including an allowance of \$50,000 for the Fullerton Greenhouse Replacement Project. Fullerton College applied the allowance amount of \$50,000 to address the issues encountered during construction. The issues included unforeseen conditions and site adjustments.

Fullerton College is requesting the Board to approve an additional \$41,627.58 as part of the total amount to address other unforeseen conditions including drainage issues, planter erosion, maintenance access, and accessory area finish improvements.

This change order will also extend the contract time to 298 days, due to greenhouse configuration changes, material shortages, and most significant, COVID related delays in manufacturing and subcontractor availability. This project has been completed.

Project Cost	\$	1,243,000.00
Allowance	\$	50,000.00
Total Contract	\$	1,293,000.00
Change Order #1	\$	41,627.58
Revised contract amount	\$	1,334,627.58

This agenda item was submitted by Larry Lara, Fullerton College Director, Physical Plant/Facilities.

**How does this relate to the five District Strategic Directions?** This item responds to 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 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The cost of change order #1 will be charged 45% Strong Workforce Development and 55% Bond Fund.

**RECOMMENDATION:** It is recommended that the Board approve Change Order #1, Bid #1920-12, Greenhouse Replacement Project at Fullerton College with RT Contractor Corp in the amount of \$41,627.58 increasing the contract from \$1,293,000 to \$1,334,627.58 and extending the contract time to 298 days. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change order on behalf of the District.

Fred Williams

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Recommended by



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Approved for Submittal

3.j.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Notice of Completion  
Bid #1920-12, Greenhouse Replacement  
Project at Fullerton College

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

**BACKGROUND:** On May 12, 2020, the Board awarded a contract to RT Contractor Corp. for the Greenhouse Replacement at Fullerton College. The project is complete and filing of the Notice of Completion of Work is now required.

This agenda item was submitted by Larry Lara, Director, Physical Plant & Facilities (Fullerton College) and Jenney Ho, District Director, Purchasing.

**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 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Once the contract is closed out, the final retention payment will be charged to bond fund.

**RECOMMENDATION:** Authorization is requested to file the Notice of Completion for Bid #1920-12, Greenhouse Replacement project at Fullerton College with RT Contractor Corp. and pay the final retention payment when due.

Fred Williams

Recommended by



Approved for Submittal

3.k

Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
**DATE:** May 11, 2021 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** North Orange County Regional Consortium Enclosure(s) \_\_\_\_\_  
for the California Adult Education Program  
NOCROP Proposal

**BACKGROUND:** North Orange County Community College District (District) is the fiscal agent for the California Adult Education Program’s Adult Education Block Grant funds that are overseen by the North Orange County Regional Consortium (Consortium).

The Consortium recently approved a proposal from one of its members, North Orange County Regional Occupational Program (NOCROP) to create marketing and outreach materials for ROP’s adult education programs and continue to facilitate and offer adult education courses under COVID social guidelines in an amount not to exceed \$312,000. All funds need to be fully spent by December 31, 2021.

As fiscal agent, the District is required to process this transaction in compliance with the Consortium’s Executive Committee’s directions while still following the District’s purchasing policies. Accordingly, based on the contracted amount, approval is being requested of the Board of Trustees to execute the approved proposal.

This agenda item was submitted by Janeth Manjarrez, Director, California Adult Education Program.

**How does this relate to the five District Strategic Directions?** This item responds to Direction 4) Collective Impact & Partnerships – NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this agreement will come from the Adult Education Block Grant funds overseen by the California Adult Education Program.

**RECOMMENDATION:** Authorization is requested to enter into an agreement with the North Orange County Regional Occupational Program (NOCROP) to reimburse them in compliance with the approved proposal from the North Orange County Regional Consortium under the California Adult Education Program in an amount not to exceed \$312,000. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by



Approved for Submittal

3.1

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	
		Resolution	
<b>DATE:</b>	May 11, 2021	Information	X
		Enclosure(s)	
<b>SUBJECT:</b>	Update on Diversity, Equity, Inclusion, and Anti-racism Initiatives		

**BACKGROUND:** At its February 9, 2021 Board meeting, an allocation of \$400,000 from the Strategic Plan Fund was approved to support campus and District-wide Diversity, Equity, Inclusion and Anti-racism (DEIA) initiatives. The total allocation of \$400,000 was to be distributed as follows:

Budget Center	Spring 2021*	2021-22 Year
Cypress College and Fullerton College	\$35,000 each	\$110,000 each
NOCE	\$15,000	\$40,000
Districtwide or District Services	\$15,000	\$40,000

*\* Funds would rollover if not spent*

At that time, it was stated that in order to ensure transparency and accountability, reports of DEIA activities would be provided on a quarterly basis to the Council on Budget & Facilities, the District Consultation Council, and the Board of Trustees. As part of the first update, the following was provided by the campuses and District Services:

### **Cypress College**

The Cypress College President’s Advisory Council (PAC) considered the following topics at PAC meetings on January 28, 2021, February 11, 2021, and February 25, 2021.

- Mental health counseling – \$90,000 (\$25,000 for spring and \$65,000 for 21-22 FY)
- Student Internships – \$20,000
- Trained Facilitators to guide discussions on DEIA (External and Internal) – \$5,000
- Stipends for work on selected projects – \$30,000

The PAC members agreed that all topics were essential but the current funding was not enough to address the needs. At this time Cypress College has allocated \$90,000 for mental health services and are in the process of identifying personnel to address this need. Stipends for the DEI curriculum training will be funded from the President’s Office. The College is planning to bring the remaining \$55,000 in District DEIA funding to the DEI committee for prioritization at their May meeting, and identify additional funding sources for the remaining priorities.

### **Fullerton College**

Thus far the discussions at Fullerton College about the DEIA funding priorities have taken place within the President’s Advisory Council, Planning and Budget Steering Committee,

Student Equity and Achievement Task Force and in partnership with the Fullerton College Black Faculty and Staff Collective (BFSC). Earlier this spring, the College, and the Umoja Program specifically hired a community therapist to strengthen the mental health and wellness resources available to students. To date, Fullerton College has spent over \$8,500 and by June 30, 2020 they anticipate spending more than \$11,000 to provide those essential services. The College will continue discussions about recommendations for the remaining funds, and will report back in the future as those recommendations are implemented.

## **NOCE**

With the goal of becoming an equity-minded institution, NOCE focused its efforts on institutionalizing processes leading to greater equity and inclusion while building capacity for robust and continuous DEIA work. NOCE's core value statements were recently revised to include Equity and Diversity values and to specifically call out addressing systemic racism to ensure equal opportunity and access for all. NOCE developed a Call to Action Plan that responds to these ideals and integrates them into all facets of their institution. Additionally, President's Cabinet approved additional DEIA guiding questions for each WASC accreditation criterion to be used for the self-study report. NOCE leadership teams are discussing ideas for DEIA funding to maximize its impact and to support institutional efforts, including working with a consultant to inform the work of a representative DEIA workgroup that is being formed, supporting the Professional Development Committee's efforts, and funding mental health assistance work.

## **District Services**

At the direction of Chancellor Marshall, the District Services allocation of DEIA funds will be used to support activities in the Human Resources department's Office of Equity and Diversity as follows:

- For 2020-21 – \$8,000 towards the anti-racism campaign, and \$7,000 towards expansion of the Faculty Fellows and Future Instructor Training programs.
- For 2021-22 – \$40,000 towards expansion of the Faculty Fellows and Future Instructor Training programs.


**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Directions 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees, and 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 3250, Institutional Planning and Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board receive an update on Diversity, Equity, Inclusion, and Anti-racism (DEIA) initiatives.

Cheryl Marshall  
Recommended by

  
Approved for Submittal

3.m.2  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	NOCCCD/AUHSD (Anaheim Union High School District) CCAP Dual Enrollment Partnership Agreement 2021-2024	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Existing law (AB 288) authorizes the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district or the governing body of a charter school with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. Existing law requires the partnership agreement to outline the terms of the partnership, as specified, and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Existing law also requires the governing board of each district, present the dual enrollment partnership agreement as an informational item first taking action at a second Board meeting. AB 30 updated some of the requirements in AB 288. Below are some highlights of the updates:

1. A high school pupil participating under a CCAP partnership is now required to submit only one parental consent form and principal recommendation, for the duration of the pupil's participation under the CCAP partnership.
2. The two-meeting requirement on the governing board has been eliminated - only one meeting is required for the governing board to approve the dual enrollment partnership agreements.
3. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.
4. The operation of the CCAP partnership provisions has been extended until January 1, 2027.

With these new provisions, we are presenting the three-year NOCCCD/AUHSD CCAP Dual Enrollment Partnership Agreement for Board action.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology on behalf of Cypress College and Fullerton College.

**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co- curricular programming, and clear pathways to ensure that students achieve their 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 submitted in accordance with Board Policy 4020, Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** General funds.

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

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Cherry Li-Bugg  
Recommended by



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Approved for Submittal

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4.a.2  
Item No.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2021-2024**

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as “Agreement” between **Cypress College and Fullerton College** (“COLLEGE”), colleges of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Drive, Anaheim, CA 92801, and **Anaheim Union High School District** (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the North Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in North Orange County and within the regional service area of NOCCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, NOCCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, NOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three years beginning on July 1, 2021 and ending on June 30, 2024. All amendments to this agreement will be submitted for approval by the community college and the school district Boards.

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

- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.4 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that one public (adoption) meeting is held in the review and approval of this CCAP Agreement. Sec. 2 (b)

**2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless

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

pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

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



- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

#### **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)

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

- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor's Office.

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.

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

- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD and become NOCCCD employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the NOCCCD Board before the start of the course.
- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE

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

Employees, that extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.

- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.12 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors.

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

- 7.13 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a “W” on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

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

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 NOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 NOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s) Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title.5.

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

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

- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

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

### **13. RECORDS**

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.
- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

### **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

- 14.1 COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1 15.

### **15. PRIVACY OF STUDENT RECORDS**

- 15.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- 15.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- 15.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code

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



of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.  
d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from redisclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **16. REIMBURSEMENT**

16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **17. FACILITIES**

17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **18. INDEMNIFICATION**

18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and NOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

18.2 The NOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators,

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

independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of NOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the NOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **19. INSURANCE**

19.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.

19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **20. NON-DISCRIMINATION**

20.1 Neither the SCHOOL DISTRICT nor the COLLEGE and NOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental

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

disability, sexual orientation, religion, or any other protected class under California State or federal law.

## 21. TERMINATION

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 22.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## 22. NOTICES

- 22.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630  
Attn: Dr. O. Lee Douglas, Vice President, Instruction.

COLLEGE  
Fullerton College  
321 E. Chapman Avenue  
Fullerton, CA 92832  
Attn: Dr. José Ramón Núñez, Vice President, Instruction

NOCCCD  
North Orange County Community College District  
1830 W. Romneya Dr., Anaheim, CA 92801  
Attn: Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology

SCHOOL DISTRICT  
Anaheim Union High School District  
501 Crescent Way Anaheim  
Anaheim, CA 92803  
Attn: Dr. Jaron Fried, Assistant Superintendent, Educational Services

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

**23. INTEGRATION**

23.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**24. MODIFICATION AND AMENDMENT**

24.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**25. GOVERNING LAWS**

25.1 This agreement shall be interpreted according to the laws of the State of California.

**26. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

26.1 For locations outside the geographical boundaries of NOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**27. SEVERABILITY**

27.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**28. COUNTERPARTS**

28.1 This CCAP Agreement 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 \_\_\_\_\_2021

By: Dr. Jaron Fried  
SCHOOL DISTRICT: AUHSD

By: Dr. O. Lee Douglas  
COLLEGE: CYPRESS

By: Dr. Jose Ramon Nunez  
COLLEGE: FULLERTON

By: Dr. Cherry Li-Bugg  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

North Orange County Community College District  
Board Meeting Date: *May 11, 2021*

School District  
Board Meeting Date: *June 10, 2021*

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

## APPENDIX

### COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

#### 1. NOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD	Dr. W. Cherry Li-Bugg	714-808-4787	clibugg@nocccd.edu
Cypress College	Dr. O. Lee Douglas	714-484-7331	ldouglas@cypresscollege.edu
Fullerton College	Dr. Jose Ramon Nunez	714-992-7031	jnunez@fullcoll.edu
AUHSD	Dr. Jaron Fried	714-999-3558	fried_j@auhsd.us

#### 2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

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

**3. 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: Business & CIS, Counseling, CTE, Fine Arts, Language Arts, Library, Kinesiology, Math and Social Sciences.

SCHOOL DISTRICT: Anaheim Union High School District

HIGH SCHOOLS: Cambridge Virtual Academy, Cypress High School, Gilbert High School, Kennedy High School, Magnolia High School, Savanna High School and Western High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 2,500				TOTAL PROJECTED FTES: 131			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Introduction to Criminal Justice	AJ 110 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Concepts of Criminal Law	AJ 120 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Criminal Investigation	AJ 140 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Community and the Justice System	AJ 160 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Cultural Anthropology	ANTH 102 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Fundamentals of Art	ART 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Automotive Electrical I	AT 105 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Automotive Electrical II	AT 106 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Introduction to Automotive Technology	AT 110 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese - Mandarin 1	CHIN 101 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese - Mandarin 2	CHIN 102 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Intermediate Chinese-Mandarin 3	CHIN 203 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Intermediate Chinese-Mandarin 4	CHIN 204 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Advanced MS Word Business Applications	CIS 102 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Computer Information Systems	CIS 111 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Spreadsheet - Excel for Windows	CIS 132 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Database - Access for Windows	CIS 142 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Cybersecurity Competition Fundamentals	CIS 190 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Network Security	CIS 195 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Ethical Hacking	CIS 196 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Programming	CIS 211 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Java Programming	CIS 226 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 1	CIS 230 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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



CISCO Networking 2	CIS 231 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 3	CIS 232 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 4	CIS 233 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Advanced Java Programming	CIS 234 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Oracle: SQL and PL/SQL	CIS 236 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CNNA Bootcamp	CIS 239 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Python Programming	CIS 247 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Mobile Application Development	CIS 254 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CCNA Security	CIS 258 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Computer Architecture and Organization	CSCI 242 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Intercultural Communication	COMM 120 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Career Exploration	COUN 139 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Educational Planning	COUN 140 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Job Readiness & Career Management	COUN 145 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Academic and Life Success	COUN 150 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Multicultural Dance in the US	DANC 101 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Performance Class I	DANC 141 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
College Writing Preparation	ENGL 060 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
College Writing	ENGL 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Critical Analysis and Literature	ENGL 104 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
American Ethnic Studies	ETHS 101 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Chicano Studies	ETHS 150 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Asian Pacific American History	ETHS 171 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to World Geography	GEOG 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
World Civilizations II	HIST 113 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
History of the United States II	HIST 171 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Nutrition	HRC 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Hospitality Careers	HRC 101 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Sanitation and Safety	HRC 120 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Cultural Awareness and the Health Care System	HS 277 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
First Aid, CPR, & Emergencies	KIN 235 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Psychology of Sport	KIN 248 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Sports Management	KIN 247 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Sports and the United States Society	KIN 249 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Lifeguarding	KIN 255 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Research	KIN 280 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Contemporary Personal Health	KIN 284 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Civic Engagement in Public Health	KIN 289 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Research	LIB 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Finite Mathematics	MATH 115 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Probability and Statistics	MATH 120 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Multivariable Calculus	MATH 250 AC	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Linear Algebra and Differential Equations	MATH 250 BC	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Business	MGT 161 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Legal Environment of Business	MGT 240 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Principles of Management	MGT 262 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Principles of Marketing	MKT 222 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
History of Hip Hop - Rap	MUS 114 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

History of Rock Music	MUS 119 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Sociology	SOC 101 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to the Theater	THEA 100 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Acting I	THEA 120 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Musical Theater Performance I	THEA 132 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Rehearsal Performance I	THEA 133 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Musical Theatre Performance 2	THEA 135 C	Fall, Spring & Summer	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Rehearsal Performance 2	THEA 136 C	Fall, Spring & Summer	TBD	TBD	Staff	<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)*):

PROGRAM YEAR: 2021 – 2024

COLLEGE: Fullerton College

EDUCATIONAL PROGRAM: Administration of Justice (AJ), Business (BUS), Child Development (CDES), Communications (COMM), Counseling (COUN), English (ENG), Ethnic Studies (ETHS), History (HIST), Math (MATH), Music (MUS), Nutrition (NUTR), Sociology (SOC)

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

SCHOOL DISTRICT: **Anaheim Union High School District**

HIGH SCHOOLS: **Anaheim, Gilbert, Katella, Loara**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 1,380	TOTAL PROJECTED FTES: 122
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Introduction to Criminal Justice	AJ 100F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Districtwide
2. Criminal Investigation	AJ 223F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Districtwide
3. Multicultural Issues with Administration of Justice	AJ 278F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
4. Contemporary Issues in Law Enforcement	AJ 279F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
5. Introduction to Biotechnology	BIOL 190F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
6. Introduction to Biotechnology Lab	BIOL 190FL	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
7. Introduction to Business	BUS 100F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
8. Introduction to Business	BUS 100F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara

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

9. The Entrepreneurial Mindset	BUS 181F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
10. Public Speaking	COMM 100F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
11. Child Development	CDES 120F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
12. Intercultural Communication	COMM 120F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
13. Educational Planning	COUN 140F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
14. Educational Planning	COUN 140F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Gilbert
15. Educational Planning	COUN 140F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
16. Educational Planning	COUN 140F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
17. Career Motivation and Self Confidence	COUN 144F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Districtwide
18. Career and College Success	COUN 151F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
19. Career and College Success	COUN 151F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Districtwide

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

20. Career and College Success	COUN 151F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
21. Career and College Success	COUN 151F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
22. Photoshop for Digital Arts	DART 101F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
23. Enhanced College Writing	ENGL 101F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
24. Intro to Chicano/a Studies	ETHS 150F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
25. World Civilizations Since 1550	HIST 113F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
26. History of the United States Since 1877	HIST 171F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
27. Introduction to Spanish-Language Reporting	JOUR 271F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
28. Beginning Spanish-Language Reporting	JOUR 272F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
29. Enhanced Introductory Probability and Statistics	MATH 121F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
30. Music Appreciation	MUS 116F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara

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

31. History of Rock	MUS 119F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim
32. History of Rock	MUS 119F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Districtwide
33. Fundamentals of Voice Training for Non-Majors	MUSA 110F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
34. Beginning Voice	MUSA 111F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
35. Intermediate Voice I	MUSA 112F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
36. Beginning Woodwinds	MUSA 151F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
37. Intermediate Woodwinds	MUSA 152F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
38. Beginning Brass	MUSA 161F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
39. Intermediate Brass	MUSA 162F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
40. Introduction to Percussion	MUSA 170F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
41. Intermediate Percussion	MUSA 172F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara

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



42. Advanced Woodwinds I	MUSA 250F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
43. Advanced Brass I	MUSA 260F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
44. Advanced Percussion I	MUSA 270F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara
45. Human Nutrition	NUTR 210F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella
46. Introduction to Sociology	SOC 101F	Summer, Fall &/or Spring	TBD	TBD	Staff	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella

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

Some of these courses have been offered previously to college bound high school students. They have helped students start a successful college career.

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

**4. 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:**

<b>COURSE NAME</b>	<b>TEXT</b>	<b>COST</b>	<b>OTHER INSTRUCTIONAL ITEMS</b>	<b>COST</b>
AJ 110 C	Introduction to Law Enforcement and Criminal Justice 12th edition	\$208.00	N/A	N/A
AJ 120 C	A Brief Introduction to Criminal Law Today by Carlan, Nored, & Downey (2nd Ed.)	\$110.00	N/A	N/A
AJ 140 C	“Criminal Investigation” (9781284082852)	\$154.94	N/A	N/A
AJ 160 C	Multicultural Law Enforcement: Strategies for Peacekeeping in a Diverse Society (7 <sup>th</sup> Edition)	\$120.00	N/A	N/A
ANTH 102 C	Perspectives: An Open Invitation to Cultural Anthropology	Online/Free	N/A	N/A
ART 100 C	<b>Living with Art (11th Edition) 9780073379319</b>	\$160.00	TBD	TBD
AT 105 C	Automotive: Electricity & Electronics, Edition 5	\$58.47	N/A	N/A
AT 106 C	<b>Advanced Automotive Electricity &amp; Electronics 9781284101690</b>	\$92.99	TBD	TBD
AT 110 C	<b>Auto Upkeep: Maintenance, Light Repair, Auto Ownership, and How Cars Work (Textbook /Workbook Set) 4th Edition</b>	<b>\$109.75</b>	N/A	N/A
CHIN 101 C	New Practical Chinese Reader (w/CD) (V1);New Practical Chinese Reader (Wkbk)(w/CD) (V1)	\$11.25; \$4.88	N/A	N/A
CHIN 102 C	New Practical Chinese Reader (w/CD) (V1); New Practical Chinese Reader (Wkbk)(w/CD) (V1)	\$11.25; \$4.88	N/A	N/A
CHIN 203 C	New Practical Chinese Reader (w/CD) (V1); New Practical Chinese Reader (Wkbk)(w/CD) (V1)	\$11.25; \$4.88	N/A	N/A

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

CHIN 204 C	New Practical Chinese Reader (w/CD) (V1); New Practical Chinese Reader (Wkbk)(w/CD) (V1)	\$11.25; \$4.88	n/a	n/a
CIS 102 C	<b>Advanced Word Processing, Microsoft 2016, Lessons 56-110 (20th Edition)</b> <b>ISBN: 9781337103268</b>	\$113.00	TBD	TBD
CIS 111 C	Discovering Computers 2017 Enhanced Edition Learning Microsoft Office Lab Manual ISBN: 9781337103268  Nordell LSC CC CMB MS OFF ISBN: 9781264097265	\$132.00; \$29.95	SIMnet Access	TBD
CIS 132 C	Cengage Unlimited 4-Month Excel	\$119.99	N/A	N/A
CIS 142 C	Cengage Unlimited 4-Month Access	\$119.99	N/A	N/A
CIS 190 C	N/A	N/A	N/A	N/A
CIS 195 C	N/A	N/A	N/A	N/A
CIS 196 C	N/A	N/A	N/A	N/A
CIS 211 C	CIS 211 Lab Manual (CUSTOM)	\$44.95/ TBD	N/A	N/A
CIS 226 C	TBD	TBD	TBD	TBD
CIS 230 C	N/A	N/A	N/A	N/A
CIS 231 C	N/A	N/A	N/A	N/A
CIS 232 C	N/A	N/A	N/A	N/A
CIS 233 C	N/A	N/A	N/A	N/A

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

CIS 234 C	N/A	N/A	N/A	N/A
CIS 236 C	Oracle 12: SQL ISBN: 9781305251038	\$100.00	TBD	TBD
CIS 239 C	N/A	N/A	N/A	N/A
CIS 247 C	TBD	TBD	TBD	TBD
CIS 254 C	TBD	TBD	TBD	TBD
CIS 258 C	TBD	TBD	TBD	TBD
CSCI 242 C	TBD	TBD	TBD	TBD
COMM 120 C	Understanding Intercultural Communication (2 <sup>nd</sup> Edition) ISBN: 9780199739790	\$121.95	N/A	N/A
COUN 139 C	N/A	N/A	N/A	N/A
COUN 140 C	N/A	N/A	N/A	N/A
COUN 145 C	TBD	TBD	TBD	TBD
COUN 150 C	<b>P.O.W.E.R Learning: Strategies for Success in College and Life, 8th Edition. By Robert Feidman. ISBN: 978-0077842154</b>	<b>\$53.12</b>	N/A	N/A
DANC 101 C	TBD	TBD	TBD	TBD
DANC 141 C	TBD	TBD	TBD	TBD
ENGL 060 C	<b>Evergreen: A Guide to Writing with Readings by Susan Fawcett ISBN-13: 978-1285174839</b>	\$84.35; \$17.99;	N/A	N/A

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

	<p><b><i>Outliers</i>, by Malcolm Gladwell ISBN: 978-0-316-01793-0</b></p> <p><b><i>The Power of Habits</i>, by Charles Duhigg ISBN: 978-0-8129-8160-5</b></p> <p><b><i>The Other Wes Moore: One Name, Two Fates</i>, by Wes Moore ISBN-13: 978-0385528207</b></p>	\$18; \$17.10		
ENGL 100 C	<p><b>Rereading America: Cultural Contexts for Critical Thinking and Writing (11th ed.) ISBN: 978-1-319-05636-0</b></p> <p><b>The Little Seagull Handbook (3rd ed) ISBN: 978-0-393-60263-0</b></p>	\$86.75; \$29.50	N/A	N/A
ENGL 104 C	<p>(AUHSD) Critical Thinking, Reading and Writing: A Brief Guide to Argument (2016, 9th edition) ISBN: 978-1319035457</p> <p>(OX) On Earth We're Briefly Gorgeous ISBN: 9780525562023</p> <p>(OX) Housekeeping ISBN: 9780312424091</p> <p>(OX) Their Eyes Were Watching God ISBN: 9780061120060</p> <p>(CVA) A Brief Guide to Arguing about Literature ISBN: 9781319035303</p> <p>(CVA) Twilight: Los Angeles, 1992 (Acting Edition) ISBN: 9780822218418</p>	\$16.99; \$26; \$7.99; \$13.50; \$35.25; \$7.50	N/A	N/A
ETHS 101 C	A Different Mirror // Author: Takaki ISBN: 9780316022361	\$15.00	N/A	N/A

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

ETHS 150 C	The Chicano Studies Reader: An Anthology of Aztlan 1970-2010 ISBN: 9780895511232	\$21.95	N/A	N/A
ETHS 171 C	TBD	TBD	TBD	TBD
GEOG 100 C	Geography: Realms, Regions, and Concepts (16th Ed) ISBN: 978118673959	\$190.00	TBD	TBD
HIST 113 C	Worlds Together, Worlds Apart Concise, 2E Vol2 w/ Bind-in Card (EB, IQ, SS, Tutorials) ISBN: 9780393668551	\$93.50	TBD	TBD
HIST 171 C	OpenStax US History Textbook (Free PDF Download Available)	Online/Free	TBD	TBD
HRC 100 C	Nutrition for Foodservice and Culinary Professionals (9 <sup>th</sup> Edition): 9781119148494	\$182.00	N/A	N/A
HRC 101 C	TBD	TBD	TBD	TBD
HRC 120 C	TBD	TBD	TBD	TBD
HS 277 C	Multicultural Health ISBN: 9781885693389	\$75.00	N/A	N/A
KIN 235 C	Pocket Mask ARC; Responding to Emergencies ISBN: 9781584805540	\$20.00; \$66.75	CPR Certification	\$35.00
KIN 248 C	TBD	TBD	TBD	TBD
KIN 247 C	Financing Sport 2 <sup>nd</sup> Edition. Dennis R. Howard & John L. Compton. ISBN: 9781885693389	\$111.46	N/A	N/A
KIN 249 C	TBD	TBD	TBD	TBD
KIN 255 C	American Red Cross Lifeguarding Manual ISBN: 9780998374505	\$41.01	N/A	N/A
KIN 280 C	Schneider, M. (2017). Introduction to Public Health (5th Edition). Burlington, Ma: Jones & Barlett Learning. ISBN: 9781284089233	\$69.99	N/A	N/A

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

KIN 284 C	Insel, C., Roth, W. Insel, P. Connect core Concepts in Health, Big, Loose Leaf Edition, 16th Edition, 2020. McGraw-Hill. ISBN: 9781260153477	\$59.99	N/A	N/A
KIN 289 C	TBD	TBD	TBD	TBD
LIB 100 C	TBD	TBD	TBD	TBD
MATH 115 C	TBD	TBD	TBD	TBD
MATH 120 C	MyLab Statistics with Pearson eText 18-Week Standalone Access Card-for statistics: Informed Decisions Using Data 5th Edition ISBN: 9780135834497	\$180.00	TBD	TBD
MATH 250 AC	Multivariable Calculus 10 <sup>th</sup> Edition ISBN: 9781285060293	\$115.00	N/A	N/A
MATH 250 BC	Differential Equations and Linear Algebra 4 <sup>th</sup> Edition ISBN: 9780321964670	\$149.32	N/A	N/A
MGT 161 C	Busn 11: Introduction to Business ISBN: 9781337407120	\$75.00	N/A	N/A
MGT 240 C	The Legal Environment of Business ISBN: 9781305967304	\$180.00	N/A	N/A
MGT 262 C	MGT 10: Principles of Management ISBN: 9781337116756	\$69.41	N/A	N/A
MKT 222 C	TBD	TBD	TBD	TBD
MUS 114 C	TBD	TBD	TBD	TBD
MUS 119 C	What's That Sound? An Introduction to Rock and Its History (5th Edition) ISBN: 9780393937251 What's That Sound? An Introduction to Rock and Its History (4 <sup>th</sup> Edition) ISBN: 9780393624144	\$100.00	N/A	N/A

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

SOC 101 C	Sociology: A Down-to-Earth Approach, 13th Ed. ISBN: 9780134205571  SOC 6 ISBN: 9781337405218	\$250.00;  \$250.00	N/A	N/A
THEA 100 C	TBD	TBD	TBD	TBD
THEA 120 C	TBD	TBD	TBD	TBD
THEA 132 C	N/A	N/A	N/A	N/A
THEA 133 C	N/A	N/A	N/A	N/A
THEA 135 C	N/A	N/A	N/A	N/A
THEA 136 C	N/A	N/A	N/A	N/A

**FULLERTON COLLEGE:**

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL ITEMS	COST
1. AJ 100F	Hess, K. M., Orthmann, C. H. and Cho, H. L.(2018). Introduction to Law Enforcement and Criminal Justice (Looseleaf) 12th Ed. Cengage Learning ISBN: 9781305968899	\$37.13	N/A	N/A
2. AJ 223F	Hess, K., Orthmann, C. H. and Cho, H. L.(2017). Criminal Investigation (Looseleaf) 11th Ed. Cengage ISBN: 9781337500616	\$24.99	N/A	N/A
3. AJ 278F	TBD	N/A	N/A	N/A
4. AJ 279F	TBD	N/A	N/A	N/A
5. BIOL 190F	Open Educational Resource	\$0	N/A	N/A
6. BIOL 190FL	TBD	N/A	N/A	N/A

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



7. BUS 100F	Pride, W. M., Hughes, R. J. and Kapoor, J. R.(2019). Foundations of Business 6th Ed. Cengage Learning ISBN: 9781337386920	\$119.99	N/A	N/A
8. BUS 181F	TBD	N/A	N/A	N/A
9. CDES 120F	TBD	N/A	N/A	N/A
10. COMM 100F	Lucas, S.(2020). Art of Public Speaking (Looseleaf) 13th Ed. McGraw-Hill ISBN: 9781260412932	\$33.20	N/A	N/A
11. COUN 140F	None	N/A	N/A	N/A
12. COUN 144F	TBD	N/A	N/A	N/A
13. COUN 151F	Gardner, J. N. and Barefoot, B. O.(2019). Step by Step to College and Career Success 8th Ed. Bedford Books ISBN: 9781319107277	\$24.99	N/A	N/A
14. DART 101F	TBD	N/A	N/A	N/A
15. ENGL 101F	TBD	N/A	N/A	N/A
16. ETHS 150F	Gutierrez, R. A.(2016). FC Library Stock (free): The New Latino Studies Reader 16th Ed. University of California Press ISBN: 9780520284845	\$0	N/A	N/A
17. HIST 113F	TBD	N/A	N/A	N/A
18. HIST 171F	TBD	N/A	N/A	N/A
19. JOUR 271F	Associated Press(2019). Associated Press Stylebook 2019: and Briefing on Media Law 19th Ed. Basic Books, Inc. ISBN: 9781541699892	\$6.99	N/A	N/A
20. JOUF 272F	Associated Press(2019). Associated Press Stylebook 2019: and Briefing on Media Law 19th Ed. Basic Books, Inc. ISBN: 9781541699892	\$6.99	N/A	N/A
21. MATH 121F	TBD	N/A	N/A	N/A
22. MUS 116F	Kamien, R.(2018). Music: Appreciation 12th Ed. McGraw-Hill Publishing Company ISBN: 9781259892707	\$103.79		
23. MUS 119F	Covach, J. and Flory, A.(2018). What's That Sound?: An Introduction to Rock and Its History 5th Ed. W.W. Norton & Co. ISBN: 9780393624144	\$24.99	N/A	N/A
24. MUSA 110F	Rundus, K.(2015). Cantabile Voice Class 15th Ed. Pavane ISBN: 9781495027413	\$20.99	N/A	N/A
25. MUSA 111F	Rundus, K.(2015). Cantabile Voice Class 15th Ed. Pavane ISBN: 9781495027413	\$20.99	N/A	N/A
26. MUSA 112F	Rundus, K.(2015). Cantabile Voice Class 15th Ed. Pavane ISBN: 9781495027413	\$20.99	N/A	N/A
27. MUSA 151F	TBD	N/A	N/A	N/A

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

28. MUSA 152F	TBD	N/A	N/A	N/A
29. MUSA 161F	None	N/A	N/A	N/A
30. MUSA 162F	None	N/A	N/A	N/A
31. MUSA 170F	None	N/A	Drum Pad & Drum Sticks	\$22.97
32. MUSA 172F	None	N/A	Drum Pad & Drum Sticks	\$22.97
33. MUSA 250F	TBD	N/A	N/A	N/A
34. MUSA 260F	None	N/A	N/A	N/A
35. MUSA 270F	None	N/A	Drum Pad & Drum Sticks	\$22.97
36. NUTR 210F	Sizer, F. and Whitney, E.(2020). Nutrition: Concepts and Controversies 15th Ed. Cengage Learning ISBN: 9781337906371	\$8.55	N/A	N/A
37. SOC 101F	<a href="https://openstax.org/details/books/introduction-sociology-2e">https://openstax.org/details/books/introduction-sociology-2e</a>	\$0	N/A	N/A

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

**5. FACILITIES USE**

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	NOCCCD/GGUSD (Garden Grove Unified School District) CCAP Dual Enrollment Partnership Agreement 2021-2024	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Existing law (AB 288) authorizes the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district or the governing body of a charter school with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. Existing law requires the partnership agreement to outline the terms of the partnership, as specified, and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Existing law also requires the governing board of each district, present the dual enrollment partnership agreement as an informational item first taking action at a second Board meeting. AB 30 updated some of the requirements in AB 288. Below are some highlights of the updates:

1. A high school pupil participating under a CCAP partnership is now required to submit only one parental consent form and principal recommendation, for the duration of the pupil's participation under the CCAP partnership.
2. The two-meeting requirement on the governing board has been eliminated - only one meeting is required for the governing board to approve the dual enrollment partnership agreements.
3. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.
4. The operation of the CCAP partnership provisions has been extended until January 1, 2027.

With these new provisions, we are presenting the three-year NOCCCD/GGUSD CCAP Dual Enrollment Partnership Agreement for Board action.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology on behalf of Cypress College.

**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co- curricular programming, and clear pathways to ensure that students achieve their 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 submitted in accordance with Board Policy 4020, Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** General funds.

**RECOMMENDATION:** It is recommended that the Board approve the NOCCCD/GGUSD CCAP Dual Enrollment Partnership Agreement 2021-2024.

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Cherry Li-Bugg  
Recommended by



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Approved for Submittal

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4.b.2  
Item No.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2021-2024**

This is a College and Career Access Pathways (CCAP) Partnership Agreement hereinafter known as “Agreement” between **Cypress College** (“COLLEGE”), a college of the North Orange County Community College District (NOCCCD), and **Garden Grove Unified School District** (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the North Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in North Orange County and within the regional service area of NOCCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, NOCCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, NOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three years beginning on July 1, 2021 and ending on June 30, 2024. Amendments, if any, to this Agreement will be submitted for approval by both the COLLEGE and SCHOOL DISTRICT Boards.

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

- 1.1 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.2 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.3 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

**2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless

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

pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.

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



- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

#### **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course

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

outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.

- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor's Office.

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.

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

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD and become NOCCCD employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the NOCCCD Board before the start of the course.
- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees, that extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

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

- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.12 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors.
- 7.13 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

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

- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a “W” on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
  - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)

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

- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 NOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 NOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s) Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title.5.

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

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

- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.

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

- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

#### **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

- 14.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 14.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1 15.

#### **15. PRIVACY OF STUDENT RECORDS**

- 15.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- 15.2. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- 15.3. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from redisclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

#### **16. REIMBURSEMENT**

- 16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

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



## **17. FACILITIES**

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **18. INDEMNIFICATION**

- 18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and NOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 18.2 The NOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of NOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the NOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **19. INSURANCE**

- 19.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this

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

agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.

- 19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **20. NON-DISCRIMINATION**

- 20.1 Neither the SCHOOL DISTRICT nor the COLLEGE and NOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **21. TERMINATION**

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 22 below.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

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

## **22. NOTICES**

- 22.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630  
Attn: JoAnna Schilling, PhD. President

NOCCCD  
North Orange County Community College District  
1830 W. Romneya Dr., Anaheim, CA 92801  
Attn: Cherry Li-Bugg, PhD. Vice Chancellor, Educational Services and  
Technology

SCHOOL DISTRICT  
Garden Grove Unified School District  
10331 Stanford Ave.  
Garden Grove, CA 92840  
Attn: Dr. Gabriela Mafi, Superintendent

## **23. INTEGRATION**

- 23.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **24. MODIFICATION AND AMENDMENT**

- 24.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **25. GOVERNING LAWS**

- 25.1 This agreement shall be interpreted according to the laws of the State of California.

## **26. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 26.1 For locations outside the geographical boundaries of NOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

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

**27. SEVERABILITY**

27.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**28. COUNTERPARTS**

28.1 This CCAP Agreement 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 \_\_\_\_\_

By: \_\_\_\_\_  
Garden Grove Unified School District  
Dr. Gabriela Mafi  
Superintendent, Educational

By: \_\_\_\_\_  
Cypress College  
JoAnna Schilling, Ph.D.  
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 Meetings:  
(a) Information Board Meeting Date: May 11, 2021

School District Board Meetings:  
(a) Information Board Meeting Date:

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

## APPENDIX

### COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

#### 1. NOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD:	Dr. W. Cherry Li-Bugg	714-808-4787	clibugg@nocccd.edu
College:	Dr. JoAnna Schilling	714-484-7308	jschilling@cypresscollege.edu
School District:	Dr. Gabriela Mafi	714-663-6000	supt@ggusd.us

#### 2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

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

**3. 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 PROGRAM: Cybersecurity, Counseling, Management, Marketing,

SCHOOL DISTRICT **Garden Grove Unified School District**

HIGH SCHOOL: **Rancho Alamitos High School**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 120	TOTAL PROJECTED FTES: 12
--	--------------------------

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Academic Life and Success	COUN 150C	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
Cybersecurity Fundamentals	CIS 190C	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
Network Security	CIS 195C	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
Ethical Hacking	CIS 196C	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
Cisco Networking 1	CIS 230C	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
CCNA Bootcamp	CIS 239C	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
Python Programming	CIS 247C	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

Introduction to Business	MGT 161C	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
Legal Environment of Business	MGT 240C	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
Principals of Management	MGT 262C	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
Principals of Marketing	MKT 222C	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)*):

**4. 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.

COURSE	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
CIS 190 C	N/A	N/A	N/A	N/A
CIS 195 C	N/A	N/A	N/A	N/A
CIS 196 C	N/A	N/A	N/A	N/A
CIS 230 C	N/A	N/A	N/A	N/A
CIS 239 C	N/A	N/A	N/A	N/A

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



CIS 247 C	N/A	N/A	N/A	N/A
COUN 140 C	N/A	N/A	Assessment Fees	\$15.00
COUN 150 C	<b>P.O.W.E.R Learning: Strategies for Success in College and Life, 8th Edition. By Robert Feidman. ISBN: 978-0077842154</b>	\$53.12	N/A	N/A
MGT 161 C	ISBN: 9781337116695 Copyright Year: 2018 Publisher: Cengage Learning	\$75.00	N/A	N/A
MGT 240 C	Author: Cross ISBN: 9781305967304 Copyright Year: 2018 Publisher: Cengage Learning	\$233.00	N/A	N/A
MGT 262 C	<b>MGMT 10: Principles of Management ISBN: 9781337116756</b>	<b>\$56.25</b>	N/A	N/A
MKT 222 C	TBD	TBD	TBD	TBD

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

**5. FACILITIES USE**

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	NOCCCD/LAUSD (Los Alamitos Unified School District) CCAP Dual Enrollment Partnership Agreement 2021-2024	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Existing law (AB 288) authorizes the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district or the governing body of a charter school with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. Existing law requires the partnership agreement to outline the terms of the partnership, as specified, and to establish protocols for information sharing, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Existing law also requires the governing board of each district, present the dual enrollment partnership agreement as an informational item first taking action at a second Board meeting. AB 30 updated some of the requirements in AB 288. Below are some highlights of the updates:

1. A high school pupil participating under a CCAP partnership is now required to submit only one parental consent form and principal recommendation, for the duration of the pupil's participation under the CCAP partnership.
2. The two-meeting requirement on the governing board has been eliminated - only one meeting is required for the governing board to approve the dual enrollment partnership agreements.
3. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.
4. The operation of the CCAP partnership provisions has been extended until January 1, 2027.

With these new provisions, we are presenting the three-year NOCCCD/LAUSD CCAP Dual Enrollment Partnership Agreement for Board action.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology on behalf of Cypress College and Fullerton College.


**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co- curricular programming, and clear pathways to ensure that students achieve their 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 submitted in accordance with Board Policy 4020, Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** General funds.

**RECOMMENDATION:** It is recommended that the Board approve the NOCCCD/LAUSD CCAP Dual Enrollment Partnership Agreement 2021-2024.

Cherry Li-Bugg  
Recommended by

  
Approved for Submittal

4.c.2  
Item No.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2021-2024**

This is a College and Career Access Pathways (CCAP) Partnership Agreement hereinafter known as “Agreement” between **Cypress College** (“COLLEGE”), a college of the North Orange County Community College District (NOCCCD), and **Los Alamitos Unified School District** (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the North Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in North Orange County and within the regional service area of NOCCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, NOCCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, NOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three years beginning on July 1, 2021 and ending on June 30, 2024. Amendments, if any, to this Agreement will be submitted for approval by both the COLLEGE and SCHOOL DISTRICT Boards.

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

- 1.1 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.2 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.3 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

**2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless

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

pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.

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

- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

#### **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course

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



outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.

- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor's Office.

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.

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

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD and become NOCCCD employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the NOCCCD Board before the start of the course.
- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees, that extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

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

- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.12 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors.
- 7.13 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

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

- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a “W” on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
  - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)

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

- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 NOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 NOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s) Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title.5.

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

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

- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.

- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

#### **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

- 14.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 14.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1 15.

#### **15. PRIVACY OF STUDENT RECORDS**

- 15.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- 15.2. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- 15.3. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from redisclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

#### **16. REIMBURSEMENT**

- 16.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

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

## **17. FACILITIES**

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **18. INDEMNIFICATION**

- 18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and NOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 18.2 The NOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of NOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the NOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **19. INSURANCE**

- 19.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this

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



agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.

- 19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **20. NON-DISCRIMINATION**

- 20.1 Neither the SCHOOL DISTRICT nor the COLLEGE and NOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **21. TERMINATION**

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 22 below.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

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

## **22. NOTICES**

- 22.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630  
Attn: JoAnna Schilling, PhD. President

NOCCCD  
North Orange County Community College District  
1830 W. Romneya Dr., Anaheim, CA 92801  
Attn: Cherry Li-Bugg, PhD. Vice Chancellor, Educational Services and  
Technology

SCHOOL DISTRICT  
Los Alamitos Unified School District  
10293 Bloomfield St,  
Los Alamitos, CA 92720  
Attn: Dr. Andrew Pulver, Superintendent

## **23. INTEGRATION**

- 23.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **24. MODIFICATION AND AMENDMENT**

- 24.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **25. GOVERNING LAWS**

- 25.1 This agreement shall be interpreted according to the laws of the State of California.

## **26. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 26.1 For locations outside the geographical boundaries of NOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

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

**27. SEVERABILITY**

27.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**28. COUNTERPARTS**

28.1 This CCAP Agreement 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 \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_  
Los Alamitos Unified School District Cypress College  
Dr. Andrew Pulver JoAnna Schilling, Ph.D.  
Superintendent, Educational 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 Meetings:  
(a) Information Board Meeting Date: May 11, 2021

School District Board Meetings:  
(a) Information Board Meeting Date:

## APPENDIX

### COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

#### 1. NOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD:	Dr. W. Cherry Li-Bugg	714-808-4787	clibugg@nocccd.edu
College:	Dr. JoAnna Schilling	714-484-7308	jschilling@cypresscollege.edu
School District:	Dr. Andrew Pulver	562-799-4700	apulver@losal.org

#### 2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

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

**3. 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 PROGRAM: Cybersecurity, General Ed., Management

SCHOOL DISTRICT **Los Alamitos Unified School District**

HIGH SCHOOL: **Los Alamitos High School**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 250	TOTAL PROJECTED FTES: 37
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COURSE	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Criminal Justice	AJ 110 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 Los Alamitos HS
Concepts of Criminal Law	AJ 120 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 Los Alamitos HS
Cultural Anthropology	ANTH 102C	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 Los Alamitos HS
Cybersecurity Competition Fundamentals	CIS 190C	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 Los Alamitos HS
Computer Information Systems	CIS 111C	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 Los Alamitos HS

CISCO Networking 1	CIS 230C	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 Los Alamitos HS
Network Security	CIS 195C	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 Los Alamitos HS
Ethical Hacking	CIS 196C	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 Los Alamitos HS
Python Programming	CIS 247C	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 Los Alamitos HS
CISCO Networking 2	CIS 231C	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 Los Alamitos HS
CISCO Networking 3	CIS 232C	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 Los Alamitos HS
CISCO Networking 4	CIS 233C	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 Los Alamitos HS
CCNA Bootcamp	CIS 239C	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 Los Alamitos HS
Cypress Counseling Experience: Career Explorations	COUN 139C	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 Los Alamitos HS
Cypress Counseling Experience: Educational Planning	COUN 140C	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 Los Alamitos HS
Academic & Life Success	COUN 150C	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 Los Alamitos HS
American Ethnic Studies	ETHS 101C	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 Los Alamitos HS

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

**4.c.21**  
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Nutrition	HRC 100C	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 Los Alamitos HS
Multivariable Calculus	MATH 250AC	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 Los Alamitos HS
Linear Algebra / Differential Equations	MATH 250BC	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 Los Alamitos HS
Introduction to Business	MGT 161C	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 Los Alamitos HS
Legal Environment of Business	MGT 240C	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 Los Alamitos HS
History of Rock Music	MUS 119C	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 Los Alamitos HS
Introduction to Sociology	SOC 101C	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 Los Alamitos HS

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

**4. 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.

<b>COURSE</b>	<b>TEXT</b>	<b>COST</b>	<b>OTHER INSTRUCTIONAL MATERIALS</b>	<b>COST</b>
AJ 110 C	Introduction to Law Enforcement and Criminal Justice, 12 <sup>th</sup> Edition; 9781305968769	160.00	N/A	N/A

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

4.c.22  
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AJ 120 C	A Brief Introduction to Criminal Law Today by Carlan, Nored, & Downey (2 <sup>nd</sup> Edition) 9781284056112	110.00	N/A	N/A
ANTH 102 C	Perspectives: An Open Invitation to Cultural Anthropology	Online/free	N/A	N/A
CIS 190 C	N/A	N/A	N/A	N/A
CIS 195 C	N/A	N/A	N/A	N/A
CIS 196 C	N/A	N/A	N/A	N/A
CIS 230 C	N/A	N/A	N/A	N/A
CIS 231 C	N/A	N/A	N/A	N/A
CIS 232 C	N/A	N/A	N/A	N/A
CIS 233 C	N/A	N/A	N/A	N/A
CIS 239 C	N/A	N/A	N/A	N/A
CIS 247 C	N/A	N/A	N/A	N/A
CIS 111 C	Discovering Computers 2017 Enhanced Edition	\$132.00	SIMnet Access	TBD
	Learning Microsoft Office Lab Manual	\$29.95		
COUN 139 C	N/A	N/A	Material Fee	\$6.00
			Assessment Fees	TBD
COUN 140 C	N/A	N/A	Assessment Fees	\$15.00

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

COUN 150 C	<b>P.O.W.E.R Learning: Strategies for Success in College and Life, 8th Edition. By Robert Feidman. ISBN: 978-0077842154</b>	\$53.12	N/A	N/A
ETHS 101 C	A Different Mirror: A History of Multicultural America	\$15.00	N/A	N/A
HRC 100 C	Nutrition for Foodservice and Culinary Professionals: 9781119148494	\$182.00	N/A	N/A
MATH 250 AC	TBD	\$286.75	N/A	N/A
MATH 250 BC	TBD	\$180.75	N/A	N/A
MGT 161 C	ISBN: 9781337116695 Copyright Year: 2018 Publisher: Cengage Learning	\$75.00	N/A	N/A
MGT 240 C	Author: Cross ISBN: 9781305967304 Copyright Year: 2018 Publisher: Cengage Learning	\$233.00	N/A	N/A
MUS 119 C	What's That Sound? An Introduction to Rock and Its History ISBN: 9780393937251	\$102.25	N/A	N/A
SOC 101 C	Soc 6: ISBN 9781337405218	\$244.75	N/A	N/A

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

**5. FACILITIES USE**

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution                       
**DATE:** May 11, 2021 Information                       
Enclosure(s)     X      
**SUBJECT:** Cypress College  
Curriculum Matters

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

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

All curricula are submitted to the President's Office for review and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Silvie Grote, 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 2021. 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.d.1

Item No.



# CYPRESS COLLEGE CURRICULUM

## Board Agenda

**May 11, 2021**

**(DCCC approved April 9, 2021)**

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 234 C Advanced Java Programming Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	35	Lecture/Discussion/Group learning/Student Presentations While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, prerequisite revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revision for C-ID approval
CIS 247 C Python Programming Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Catalog/Schedule Description 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.	2021 Fall	Outline, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revision for C-ID approval
CIS 275 C Advanced Python Programming Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Add prerequisite: CIS 247 C *Remove Advisory: CIS 247 C *Catalog/Schedule Description Update *Student Learning Outcomes Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Programming courses often require the instructor to check students' code line by line. A large class size will affect the instructional quality and should be avoided.	2021 Fall	Outline, addition of prerequisite, removal of advisory, catalog/schedule description, and SLOs updated to better reflect course content. Revision for C-ID approval
HUSR 240 C Drugs and Alcohol in Our Society Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *AA/AS GE: Area D *CSU GE: Area D and E *IGETC: Area 4	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.	2021 Fall	Outline, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revision for full C-ID approval

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHS 294 C Integrative Mental Health and Mindfulness Units: 3 Lecture: 3 Laboratory: 0	*Prefix change from KIN 294 C to PHS 294 C *TOPS Code update *CIP Code update	30	While the instructor does lecture, much of the class time focuses on discussion, and student participation. Evaluation primarily through objective hands on learning. Writing assignments are assessed mostly for concepts.	2021 Fall	Prefix change, TOPS and CIP code updated to better reflect course content. Previously board approved 11/10/2020.
PHS 295 C Civic Engagement in Public Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Title change from Civic Engagement Internship in Public Health to Civic Engagement in Public Health *Add Distance Education: Fully Online *Lecture hours from 2 to 3 *Lab hours from 3 to 0 *Catalog/Schedule Description Update *Student Learning Outcomes Update *UC Transfer *CSU GE: Area D and E	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Fall	Outline, title, adding fully online, lecture hours increase, remove laboratory hours, catalog/schedule description, and SLOs updated to better reflect course content. Previously board approved 6/9/2020.
PHS 296 C Whole Systems Integrative Health Units: 3 Lecture: 3 Laboratory: 0	*Prefix change from KIN 296 C to PHS 296 C *TOPS Code update *CIP Code update	30	While the instructor does lecture, much of the class time focuses on discussion, and student participation. Evaluation primarily through objective hands on learning. Writing assignments are assessed mostly for concepts.	2021 Fall	Prefix change, TOPS and CIP code updated to better reflect course content. Previously board approved 11/10/2020.

**MODIFY DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																																																																				
Kinesiology	<p><b>Community Health Worker</b>                      Community Health Worker certificate prepares students for introductory level positions in community health field. All students must complete at least 18 units. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p><b>Required courses (9 units):</b></p> <table border="1" data-bbox="342 436 1040 604"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHS281 C</td> <td>Health and Social Justice</td> <td>3</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>PHS281HC</td> <td>Honors Health and Social Justice</td> <td>3</td> </tr> <tr> <td>PHS284 C</td> <td>Contemporary Personal Health</td> <td>3</td> </tr> <tr> <td>PHS295 C</td> <td>Civic Engagement in Public Health</td> <td>3</td> </tr> </tbody> </table> <p><b>Elective Courses: Complete three (3) of the courses listed below (9 units):</b></p> <table border="1" data-bbox="342 625 1040 1234"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>COMM120 C</td> <td>Intercultural Communication</td> <td>3</td> </tr> <tr> <td>HUSR226 C</td> <td>Behavior Modification</td> <td>3</td> </tr> <tr> <td>HUSR240 C</td> <td>Drugs and Alcohol in Our Society</td> <td>3</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td>KIN244 C</td> <td>Lifetime Fitness and Wellness</td> <td>3</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>KIN270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td>PHS280 C</td> <td>Introduction to Public Health</td> <td>3</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>PHS280HC</td> <td>Honors Introduction to Public Health</td> <td>3</td> </tr> <tr> <td>PHS283 C</td> <td>Women's Health</td> <td>3</td> </tr> <tr> <td>PHS285 C</td> <td>Global and Community Health</td> <td>3</td> </tr> <tr> <td>PHS286 C</td> <td>Nutrition for Public Health</td> <td>3</td> </tr> <tr> <td>PHS287 C</td> <td>Case Studies in Public Health</td> <td>3</td> </tr> <tr> <td>PHS 294 C</td> <td>Integrative Mental Health and Mindfulness</td> <td>3</td> </tr> <tr> <td>PHS 296 C</td> <td>Whole Systems Integrative Health</td> <td>3</td> </tr> <tr> <td>PSY255 C</td> <td>Psychology of Aging</td> <td>3</td> </tr> <tr> <td>PSY131 C</td> <td>Cross-Cultural Psychology</td> <td>3</td> </tr> <tr> <td>SOC250 C</td> <td>Sociology of Aging</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>18</td> </tr> </tbody> </table>			Units	PHS281 C	Health and Social Justice	3	or			PHS281HC	Honors Health and Social Justice	3	PHS284 C	Contemporary Personal Health	3	PHS295 C	Civic Engagement in Public Health	3			Units	COMM120 C	Intercultural Communication	3	HUSR226 C	Behavior Modification	3	HUSR240 C	Drugs and Alcohol in Our Society	3	KIN235 C	First Aid, CPR and Emergencies	3	KIN244 C	Lifetime Fitness and Wellness	3	KIN270 C	Nutrition Science and Application	3	or			KIN270HC	Honors Nutrition: Science and Application	3	PHS280 C	Introduction to Public Health	3	or			PHS280HC	Honors Introduction to Public Health	3	PHS283 C	Women's Health	3	PHS285 C	Global and Community Health	3	PHS286 C	Nutrition for Public Health	3	PHS287 C	Case Studies in Public Health	3	PHS 294 C	Integrative Mental Health and Mindfulness	3	PHS 296 C	Whole Systems Integrative Health	3	PSY255 C	Psychology of Aging	3	PSY131 C	Cross-Cultural Psychology	3	SOC250 C	Sociology of Aging	3	Total Units		18	2021 Fall	Title revision on PHS 295 C Civic Engagement in Public Health. Add: PHS 294 C and PHS 296 C Previously board approved 6/9/2020.
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Kinesiology	<p><b>Kinesiology Associate in Arts Degree for Transfer (AA-T)</b>                      This curriculum is designed to provide an opportunity for the Kinesiology major to achieve a Kinesiology Associate in Arts for Transfer (AA-T in Kinesiology) 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 Kinesiology or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (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 with a degree in Kinesiology may pursue careers in a variety of health science professions including physical training, physical therapy, fitness instruction, coaching and athletics. The completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. To earn an AA-T in Kinesiology students must complete the following requirements: (1) a minimum of 21-23 semester units or 31.5-34.5 quarter units in the major or area of emphasis as determined by the community college district, (2)</p>	2021 Fall	Title revision on KIN 131 C Restorative and Gentle Yoga, previously board approved 6/9/2020																																																																																				



**MODIFY DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																																																																																																																																
	<p>earn a grade of C or better in all courses required for the major or area of emphasis, (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 21-23 units.</p> <p><b>Required Core Courses: (11 units)</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN230 C</td> <td>Introduction to Kinesiology</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> </tbody> </table> <p><b>Movement-Based Courses (3 units minimum). Select one course maximum from three of the following areas:</b></p> <p><b>Aquatics</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN110 C</td> <td>Surfing</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN111 C</td> <td>Swimming</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN112 C</td> <td>Swimming - Intermediate-Advanced</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN114 C</td> <td>Springboard Diving</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN115 C</td> <td>Springboard Diving-Intermediate-Advanced</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN116 C</td> <td>Swim for Fitness</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN117 C</td> <td>Water Aerobics</td> <td>0.5 - 1</td> </tr> </tbody> </table> <p><b>Combatives</b></p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>KIN120 C</td> <td>Kick-Boxing</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN121 C</td> <td>Self Defense</td> <td>0.5 - 1</td> </tr> </tbody> </table> <p><b>Fitness</b></p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>KIN128 C</td> <td>Yoga-Intermediate</td> <td>0.5 - 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1</td> </tr> <tr> <td>KIN143 C</td> <td>Strength Training</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN144 C</td> <td>Boot Camp Workout-Intermediate</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN145 C</td> <td>Boot Camp Workout</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN146 C</td> <td>Cardio Core</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN147 C</td> <td>Body Building and Development</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN148 C</td> <td>Total Body Fitness</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN149 C</td> <td>Weight Training and Lifting</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN150 C</td> <td>Trail Hiking</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN151 C</td> <td>Spinning-Beginning</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN152 C</td> <td>Spinning-Intermediate</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN198 C</td> <td>Athletic Weight Training</td> <td>0.5 - 3</td> </tr> <tr> <td>KIN199 C</td> <td>Conditioning for Athletes</td> <td>0.5 - 3</td> </tr> </tbody> </table> <p><b>Individual Sports</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN160 C</td> <td>Badminton- Beginning</td> <td>0.5 - 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	KIN168 C	Tennis - Beginning	0.5 - 1		
	KIN169 C	Tennis-Intermediate	0.5 - 1		
	KIN170 C	Tennis-Advanced	0.5 - 1		
	KIN171 C	Golf-Beginning	0.5 - 1		
	KIN172 C	Golf-Intermediate	0.5 - 1		
	KIN173 C	Golf-Advanced	0.5 - 1		
	KIN174 C	Pickleball-Beginning	0.5 - 1		
	KIN175 C	Pickleball-Intermediate	0.5 - 1		
	<b>Team Sports</b>				
			Units		
	KIN180 C	Futsal-Beginning	0.5 - 1		
	KIN181 C	Futsal-Intermediate	0.5 - 1		
	KIN182 C	Futsal-Advanced	0.5 - 1		
	KIN183 C	Volleyball - Beginning	0.5 - 1		
	KIN184 C	Volleyball - Intermediate	0.5 - 1		
	KIN185 C	Volleyball - Advanced	0.5 - 1		
	KIN186 C	Beach Volleyball - Beginning	0.5 - 1		
	KIN187 C	Beach Volleyball - Intermediate	0.5 - 1		
	KIN188 C	Beach Volleyball - Advanced	0.5 - 1		
	KIN189 C	Basketball - Beginning	0.5 - 1		
	KIN190 C	Basketball - Intermediate	0.5 - 1		
	KIN191 C	Basketball - Advanced	0.5 - 1		
	KIN192 C	Water Polo	0.5 - 1		
	KIN193AC	Soccer- Beginning	0.5 - 1		
	KIN193BC	Soccer-Intermediate	0.5 - 1		
	KIN194 C	Softball	0.5 - 1		
	KIN195AC	Baseball- Beginning	0.5 - 1		
	KIN195BC	Baseball-Intermediate	0.5 - 1		
	KIN197 C	Flag Football	0.5 - 1		
	<b>List A: Select two courses (7-9 units) from the following:</b>				
	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		
	CHEM101 C	Chemistry for Health Science Majors I	4.5		
		or			
	CHEM107 C	Preparation for General Chemistry	5		
		or			
	CHEM111AC	General Chemistry I	5		
	PHYS201 C	College Physics I	4		
	KIN235 C	First Aid, CPR and Emergencies	3		
	Total Units		21 - 23		
Kinesiology	<b>Integrative Health and Wellness Studies Associate in Science Degree</b>			2021 Fall	Updated housed program discipline from KIN to PHS. Updated KIN 294 C to PHS 294 C and KIN 296 C to PHS 296 C, previously board approved 12/15/2020.
	Integrative Health and Wellness Studies is an interdisciplinary approach to the study of health. Health is defined as a state of physical, psychological, social, and spiritual wellbeing. Furthermore, health is defined as a state of wholeness, of being whole, and in this respect, we approach the study of health from a perspective of what is holy, and sacred. In approaching a vitalist, and holistic definition of health, we will comprehensively consider sleep, movement, nutrition, resiliency, mind-body practices, our connection to nature, and environment, that allow for the emergence of a whole person perspective of human flourishing and health. To earn an Associate Degree 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) social justice, equity, and sustainability and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.				

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	<p><b>Required Courses (12 Units):</b></p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHS294 C</td> <td>Integrative Mental Health and Mindfulness</td> <td>3</td> </tr> <tr> <td>PHS296 C</td> <td>Whole Systems Integrative Health</td> <td>3</td> </tr> <tr> <td>PHS286 C</td> <td>Nutrition for Public Health</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td>KIN281 C</td> <td>Health and Social Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN281HC</td> <td>Honors Health and Social Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS281 C</td> <td>Health and Social Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS281HC</td> <td>Honors Health and Social Justice</td> <td>3</td> </tr> </tbody> </table> <p><b>Select one (1) degree emphasis for 16 units total.</b></p> <p><b>Degree Emphasis: Yoga Studies- students completing this emphasis would have earned Yoga Teacher Training Certificate (200-hour) accredited by Yoga Alliance in addition to completing AS degree. Select 16 units from the following elective courses:</b></p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN128 C</td> <td>Yoga-Intermediate</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN129 C</td> <td>Vinyasa Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN130 C</td> <td>Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN131 C</td> <td>Restorative and Gentle Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN132 C</td> <td>Hatha Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN290 C</td> <td>Philosophy and Consciousness of Yoga</td> <td>3</td> </tr> <tr> <td>KIN291 C</td> <td>Yoga and the Physical Body</td> <td>3</td> </tr> <tr> <td>KIN292 C</td> <td>Yoga and the Subtle Body</td> <td>3</td> </tr> <tr> <td>KIN293 C</td> <td>Yoga Teaching Methodology and Ethics</td> <td>3</td> </tr> </tbody> </table> <p><b>Degree Emphasis: Integrative Health Studies. 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Kinesiology	<p><b>Yoga Teacher Training Certificate (200-hour)</b>                      The Yoga Teacher Certificate (200-hour) prepares students for and satisfies requirements of Yoga Alliance (RYS 200) accredited program. The program is structured in four layers: physical, subtle,</p>	2021 Fall	Updated KIN 294 C to PHS 294 C and																																																																																																																																																						

**MODIFY DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																										
	<p>psychological, and philosophical. This layered approach to the study of Yoga, from gross to subtle, is designed first, for students to experience the study of Yoga, as a system of practice; and second, from a place of experience, provide teaching tools based on the methodological study of Yoga. This methodological study of Yoga is based on Patanjali's Yoga Sutras. The methodological study is designed to prepare students for employment as Yoga Teachers in the health and wellness industry. To earn this certificate, complete the required courses as listed with a grade of C or better. This certificate requires a total of 16 units.</p> <p><b>Required courses are listed in suggested sequence (12 units):</b></p> <table border="1" data-bbox="342 415 1040 554"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN290 C</td> <td>Philosophy and Consciousness of Yoga</td> <td>3</td> </tr> <tr> <td>KIN291 C</td> <td>Yoga and the Physical Body</td> <td>3</td> </tr> <tr> <td>KIN292 C</td> <td>Yoga and the Subtle Body</td> <td>3</td> </tr> <tr> <td>KIN293 C</td> <td>Yoga Teaching Methodology and Ethics</td> <td>3</td> </tr> </tbody> </table> <p><b>Elective courses: complete 4 units from the following (4 units):</b></p> <table border="1" data-bbox="342 575 1040 827"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN128 C</td> <td>Yoga-Intermediate</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN129 C</td> <td>Vinyasa Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN130 C</td> <td>Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN131 C</td> <td>Restorative and Gentle Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN132 C</td> <td>Hatha Yoga</td> <td>0.5 - 1</td> </tr> <tr> <td>PHS294 C</td> <td>Integrative Mental Health and Mindfulness</td> <td>3</td> </tr> <tr> <td>PHS296 C</td> <td>Whole Systems Integrative Health</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>16</td> </tr> </tbody> </table>			Units	KIN290 C	Philosophy and Consciousness of Yoga	3	KIN291 C	Yoga and the Physical Body	3	KIN292 C	Yoga and the Subtle Body	3	KIN293 C	Yoga Teaching Methodology and Ethics	3			Units	KIN128 C	Yoga-Intermediate	0.5 - 1	KIN129 C	Vinyasa Yoga	0.5 - 1	KIN130 C	Yoga	0.5 - 1	KIN131 C	Restorative and Gentle Yoga	0.5 - 1	KIN132 C	Hatha Yoga	0.5 - 1	PHS294 C	Integrative Mental Health and Mindfulness	3	PHS296 C	Whole Systems Integrative Health	3	Total Units		16		<p>KIN 296 C to PHS 296 C, previously board approved 12/15/2020</p>
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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	North Orange Continuing Education Mission, Vision, and Core Values	Enclosure(s)	<u>          </u>

**BACKGROUND:** North Orange Continuing Education (NOCE) began an institutional review process in 2018. As part of that journey, NOCE changed its name from School of Continuing Education to North Orange Continuing Education, updated all marketing materials, and upgraded its website to provide easier access to students and staff. The final step to close the loop is the review of the Institutional Core Statements which include the mission, vision, and values.

The Mission, Vision, and Values Statements workgroup of representative NOCE volunteers began working on this project in the 2020 Fall Semester and worked meticulously to create all-encompassing statements. On Tuesday, April 20, 2021, there was an initial read of the new NOCE Mission, Vision, and Values statements presented at President’s Cabinet. The Statements received a unanimous vote by the members immediately following the presentation. The next step is the new Institutional Core Statements will be incorporated into an upcoming NOCE brand campaign. The NOCE Institutional Core Statements:

**MISSION:** NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

**VISION:** NOCE commits to enriching lives through education to meet the evolving needs of the community.

**VALUES:** **Accountability**-We strive to utilize data-informed decision-making processes. **Diversity**-We celebrate our diverse community by committing ourselves to an inclusive institutional culture. **Equity**-We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all. **Excellence**-We strive for excellence by providing evolving, dynamic, high-quality instruction. **Innovation**–We challenge the status quo by finding creative solutions. **Integrity**-We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility. **Learning**-We commit to offering holistic programs that promote personal and professional growth.

This agenda item is submitted by Valentina Purtell, President, North Orange Continuing Education.

**How does this relate to the five District Strategic Directions?** This item responds to the new District Strategic Direction on 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:** This item is submitted in accordance with Board Policy 1001, District Mission, Vision, & Values Statements.

**FUNDING SOURCE AND FINANCIAL IMPACT:** N/A

**RECOMMENDATION:** Authorization is requested for the Board to approve the NOCE Institutional Core Statements which include the school's Mission, Vision, and Values Statements.

**MISSION:** NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

**VISION:** NOCE commits to enriching lives through education to meet the evolving needs of the community.

**VALUES:** **Accountability**-We strive to utilize data-informed decision-making processes. **Diversity**-We celebrate our diverse community by committing ourselves to an inclusive institutional culture. **Equity**-We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all. **Excellence**-We strive for excellence by providing evolving, dynamic, high-quality instruction. **Innovation**-We challenge the status quo by finding creative solutions. **Integrity**-We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility. **Learning**-We commit to offering holistic programs that promote personal and professional growth.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**SUBJECT:** Academic Personnel

Action X  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) X

**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  
May 11, 2021

RETIREMENTS

Bedard, Dana	CC	Counselor Eff. 06/30/2021 PN CCF985
Beidler, Larry	CC	Physical Education Instructor Eff. 05/23/2021 PN CCF984
Berger, Margaret	FC	Radio/Audio Production Instructor Eff. 06/28/2021 PN FCF648
Goldstein, Jay	FC	Communications Instructor Eff. 05/24/2021 PN FCF901
Greenhalgh, Mark	FC	Dean, Mathematics/Computer Science Eff. 12/31/2021 PN FCM973
Hartmann, Richard	FC	Dean, Natural Sciences Eff. 06/30/2021 PN FCM994
Holmes, Ian	CC	Multimedia Instructor Eff. 05/31/2021 PN CCF760
Kaneko, Brian	FC	Applied Design Instructor Eff. 06/29/2021 PN FCF862
Lee, Callista	FC	Psychology Instructor Eff. 05/27/2021 PN FCF840
Lozinsky, Richard	FC	Earth Sciences Instructor Eff. 05/23/2021 PN FCF826
Lujan, Zaida Patricia	NOCE	Counselor Eff. 06/30/2021 PN SCF988



Academic Personnel  
May 11, 2021

Medina-Bernstein, Denise	CC	Nursing Instructor Eff. 05/23/2021 PN CCF739
O'Neill, Brendan	FC	Physics Instructor Eff. 06/30/2021 PN FCF753
Pinkham, Bill	CC	Physical Education Instructor Eff. 05/23/2021 PN CCF827
Realista, Katy	CC	Dean, Fine Arts Eff. 12/31/2021 PN CCM985
Rodine, Jeffrey	FC	Reading Instructor Eff. 05/23/2021 PN FCF859
Smith, Charmaine	FC	Accounting Instructor Eff. 06/30/2021 PN FCF736
Talwar, Ambika	CC	English Instructor Eff. 05/23/2021 PN CCF791
Tebay, John	FC	Dean, Fine Arts Eff. 12/31/2021 PN FCM996
Villasenor, Carole	CC	Counselor Eff. 06/30/2021 PN CCF846
Vincent, Susan	FC	Counselor Eff. 06/15/2021 PN FCF708
Willoughby, Dan	FC	Dean, Humanities Eff. 12/31/2021 PN FCM985
Young, Eldon	CC	Dean, Language Arts Eff. 12/31/2021 PN CCM982

Academic Personnel  
May 11, 2021

CHANGE IN RETIREMENT DATE

Crowell, Benjamin                      FC            Physics Instructor  
From: 05/23/2021  
To: 05/31/2021  
PN FCF937

RESIGNATION

Smith, Susan                              CC            Nursing Instructor  
Eff. 06/25/2021  
PN CCF830

NEW PERSONNEL

Cisco Reuter, Hilary                      CC            Psychology Instructor  
First Year Probationary Contract  
Class B, Step 1  
Eff. 08/19/2021  
PN CCF704

Ortiz, Aydinaneth                          CC            Photography Instructor  
First Year Probationary Contract  
Class B, Step 1  
Eff. 08/19/2021  
PN CCF895

ADDITIONAL DUTY DAYS @ PER DIEM

House, Joshua                              CC            Forensics Coach                      11 days

Page, Jennifer                              CC            Forensics Coach                      11 days

LEAVE OF ABSENCE

@00006314                              FC            Counselor  
SB 95 (SPSL)  
Paid Leave using Supplemental Paid Sick Leave  
Eff. 01/04/2021 (3.5 hours); 01/05/2021  
(7.5 hours); 01/06/2021 (3.5 hours);  
01/07/2021 (4 hours); 01/11/2021 (2.5 hours);  
01/12/2021 (2 hours); 01/13/2021 (3 hours);  
01/14/2021 (3 hours); 01/21/2021 (1.25 hours);  
03/04/2021 (2hours)

Academic Personnel  
May 11, 2021

@00902422	FC	Instructor SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 03/10/2021 (5 hours)
@00002974	FC	Instructor SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 02/01/2021 (3.3 hours)
Nielson, Toni	FC	Communications Instructor Family Medical Leave (FMLA/CFRA) (Intermittent) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 05/07/2021-05/22/2021

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 FALL SEMESTER

Boyer, Brandi	FC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Aceves, Natalie	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Arambula, Michael	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Ayala, Eduardo	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Biganeh, Maryam	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Blumer, Collette	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Calabretta, Nina	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021

Academic Personnel  
May 11, 2021

Cherney, Julia	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Davis, Melanie	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Gamble, Malcolm	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Garcia, Corinne	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Gavitt, Erika	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Gray, Sarah	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Guilford, Melinda	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Johnson, Jacqueline	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Larez, Jennie	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class D Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Middleton, Donna	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021

Academic Personnel  
May 11, 2021

Obrite, Patricia	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Orr, Alyesse	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Ortega, Valerie	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Peters, Ashley	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Raleigh, Samuel	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Richards, Heather	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Shaw, Jessica	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Shiba, Lisa	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Silva, Joel	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Sterling, Rebecca	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Tapia, Jessica	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021

Academic Personnel  
May 11, 2021

Tira, Diana	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Turrubiarres, Daniel	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Vandever, Nicole	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Vo, Criss	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Weil, Alex	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Whitehall, Brianna	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021
Zeledon, Selena	FC	Humanities Professional Learning Day Stipend not to exceed \$100.00 Eff. 05/27/2021

ACADEMIC MANAGEMENT JOB DESCRIPTION, NEW

Director, Student Development and Engagement  
Range 16  
Management Salary Schedule

ACADEMIC MANAGEMENT JOB DESCRIPTION, REVISED

Director, College Health Services  
From: Range 20  
To: Range 26  
Management Salary Schedule

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Student Development and Engagement	Range: 16 (AC)	Management Schedule
Date Revised:		Date Approved:	

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the planning, development, organization, assessment, and direction of all aspects of the Cadena Cultural Center to advance student engagement and success.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership and administration for the Cadena Cultural Center, including staff supervision, budget management, and the assessment, development and implementation of co-curricular programs and services designed to advance student success.
2.	Provide leadership and administration for intersectionality programming, including but not limited to the Grads To Be Center, LGBTQIA+ Center, Umoja, and targeted support services that foster engagement for affinity student communities.
3.	Collaborate with a wide variety of administrative and academic departments across the college community and district to promote programs which complement the students' academic experience and engagement in high impact practices.
4.	Establish and maintain collaborative relationships with faculty and campus departments as well as faculty and staff associations to ensure culturally intelligent programming.
5.	Train, supervise, evaluate, and direct the work of employees, as assigned; participate in selection and hiring processes.
6.	Plan, organize, and implement appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.
7.	Ensure the design, coordination, continuity, and support of cultural intelligence efforts, such as student forums, event programming, cultural recognition celebrations, heritage month events, and diversity education workshops.
8.	Design and implement the communication, marketing, and promotional efforts that highlight all major program areas and student success outcomes.
9.	Responsible for program evaluation and effectiveness in collaboration with the Office of Institutional Effectiveness.
10.	Direct outreach in reach activities for programs and services in the Cadena Cultural Center in collaboration with Educational Partnerships. Serve as a liaison with community agencies, high schools, universities, and industry to promote program enrollment and effectiveness.
11.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate; attend regional and statewide meetings and conferences.
12.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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13.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Perform related duties as assigned.

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**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Student Development and Engagement may participate in the development and administration of supplemental grants related to assigned programs.

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**WORKING RELATIONSHIPS**

The Director, Student Development and Engagement maintains frequent contact with students, representatives and service providers from the community and governmental agencies, and with various District and College staff.

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**EDUCATION AND EXPERIENCE****Minimum Qualifications**

Master's degree from a regionally accredited institution and at least one year of formal training, internship, or leadership experience related to the assignment.

Commitment to diversity. All applicants must have demonstrated 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of a shared governance model  
Knowledge of District organization, operations, policies and objectives  
Knowledge of federal and state laws and regulations applicable to Basic Skills programs  
Knowledge of California education code and requirements, including Title 5  
Knowledge of effective diversity, equity, and inclusion principles in higher education  
Knowledge of techniques for student engagement and success  
Knowledge of research project policies, procedures and practices, including data collection and analysis  
Knowledge of principles and practices of training and supervision  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of budget preparation and maintenance  
Knowledge of current trends, technologies and initiatives related to student success  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects weighing up to twenty-five (25) pounds.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, College Health Services	Range: 2026 (AC)	Management Schedule
Date Revised:	February 2, 2012	Date Approved:	September 1986

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for design, planning, implementation and directing all aspects of campus student health services, managing the operations of the campus Health Center, and providing direct patient medical care.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, develops, organizes, coordinates and implements the provision of campus health services and education programs; works with campus constituencies to develop and coordinate health services programs; coordinates and monitors referrals to community agencies.
2.	Manages the day-to-day operations of the campus Health Center; provides direct medical care; responds to medical psychological emergencies as required.
3.	Prepares and maintains a variety of narrative and statistical records and reports related to program activities and effectiveness; prepares and maintains a variety of records, logs and student files in compliance with state and federal mandates.
4.	Coordinates the campus wellness program; provides leadership and direction in the <del>assists in the</del> coordination of the campus disaster plan.
5.	Writes, develops, disseminates, and provides information and assistance to students and staff regarding health services and programs; conducts and coordinates health issues workshops; prepares and delivers public presentations as directed.
6.	Maintains current knowledge of legal requirements and regulations pertaining to the operation of student health services, medical care, and programs.
7.	Develops, <del>and</del> prepares, and implements the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
8.	Determines appropriate Health Center medical stock, equipment and supplies in accordance with established policies; monitors and controls inventories.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, College Health Services may participate in the development and administration of supplemental grants related to health services programs and services.

**WORKING RELATIONSHIPS**

The Director, College Health Services maintains frequent contact with college and District administrators, students, faculty and staff, and outside agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Current California license as a registered nurse;

California Public Health Nurse certificate;

Current CPR for Health Professional Certification;

Master's degree in nursing **OR** Bachelor's degree in nursing **AND** a Master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Current certificate as California Nurse Practitioner in one or more the following areas: Adult Nurse Practitioner, Family Nurse Practitioner;

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Supervisory experience in a community college or university Student Health Services Center, comprehensive ambulatory care clinic, or hospital emergency room;

Experience in recruiting, training and evaluating health care staff and preparing staffing schedules;

Active involvement in professional organizations related to nursing, student and community health services;

Established professional relationships with community health agencies, hospitals, and related organizations;

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of California Education Code and Title 5 requirements related to the operation of community college student health services and programs

Knowledge of California Occupational Safety and Health Association Guidelines;

Knowledge of Clinical medical practices and regulations

Knowledge of clinical psychology

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of appropriate software and databases

Ability to design, develop, and implement health services programs and activities;

Ability to work confidentially with discretion

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to develop and implement policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to prepare and deliver oral presentations

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with a diverse population of faculty, staff and students

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

## **SPECIAL REQUIREMENTS**

~~None~~ A valid California Driver's License

## **WORKING CONDITIONS**

Fast-paced outpatient clinic environment requiring ability to keep pace within appointment system and appropriate pace for walk-in patient load; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects);-

Requires ability to visually assess injuries and ability to ~~hear and~~ communicate ~~orally~~ effectively in person and on the telephone for the purpose of gathering information, explaining procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting injured patients, pushing and pulling a wheelchair with an adult patient, standing, bending, kneeling, or crouching during medical examinations and emergency situations;.

Office environment and outdoor environment in time of emergency/disaster; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time;-;repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects and persons.

~~Requires repetitive use of upper extremities including hand coordination activities;~~

May require some off-site duties and activities.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Classified Personnel

Action	X
Resolution	_____
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



\_\_\_\_\_  
Approved for Submittal

5.b.1

\_\_\_\_\_  
Item No.

Classified Personnel  
May 11, 2021

RETIREMENT

Cortez, Margaret	CC	Administrative Assistant II 11-month position (100%) Eff. 11/01/2021 PN CCC957
Grein, Cynthia	FC	Manager, Campus Accounting 12-month position (100%) Eff. 01/01/2022 PN FCM987
Ho, Co-Nghiep	FC	Manager, Systems Technology Services 12-month position (100%) Eff. 01/01/2022 PN FCM964
Karvia, Nick	FC	Director, Bookstore 12-month position (100%) Eff. 01/01/2022 PN FCM990
Tucker, Scott	CC	Athletic Therapist 12-month position (100%) Eff. 07/20/2021 PN CCC825
Valentine, Debbie	AC	District Manager, Environmental, Health, & Safety 12-month position (100%) Eff. 07/01/2021 PN DEM991

RESIGNATION

Bongco, Timothy	FC	Laboratory Technician, Child Care 12-month position (100%) Eff. 06/09/2021 PN FCC786
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Classified Personnel  
May 11, 2021

NEW PERSONNEL

Aceves, Alicia	NOCE	Grants and Special Projects Assistant 12-month position (100%) Range 41, Step D Classified Salary Schedule Eff. 05/17/2021 PN SCC831
Do, Kimberly	AC	Buyer II 12-month position (100%) Range 41, Step B Classified Salary Schedule Eff. 05/17/2021 PN DEC966
Hazlett, Erin	FC	Evaluator 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 05/24/2021 PN FCC604
Maciag, Andrea	FC	Student Services Specialist, Veterans Center 12-month position (100%) Range 36, Step B Classified Salary Schedule Eff. 05/12/2021 PN FCC599

VOLUNTARY CHANGES IN ASSIGNMENT

Arellano, Alexis	CC	Dental Hygiene Clinical Technician (100%)  Temporary Increase in Months Employed From: 11-months To: 12-months Eff. 07/01/2021 – 06/30/2022
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Classified Personnel  
May 11, 2021

Chavez, Sandra	FC	Administrative Assistant II/Special Programs 12-month position (100%) PN FCC606  Permanent Lateral Transfer To: NOCE ESL Administrative Assistant II 12-month position (100%) Eff. 06/01/2021 PN SCC975
Domingo, Diana	CC	Administrative Assistant (100%)  Temporary Increase in Months Employed From: 11-months To: 12-months Eff. 07/01/2021 – 06/30/2022
Dominguez, Ernesto	CC	Administrative Assistant II (100%)  Temporary Increase in Months Employed From: 11-months To: 12-months Eff. 07/01/2021 – 06/30/2022
Douglass, Julie	FC	Instructional Assistant (100%)  Temporary Increase in Months Employed From: 10-months To: 10-months + 15 days Eff. 06/07/2021 – 06/30/2021
Rios, Bernarda	CC	Dental Hygiene Services Assistant (100%)  Temporary Increase in Months Employed From: 11-months To: 12-months Eff. 07/01/2021 – 06/30/2022

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Brown, Alexander	FC	Student Services Specialist (100%) 6% Stipend Eff. 05/01/2021 – 06/30/2021
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LEAVES OF ABSENCE

@00360504	FC	Administrative Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/10/2021 (2 hours); 04/07/2021 (5 hours); 04/08/2021 (8 hours)
@01801998	FC	Financial Aid Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/21/2021 (2.5 hours)
@01201830	AC	IT Project Leader (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/30/2021 (2 hours)
@01009187	AC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/21/2021 (8 hours); 01/22/2021 (8 hours); 01/25/2021 (8 hours)
@00634403	CC	User Support Analyst (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/26/2021 (4 hours); 04/16/2021 (4 hours)
@00311153	FC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/21/2021 (8 hours)
@01825656	CC	Campus Safety Officer (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/01/2021 (12 hours); 01/02/2021 (12 hours); 01/03/2021 (12 hours); 01/08/2021 (4 hours)
@00722225	CC	Library Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/16/2021 (8 hours)

Classified Personnel  
May 11, 2021

@00373441	CC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/13/2021 (1.5 hours)
@00537667	NOCE	Administrative Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/29/2021 (2 hours); 03/30/2021 (4 hours); 04/26/2021 (2 hours); 04/27/2021 (8 hours)
@00964195	NOCE	Student Records Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/21/2021 (2 hours)
@00004484	FC	IT Specialist, Systems Applications (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/16/2021 (4 hours)
@01201079	AC	Executive Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/25/2021 – 01/29/2021 (40 hours); 02/01/2021 –02/05/2021 (40 hours)
@01137290	CC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/06/2021 (8 hours); 04/07/2021 (8 hours); 04/21/2021 (5 hours)
@00536473	CC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/05/2021 – 01/08/2021 (32 hours); 01/11/2021 –01/15/2021 (32 hours)
@00612114	NOCE	Instructional Assistant, ESL SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/22/2021 (8 hours); 04/23/2021 (8 hours)

Classified Personnel  
May 11, 2021

@01264519	CC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/27/2021 – 01/29/2021 (24 hours); 02/09/2021 – 02/11/2021 (24 hours); 02/17/2021 – 02/19/2021 (24 hours); 04/19/2021 (8 hours)
@00154537	AC	Risk Management Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/20/2021 (1 hours); 04/21/2021 (6 hours); 04/22/2021 (3 hours)
@00004593	NOCE	Admissions and Records Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 02/03/2021 (8 hours); 02/16/2021 – 02/19/2021 (32 hours); 02/22/2021 – 02/23/2021 (16 hours); 03/09/2021 (8 hours)
@01813270	CC	IT Technician II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/16/2021 (2 hours); 03/17/2021 (8 hours)
@01629407	CC	Student Services Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/07/2021 (1 hours); 04/08/2021 (8 hours)
@01068214	FC	Executive Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/13/2021 (8 hours); 04/14/2021 (8 hours)
@01134253	CC	Student Services Specialist, Transfer Center SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 02/16/2021 – 02/19/2021 (32 hours); 02/22/2021 – 02/26/2021 (40 hours); 02/17/2021 – 02/19/2021 (24 hours); 03/10/2021 (2 hours); 04/07/2021 (3 hours)

Classified Personnel  
May 11, 2021

@00314075	FC	Admissions and Records Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/12/2021 (6 hours)
@001212912	FC	Admissions and Records Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/23/2021 (5 hours)
@01018789	NOCE	Catalog and Scheduling Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/04/2021 (8 hours); 01/05/2021 (8 hours); 01/08/2021 (8 hours); 01/15/2021 (8 hours)
@01703796	AC	Payroll Specialist (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/26/2021 (2 hours); 04/16/2021 (2 hours)
@00006830	CC	Admissions and Records Specialist (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/10/2021 (2 hours); 04/06/2021 (1.5 hours)
@01150954	FC	Facilities Custodian II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/14/2021 (8 hours); 04/15/2021 (8 hours)
@01173571	FC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/11/2021 (2 hours); 04/08/2021 (2 hours)
@01028222	CC	Accounting Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/08/2021 (1.5 hours); 04/09/2021 (8 hours)
@00006981	NOCE	Director, Campus Communications (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/19/2021 – 01/21/2021 (32 hours); 01/25/2021 – 01/29/2021 (40 hours)

Classified Personnel  
May 11, 2021

@00209038	FC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/08/2021 (4 hours); 04/09/2021 (8 hours)
@01729731	NOCE	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/19/2021 (6.5 hours); 04/20/2021 (8 hours); 04/21/2021 (8 hours)
@01570687	FC	Evaluator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/05/2021 (1 hours); 04/06/2021 (10 hours); 04/07/2021 (10 hours); 04/08/2021 (10 hours)
@01718751	NOCE	Administrative Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/21/2021 (4 hours); 04/22/2021 (8 hours)
@00004968	FC	Director, Financial Aid (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/15/2021 (8 hours); 04/12/2021 (8 hours);
@00534385	FC	Student Services Specialist, Counseling (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/10/2021 (1.5 hours); 04/08/2021 (1.5 hours); 04/09/2021 (8 hours)
Tarnay, Lorena	FC	Athletic Therapist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/09/2021 – 03/30/2021 (Consecutive Leave)
@01148764	FC	Student Services Specialist, Counseling (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/10/2021 (2 hours); 04/06/2021 (1.5 hours)

Classified Personnel  
May 11, 2021

@01573603	FC	Manager, Custodial Services SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/23/2021 (8 hours)
@01165576	CC	Laboratory Technician, Biology (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/06/2021 (4 hours)
@01681512	NOCE	Senior Research and Planning Analyst SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/23/2021 (1 hour)
@01502659	NOCE	Admissions and Records Specialist (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/29/2021 (8 hours)
@00661566	CC	Administrative Assistant II (50%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/12/2021 (5 hours)
@00219811	FC	Financial Aid Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/04/2021 – 01/08/2021 (40 hours)
@01671108	CC	Campus Safety Officer (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/05/2021 (4 hours); 01/06/2021 (12 hours); 01/07/2021 (12 hours); 01/08/2021 (12 hours)
@01679330	NOCE	Administrative Assistant II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/09/2021 (8 hours); 04/06/2021 (8 hours)

Classified Personnel  
May 11, 2021

CORRECTION TO BOARD AGENDA OF APRIL 13, 2021  
CHANGE IN SALARY COLUMN PLACEMENT

Ortiz, Triseinge	NOCE	Registrar 12-month position (100%) Range 19, Column G Management Salary Schedule PN SCM987
		To: Director, Admissions and Records 12-month position (100%) Range 25, Column E Management Salary Schedule Eff. 05/01/2021 PN SCM987

REVISED CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director, Campus Safety  
From: Range 11  
To: Range 20  
Management Salary Schedule

NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director, Career Technical Education  
Range 16  
Management Salary Schedule



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Campus <b>Public</b> Safety	Range: <b>4420</b> (CL)	Management Schedule
Date Revised:	April 15, 2009	Date Approved:	November 11, 1997
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for planning and directing all aspects of campus public safety, **emergency preparedness**, and security operations, including safety of the campus environment, security of facilities, grounds and equipment, investigation and reporting, and related functions.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plan, organize, direct, and coordinate activities of campus safety staff, actively participating in service delivery ranging from community-oriented safety principles, public safety initiatives, command of incidents, emergency operations and assistance for all on campus properties.
2.	Provides leadership in the development, implementation and management of campus safety and security operations in compliance with laws, regulations, District policy and collective bargaining agreements; evaluates effectiveness of safety and security operations; develops recommendations and implements plans to facilitate and improve campus safety and security operations and <b>culturally intelligent service delivery</b> .
3.	Respond to and resolve incidents on campus that may involve campus staff, students, or public citizens; determine appropriate security responses to incidents; conduct investigations and write reports (e.g., Clery report); gather evidence, interview witnesses, and testify in court as necessary; review reports of subordinates and respond to recommendations found in those reports; contact and follow through with law enforcement authorities as appropriate regarding crimes on campus.
4.	Patrol campus on foot, bicycle, cart or vehicle and answer calls to protect students, faculty, staff and visitors; protect persons, college/campus property and facilities against fire, theft, vandalism, and illegal entry; supervise the evacuation of classrooms and buildings in emergency situations as necessary.
5.	Plan, organize and direct the development and maintenance of individual disaster plans for various physical aspects of the campus; maintain knowledge of emergency resources from city, county and state agencies through the mutual aid program.
6.	Provide direction and training/workshops, including annual campus safety drills, to faculty, staff and students in emergency protocols; maintain campus emergency supplies; knowledge of establishing and maintaining a unity of command during a multi-agency disaster/emergency impacting the campus/institution.
7.	<b>Assists</b> Provide leadership in the development and coordination of various safety programs and emergency and disaster response procedures, including the campus emergency preparedness plan; provides training and staff development on issues related to campus safety and security.
8.	Establishes and maintains contacts with relevant external agencies concerned with safety and security; formulates rapid response systems with appropriate law enforcement agencies.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

9.	Develop and implement strategies to manage campus traffic at special events, as well as during the academic year; <del>D</del> develops, implements and maintains an effective parking control system and parking lot maintenance (parking permits and citations).
10.	Prepares a variety of complex written reports and documents in compliance with federal, state and college reporting requirements (e.g., Students Right-to Know).
11.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
12.	Determines appropriate equipment and supplies for assigned programs in accordance with established policies; monitors and controls inventories.
13.	Prepares and maintains detailed and comprehensive reports, records and files regarding program <del>employee</del> personnel, facilities and activities.
14.	Organizes, attends or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college faculty and staff <del>personnel</del> .
15.	Trains, supervises, evaluates and directs the work of <del>personnel</del> employees, as assigned; participates in selection and hiring processes; <del>plan, organize and arrange appropriate training and staff development activities; ensure campus safety employee training is current and recorded; provide orientation for new employees.</del>
<del>16.</del>	<del>Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.</del>
16.	Evaluate the effectiveness of programs and services through various mechanisms, including but not limited to the Office of Institutional Research, and make adjustments as needed.
17.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
18.	<del>Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; e</del> Coordinate program operations and activities on student conduct, Title IX, and other student support initiatives with other campus programs and services (e.g., Office of Student Services), as appropriate; attend regional and statewide meetings and conferences.
19.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
20.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
21.	Assist and <del>P</del> promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees
22.	Perform related duties as assigned.

### OTHER FUNCTIONS

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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## **WORKING RELATIONSHIPS**

The Director, Campus ~~Public~~ Safety maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various College and District staff. ~~District and college personnel, students, representatives from the community and governmental agencies.~~

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## **EDUCATION AND EXPERIENCE**

### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution, with course work in psychology, police science, criminology, public administration, business administration, or a related field ~~and a minimum of three (3) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs~~ OR an Associate's Degree and a minimum of five (5) years of experience in safety and security operations, including knowledge of security and law enforcement procedures, emergency/disaster preparedness, crime prevention, investigations, public safety training, and parking programs.

~~Demonstrated evidence of increasingly responsible experience in safety and security operations, including knowledge of security and law enforcement procedures, crime prevention, investigations, public safety training, and parking programs.~~

Minimum of three (3) years of ~~experience~~ in supervisory responsibility.

Possession of a Basic, Intermediate, Advanced, or Supervisory California P.O.S.T Certificate.

Valid First Aid and CPR certifications.

Commitment to diversity. All applicants must have demonstrated 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

~~Possession of a Basic, Advanced, or Supervisory California P.O.S.T Certificate.~~

Management experience, preferably related to ~~safety~~ community-oriented safety principles and security operations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of organizational and management practices as applied to the analysis and evaluation of campus public safety and security operations

Knowledge of police/law enforcement procedures, techniques and safety precautions necessary in the work

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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Knowledge of public safety and security training programs  
Knowledge of federal, state and local laws, codes and regulations applicable to campus public safety and security operations (e.g., *Students Right-to-Know and Campus Security Act of 1990, Administrative Adjudication Program/AB408, Drug-Free Workplace Act of 1988/Public Law 100-690, Drug-Free Schools and Communities Act Amendments of 1989/Public Law 101-226, California Education and Penal Code*)  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of appropriate computer technology, software and databases  
Knowledge of record keeping procedures  
Ability to plan, organize, direct and coordinate the activities of a campus public safety department  
Ability to exercise appropriate judgment in responding to situations, including, but not limited to, requesting law enforcement or emergency response personnel  
Ability to act quickly and calmly in emergencies  
Ability to develop and present effective employee training programs and materials  
Ability to assess and evaluate safety and security hazards and recommend appropriate corrective measures  
Ability to interpret, apply and explain laws, regulations, policies and procedures  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to communicate efficiently both orally and in writing  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

A ~~V~~valid California Driver's License

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### **WORKING CONDITIONS**

~~Office environment subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); field environment requiring investigations, inspections and security audits; regularly requires walking, standing, and climbing up and down stairs; occasionally requires lifting up to 50 pounds; subject to potentially hazardous situations and exposure to hazardous materials; may require off-site duties and activities.~~

Fast-paced environment requiring ability to keep pace within routine and emergency priorities; subject to constant interruptions, frequent interaction with others, and unscheduled emergencies; subject to exposure to hazardous, biological conditions which may be unsafe or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, sharp objects, and uncooperative persons).

Requires ability to visually assess injuries and ability to communicate effectively in person and on the telephone for the purpose of gathering information, explaining and implementing procedures, or a variety of other matters to individuals with varying degrees of knowledge; requires ability to reach overhead, above the shoulders, and horizontally; requires lifting and assisting staff, students and visitor, pushing and pulling and lifting children and adults, standing, bending, kneeling, or crouching during routing and emergency situations;

Office environment and outdoor environment in time of emergency/disaster; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 5-6 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper

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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

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extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects and persons.

May require off-site duties and activities.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Career Technical Education (CTE)	Range: 16 (CL)	Management Schedule
Date Revised:		Date Approved:	

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and management duties related to the functions and activities of College Career Technical Education programs.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Provide leadership in the administration of CTE programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Design, execute and manage recruitment, marketing, and outreach strategies to promote CTE programs, and communicate career pathway programs and services to both internal and external stakeholders.
3.	Promote and facilitate the growth, development, marketing, and administration of campus-wide CTE programs, including the development of advertising, promotional materials, and publications; conduct presentations; responding to constituents in a timely manner.
4.	Design, develop and implement program plans, goals, and objectives, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other colleges and District plans.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program employees, facilities, and activities; ensure the collection, recording and reporting of required student and program data.
7.	Design, plan, and conduct outreach activities and serve as a liaison with local high schools, business/industry, chambers of commerce, and community agencies to promote CTE program enrollment and effectiveness.
8.	Establish and maintain working partnerships with regional trade associations, workforce development agencies, and business/industry to identify emerging skills and hiring trends in CTE programs; work collaboratively with CTE programs and faculty to develop partnerships and a nexus with business/industry, and community-based organizations in the procurement of internship opportunities.
9.	Establish and maintain effective communication with District and College administrators, faculty, and staff, to communicate and disseminate CTE information and coordinate program activities.
10.	Direct, and facilitate coordination and alignment of CTE and workforce development programs with local partners, adult education programs, district staff, and other colleges in order to enhance educational and career opportunities for students.
11.	Train, supervise, evaluate, and direct the work of employees as assigned; participates in selection and hiring processes.
12.	Collaborate with CTE faculty and deans to assess labor market data.
13.	Establish and maintain strong, cooperative, and effective relationships with Student Services, faculty, counselors, academic deans, and other staff as required.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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14.	Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
15.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
17.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
18.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
19.	Promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity-minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
20.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Career Technical Education may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Director, Career Technical Education maintains frequent contact with College and District administrators, faculty, staff and external agencies and institutions.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Bachelor's degree from a regionally accredited institution and at least three years of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated 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. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Master's degree in education or a career education field.

Management experience in postsecondary education.

Experience in developing, implementing, and managing Career Technical Education programs, or any educational program development and administration in postsecondary education.

## **NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION**

Experience with Career Technical Education programs.

Experience working with K-12 administrators, faculty, staff, and students.

Experience in shared governance in an educational setting.

Demonstrated experience managing CTE or workforce development grants or projects and monitoring grant outcomes.

Experience in marketing, public relations and outreach.

Demonstrated successful experience linking CTE programs and services to workforce development needs of business and industry.

Demonstrated successful experience using data, surveys, and student/community input to develop new and existing curriculum.

Demonstrated successful experience acquiring program or institutional resources and facilitating partnership between local and regional business and industry groups and the campus community.

Effective writing, oral and research skills with experience in leading presentations and workshops.

Prior experience in approaching work and interactions with colleagues and/or students in an equity-minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing with internal and external diverse constituencies

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

### **SPECIAL REQUIREMENTS**

A valid California Driver's License



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; operation of a computer keyboard; travel to various locations; sitting or standing for extended periods of time (up to 3-4 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ,repetitive use of upper extremities, fine finger manipulations, including hand coordination ability to lift, carry, push, pull, and/or move objects weighing up to twenty-five (25) pounds.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

**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  
May 11, 2021

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Acosta, Cynthia	CC	Technical Expert I	Psych Tech Student Cohort Remediation	26	05/24/2021	06/30/2021
Alizadeh, Rassoul	CC	Technical Expert II	Faculty in Industry & Business Externships (FIBE) for CTE-STEM Faculty	40	04/19/2021	06/30/2021
Al Rubaye, Wasan	NOCE	Technical Expert II	Subject Matter Expert	26	04/05/2021	06/30/2021
Avant, James	FC	Assistant Coach 5	Assistant Coach 5 – Football	12	05/24/2021	06/30/2021
Cavazzi, Bentley	NOCE	Technical Expert II	ESL Distance Learning Education	26	03/29/2021	04/02/2021
Estrada, Steven	CC	Project Expert	Prep and Development of Training – Title V	30	05/24/2021	06/30/2021
Filip, Dragana	CC	Technical Expert I	Psych Tech Student Cohort Remediation	40	05/10/2021	06/30/2021
Grote, Silvie	CC	Technical Expert II	Faculty in Industry & Business Externships (FIBE) for CTE-STEM Faculty	40	04/19/2021	06/30/2021
Miller, Tania	CC	Project Manager	Math Learning Center Coordinator	26	05/31/2021	06/04/2021
Miller, Tania	CC	Project Manager	Math Learning Center Coordinator	26	06/07/2021	06/10/2021
Miller, Tania	CC	Project Manager	Math Learning Center Coordinator	26	06/21/2021	06/24/2021
Mota-Mireles, Jonathan	NOCE	Project Coordinator	Workability III Coach	26	05/03/2021	06/11/2021
Porter, Deidre	CC	Project Expert	Title V Summer Training Prep	40	05/24/2021	06/30/2021
Ramos, Jaime	CC	Technical Expert I	Psych Tech Student Cohort Remediation	40	05/10/2021	06/30/2021
Reyna, Carla	NOCE	Project Coordinator	Workability III Coach	10	04/26/2021	06/11/2021
Rodriguez, Luciano	FC	Technical Expert II	Program Review-Reader	5	04/05/2021	04/30/2021
Rosales, Alexandria	FC	Technical Expert II	Guided Pathways Planning	20	01/25/2021	05/22/2021
Sands, Marissa	FC	Project Expert	AJ Pathway Program College Liaison	26	06/14/2021	06/30/2021
Seidel, Jay	FC	Project Expert	Drone Pilot	20	04/15/2021	05/22/2021
Thompson, Miranda	CC	Project Manager	Math Learning Center Coordinator	26	05/24/2021	05/28/2021

Professional Experts  
May 11, 2021

Thompson, Miranda	CC	Project Manager	Math Learning Center Coordinator	26	06/07/2021	06/17/2021
Thompson, Miranda	CC	Project Manager	Math Learning Center Coordinator	26	06/28/2021	06/30/2021
Ysidoro, Christine	CC	Technical Expert I	Perkins V Coordinator	26	04/26/2021	06/15/2021

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**SUBJECT:** Hourly Personnel

Action	<u>X</u>
Resolution	_____
Information	_____
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

*Chris Marshall*

\_\_\_\_\_  
Approved for Submittal

5.d.1

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Item No.

Hourly Personnel  
May 11, 2021

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Gerlach, Mikayla	FC	Technical - On-call assistance for Campus Theatre Events	05/12/21	06/30/21	TE J 4
Lua, Edgar	FC	Technical - Assistance for Admissions and Records	06/16/21	06/30/21	TE A 1
Macedo, Emily	FC	Technical - Assistance for Admissions and Records	06/16/21	06/30/21	TE A 1
Martinez, Randi	CC	Direct Instr Support - Athletic Program Assistant - Women's Soccer	05/12/21	06/30/21	TE I 4
Mendoza, Zil	FC	Technical - Assistance for Admissions and Records	06/16/21	06/30/21	TE A 1
Rivas, Andrea	FC	Technical - On-call assistance for Campus Theatre Events	05/12/21	06/30/21	TE J 3
Taylor, Etsuko	FC	Paraprof - State-mandated food prep for Child Care Center	05/12/21	06/30/21	TE B 2
Torres, Joshua	FC	Technical - Assistance for Admissions and Records	06/16/21	06/30/21	TE A 1
Truong, Amy	FC	Technical - On-call assistance for Campus Theatre Events	05/12/21	06/30/21	TE J 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Marin, Jessie Manuel	NOCE	Direct Instr Support - Interpreter for Hearing Impaired Students	05/12/21	06/30/21	TE E 1
Marin, Jessie Manuel	NOCE	Direct Instr Support - Interpreter for Hearing Impaired Students	05/12/21	06/30/21	TE F 1
Yu, Andrew	CC	Direct Instr Support - Tutor for Supplemental Instruction	05/12/21	06/30/21	TE A 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Shah, Jarvish	FC	Work Study Student - Clerical assistance for Admissions and Records	05/12/21	06/30/21	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2021

**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  
May 11, 2021

<b>Name</b>	<b>Site</b>	<b>Program</b>	<b>Begin</b>	<b>End</b>
Giles, James	FC	Physical Education Division/Athletics	04/27/2021	06/30/2021
Phillips, Jordan	FC	Physical Education Division/Football	07/01/2021	12/22/2021
Reyes, Raymond	FC	Physical Education Division/Softball	07/01/2021	12/22/2021
Sadek, Andrea	FC	Intern Counseling Dept. Promise Center	07/01/2021	08/20/2021
Schimmel, Sierra	FC	Physical Education Division/Training	07/01/2021	08/18/2021



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**SUBJECT:** Temporary Special Project Administrator  
Rate Schedule Increase

Action X  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** The colleges and North Orange Continuing Education employ special project administrators to provide services on grant and other special projects of indeterminate duration. In order to adequately attract and retain needed personnel, staff recommend an increase in the daily rate of \$25 for this salary schedule. In addition, part of the salary increase is due to the change in the fringe benefits offered. The last increase to this schedule was July 1, 2015.

**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:** This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Implementation of the salary schedule increase is within budget.

**RECOMMENDATION:** It is recommended that the Temporary Special Project Administrator Daily Rate Schedule, which reflects the increased daily rates, be approved, effective July 1, 2021.

Irma Ramos

Recommended by



Approved for Submittal

5.f.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TEMPORARY SPECIAL PROJECT ADMINISTRATOR DAILY RATE SCHEDULE**

**Effective July 1, 2021**

Special Project Coordinator	RANGE 1	\$225.00
Special Project Manager	RANGE 2	\$275.00
Special Project Director	RANGE 3	\$325.00

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**SUBJECT:** Nonclassified Short-Term Hourly Employee Salary Schedule

Action X  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Effective January 1, 2021, the California minimum wage will increase to \$15.00 per hour. The state minimum wage shall be adjusted on a yearly basis through 2022 according to the pre-set schedule of a \$1.00 increase per year. The attached salary schedule shows that adjustment, as well as, some additional adjustments to other rates that will allow recruitment of skilled temporary employees.

**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 Board approve the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2020, which reflects an increase in the minimum wage.

Irma Ramos

Recommended by



Approved for Submittal

5.g.1

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**NONCLASSIFIED SHORT-TERM HOURLY EMPLOYEE RATE SCHEDULE**

Effective July 1, 2021

<b>CODE</b>	<b>EMPLOYMENT CATEGORY</b>	<b>RATE 1 Entry</b>	<b>RATE 2 Semi-Skilled</b>	<b>RATE 3 Skilled</b>	<b>RATE 4 Highly Skilled</b>
<b>TE A</b>	Entry Technical	\$15.00	\$16.00	\$17.00	\$18.00
<b>TE B</b>	Intermediate Technical	\$19.00	\$20.00	\$21.00	\$22.00
<b>TE C</b>	Skilled Technical     ** HR Use Only	\$22.00	\$23.00	\$24.00	\$25.00
<b>TE D</b>	Professional Positions   ** HR Use Only	\$26.00	\$27.00	\$28.00	\$29.00
<b>TE E</b>	Interpreter for Deaf - Base Rate	\$24.00	\$30.00	\$38.00	\$44.00
<b>TE F</b>	Interpreter for Deaf - Differential Rate *	\$34.00	\$40.00	\$46.00	\$52.00
<b>TE G</b>	Model	\$20.00	\$22.00	\$26.00	\$28.00
<b>TE H</b>	Performance Accompanist	\$20.00	\$22.00	\$24.00	\$26.00
<b>TE I</b>	Athletic Program Assistant	\$15.00	\$17.00	\$19.00	\$21.00
<b>TE J</b>	Advanced Theater Technician	\$17.50	\$20.00	\$22.50	\$25.00
<b>ME A</b>	Health Services Specialist (RN)	\$ 25.00	\$ 28.00	\$ 33.00	\$ 36.00
<b>ME B</b>	Nurse Practitioner	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
<b>ME C</b>	Clinical Psychologist	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
<b>ME D</b>	Physician/Psychiatrist	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00
<b>ME E</b>	Medical Director	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00

Rate placement is based on the requirements of the temporary job, and determined by the administrator.

\* Interpreter for Deaf Differential Rate may be approved when an individual interpreting assignment exceeds one and one-half hours and the assignment is not "teamed."

\*\* For use of Temporary/Substitutes only. Requires prior approval from HR

Board Approved: XX-XX-2021

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** May 11, 2021 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Revised Professional Expert Hourly Enclosure(s) X  
Rate Schedule

**BACKGROUND:** The District employs Professional Experts to provide services with respect to grants and other special projects of indeterminate duration. In order to adequately attract and retain these services, staff is recommending the addition of Head Coach to the Athletics employment category. The Head Coach will work with collegiate student athletes.

**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 attached Professional Expert Hourly Rate Schedule, which reflects the addition of Head Coach to the Athletics employment category, be approved, effective July 1, 2021.

Irma Ramos

Recommended by



Approved for Submittal

5.h.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**PROFESSIONAL EXPERT HOURLY RATE SCHEDULE**

Effective July 1, 2021

EMPLOYMENT CATEGORY	RATE	DESCRIPTION
<b>PROJECT EXPERT</b>	\$20.00	Responsible for performing specific project tasks resulting in identified outcomes
<b>PROJECT COORDINATOR</b>	\$35.00	Responsible for directing one or more general aspects of a project
<b>PROJECT MANAGER</b>	\$45.00	Responsible for overall direction of a complex project
<b>TECHNICAL EXPERT I</b>	\$40.00	Responsible for providing specialized technical assistance related to area of expertise
<b>TECHNICAL EXPERT II</b>	\$55.00	Responsible for providing advanced and/or complex level of technical assistance related to area of expertise
<b>NOT-FOR-CREDIT INSTRUCTOR I</b>	\$25.00	Responsible for providing not-for-credit instruction requiring undergraduate education and/or occupational experience
<b>NOT-FOR CREDIT INSTRUCTOR II</b>	\$35.00	Responsible for providing not-for-credit instruction requiring advanced level of education, professional expertise and/or certification
<b>ASSISTANT COACH 1</b>	\$15.00	M.Q. Associate's Degree or equivalent and 0-2 years of experience.
<b>ASSISTANT COACH 2</b>	\$20.00	M.Q. Associate's Degree or equivalent and 3 + years of experience.
<b>ASSISTANT COACH 3</b>	\$25.00	M.Q. Bachelor's degree or equivalent and 3 + years of experience.
<b>ASSISTANT COACH 4</b>	\$30.00	M.Q. Bachelor's Degree or equivalent and 3 + years of experience.
<b>ASSISTANT COACH 5</b>	\$35.00	M.Q. Master's Degree or equivalent and 3 + years of experience.
<b>HEAD COACH</b>	\$40.00	M.Q. Bachelor's Degree or equivalent and 4+ years of experience or Master's Degree or equivalent and 3 + years of experience
<b>CERTIFIED ATHLETIC TRAINER</b>	\$30.00	Responsible for providing athletic training support to ensure compliance in accord with CCCAA bylaws and student health and safety.

Board Approved:

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>X</u>
		Information	<u></u>
<b>SUBJECT:</b>	Resolution No. 20/21-21, Armenian Genocide Remembrance Day	Enclosure(s)	<u>X</u>

**BACKGROUND:** From 1915 to 1923, a genocide was carried out by the Ottoman Empire, Turkish Parliamentary Forces, and the Young Turks, also known as the Committee of Union and Progress. Over 1.5 million Armenian men, women, and children were massacred, starved, and dehumanized. Armenians around the world annually observe April 24<sup>th</sup> as Armenian Genocide Remembrance Day to honor the victims of the genocide, spread awareness, and prevent the repeating of such crimes against humanity.

In observance of the Armenian Genocide, similar resolutions have been passed by the Orange County Board of Supervisors, South Orange County Community College District Board of Trustees, Montebello Unified School District Board of Education, Los Angeles Unified School District Board of Education, Pasadena Unified School District Board of Education, and Glendale Community College District Board of Trustees.

Cypress College Associated Students adopted this resolution to designate and observe April 24<sup>th</sup> of each year as Armenian Genocide Remembrance Day on April 12, 2021. Fullerton College Associated Students is currently in the process of introducing the resolution to the Research, Planning, and Resolutions Committee as well as adding the resolution as an agenda item for the next Associated Students meeting.

This agenda item is submitted at the request of Cypress College Student Trustee Ester Plavdjian.


**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:** Not applicable.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board adopt Resolution No. 20/21-21, Armenian Genocide Remembrance Day.

Ester Plavdjian  
Recommended by

  
Approved for Submittal

6.a.1  
Item No.

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



**Resolution No. 20/21-21, Armenian Genocide Remembrance Day**

**WHEREAS**, the education of historical events to students, individuals, and community members is important in the understanding of history, the growth and empowerment of future generations, and the prevention of atrocious acts against humanity; and

**WHEREAS**, every student and person, regardless of ethnicity or national origin, should be made aware of past and present genocides, atrocities, and hate crimes committed against any targeted individuals and groups of people; and

**WHEREAS**, over 1.5 million Armenian men, women, and children, from 1915 to 1923 were massacred, starved, and dehumanized during a genocide carried out by the Ottoman Empire, Turkish paramilitary forces, and the Young Turks also known as the Committee of Union and Progress; and

**WHEREAS**, Christian Armenians lived under the Ottoman Empire in Eastern Anatolia as a minority group and as non-Muslim residents, were obligated to pay higher taxes, barred from participating in government, and stripped of their legal rights; and

**WHEREAS**, Armenian intellectuals with aspirations for representation in government, teachers and intellectuals, and the clergy were arrested and executed; and

**WHEREAS**, during World War I, the Ottoman Empire took action to carry out massacres with the intent to annihilate the Armenian population within Turkey and its surrounding regions to create a Pan-Turanist empire, for which the Committee of Union and Progress actively organized the forced “turkification” of its minority population; and

**WHEREAS**, the massacre began with the deportation of Armenians from their ancestral homeland where men, women, and children were sent on death marches into the Syrian Desert and concentration camps; and

**WHEREAS**, Armenian soldiers in the Ottoman Forces were worked to death in hard labor or executed, Armenian women were kidnapped, raped, murdered, and held captive under their capturers, children were sold into Turkish and Kurdish Muslim families, and placed into “Turkification” centers run by the government to eliminate the Armenian language, their ethnic heritage, and Christian religion; and

**WHEREAS**, for over a century and to this day, the Republic of Turkey officially denies the Armenian Genocide and the atrocities perpetrated against the innocent civilian population to exterminate Armenians; and

**WHEREAS**, the continued denial of the Armenian Genocide and the active elimination of the existence of Armenians in the region is a continuation of genocide; for which Armenians



around the world and here in Orange County seek recognition and justice for the crimes perpetrated against them; and

**WHEREAS**, Armenians annually observe April 24<sup>th</sup> as Armenian Genocide Remembrance Day to honor the victims of the genocide, to spread awareness, and prevent such crimes against humanity from repeating;

**NOW, THEREFORE, BE IT RESOLVED**, that in observance of the national recognition of the Armenian Genocide, the North Orange County Community College District designates and observes April 24<sup>th</sup> of each year as Armenian Genocide Remembrance Day.

**PASSED AND ADOPTED** by the Governing Board of the North Orange Community College District, this 11<sup>th</sup> day of May 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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Barbara Dunsheath  
Board President

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____ X
<b>DATE:</b>	May 11, 2021	Information	_____ X
		Enclosure(s)	_____ X
<b>SUBJECT:</b>	Resolution No. 20/21-22, Affirming the North Orange County Community College District's Commitment to Diversity, Equity, Inclusion, and Anti-Racism		

**BACKGROUND:** As the largest system of higher education in the country with more than 2.1 million students attending 116 colleges, the California Community Colleges serve the most diverse student population of any system of higher education in the state. The California Community Colleges and the Board of Governors are committed to ensuring our faculty, administration and staff are reflective of our diverse student population to ensure we are supporting students toward the completion of their educational goals in an equitable manner. A commitment to Diversity, Equity, and Inclusion enriches the vision of equity outlined in the Vision for Success and fosters an inclusive, anti-racist campus culture.

On June 5, 2020, the CCC Board of Governors released a Call to Action letter where Chancellor Oakley called for our system to respond to systemic racism by urgently working to: 1) conduct a system-wide review of law enforcement officers and first responder training, 2) host open dialogue and review campus climate, 3) audit classroom climate and create inclusive classrooms and antiracism curriculum, 4) review and update Equity Plans, 5) shorten the time frame for full implementation of the Diversity, Equity and Inclusion (DEI) Integration Plan, and 6) system wide engagement in the Vision Resource Center "Community Colleges for Change." In the few months since the Call to Action was released, the statewide DEI Implementation Workgroup has made progress by integrating DEI into the organizational structure of statewide associations and collaborating with system partners to implement all 68 recommendations of the Integration Plan.

This item was submitted at the request of Board President Dr. Barbara Dunsheath.


**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:** Not applicable.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board review Resolution No. 20/21-22, Affirming the North Orange County Community College District's Commitment to Diversity, Equity, Inclusion, and Anti-Racism.

Barbara Dunsheath  
Recommended by

  
Approved for Submittal

6.b.1  
Item No.

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



**Resolution No. 20/21-22, Affirming the North Orange County Community College District's Commitment to Diversity, Equity, Inclusion, and Anti-Racism**

**WHEREAS**, the North Orange County Community College District's Mission Statement asserts that the District is a welcoming and inclusive equity-minded, anti-racist learning environment where diverse students are supported to pursue and attain student success. The District provides solutions to challenges, utilizes the latest techniques for preparing the workforce, and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment; and

**WHEREAS**, the diverse student population of the North Orange County Community College District is one of its greatest assets and closely reflects the diverse population of California, where nearly 46% of its students are Latinx, 16% are White, 19% are Asian American Pacific Islander, and 3% are Black; and

**WHEREAS**, diversity enriches the educational experience through the exchange of different ideas, beliefs, experiences, and perspectives; promotes personal growth because it challenges stereotypes, preconceptions, and bias; encourages critical thinking; and helps people learn to communicate effectively with others of varied backgrounds; and

**WHEREAS**, diversity strengthens communities; prepares students to become globally responsible citizens in an increasingly complex, global society; fosters mutual respect and teamwork; helps build communities whose members are judged by the quality of their character and contributions; enhances the nation's and the state's economic competitiveness because it brings together individuals from varied and different backgrounds and cultures into the workplace; and

**WHEREAS**, there are significant equity gaps in completion rates among student populations, and the Vision for Success calls on the system to integrate equity throughout all efforts to increase student success and to eliminate those equity gaps by the year 2026-27; and

**WHEREAS**, the North Orange County Community College District has adopted local Vision for Success goals centered on improving students success, including increasing degree and certificate attainment, closing achievement gaps, increasing transfers to four-year institutions, and securing gainful employment; and

**WHEREAS**, faculty and staff diversity is a driver for the educational achievement and the social mobility of students; documented by established peer reviewed literature that affirms that students who benefit from a racial and ethnic diverse faculty are better prepared for leadership, citizenship, and professional competitiveness; and

**WHEREAS**, recognizing the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity,

Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff and educational administrators. The Board of Governors also adopted title 5 regulation changes acknowledging that racism, discrimination, and biases exist and the goal is to eradicate them from our system and embrace diversity; and

**WHEREAS**, the North Orange County Community College District is a public California Community College District, and accepts the responsibility to address the needs of the diverse institutions and populations within its service area; and

**WHEREAS**, the North Orange County Community College District has taken the following actions to support diversity, equity, inclusion, and anti-racism at our campuses:

- Passed Board Policies and resolutions in support of DEIA
- Provide annual updates to the Board of Trustees on hiring trends
- Established an Office of Diversity and Compliance to promote DEIA and ensure EEO compliance
- Instituted the DEI Faculty Fellows
- Prepared a Districtwide EEO Plan based on local data
- Provided districtwide and campus professional development including national and local leaders as speakers
- Promoted curricular changes to support DEIA through the Curriculum Transformation Seminar
- Enhanced the hiring process for all employees to include DEIA assessments through training, toolkits, and department specific data
- Included DEIA as a component of the new Educational and Facilities Master Plan
- Promoted broad dialogue at the District and campus levels to address DEIA issues and to make plans
- Revised the management evaluation process to include a DEIA competency area

**NOW, THEREFORE, BE IT RESOLVED**, that we, the North Orange County Community College District Board of Trustees, hereby reaffirm strongly our support for diversity in faculty and staff hiring; diversity among faculty, students, staff, and programs; and expect everyone in the District community, through their roles and responsibilities, to implement the District's diversity initiatives and maintain a climate of respect, civility, anti-racism, and inclusion as part of the institution's commitment to educational excellence; and

**BE IT FURTHER RESOLVED**, that the North Orange County Community College District Board of Trustees will support and implement the recommendations from the California Community Colleges Chancellor's Office Vision for Success Diversity, Equity and Inclusion Task Force Report dated April 24, 2020, and biannually participate in implicit bias and cultural competency training; and

**BE IT FURTHER RESOLVED**, the North Orange County Community College District Board of Trustees shall publicly review on an annual basis the District's compliance with the California Education Code Equal Employment Opportunity standards and Chancellor's Office Certification Form that incorporates multiple methods to address diversity, including, but not

limited to, board policies and adopted resolutions; incentives for hard-to-hire areas/disciplines; focused outreach and publications; procedures for addressing diversity throughout hiring steps and levels; consistent and ongoing training for hiring committees; professional development focused on diversity; diversity incorporated into criteria for employee evaluation and tenure review; grow-your-own programs; an analysis of why staff leave the District; and the make-up of hiring committees.

**PASSED AND ADOPTED** by the Governing Board of the North Orange Community College District, this \_\_\_ day of \_\_\_\_\_ 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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Barbara Dunsheath  
Board President

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____ X
<b>DATE:</b>	May 11, 2021	Information	_____ X
		Enclosure(s)	_____ X
<b>SUBJECT:</b>	Resolution No. 20/21-23, Condemning the Recent Surge in Hate Crimes Targeting Asian Americans		

**BACKGROUND:** This resolution has been brought forward for a number of reasons: 1) May has been designated as Asian American Pacific Islander (AAPI) Heritage Month, 2) the United States has recently seen an alarming increase of anti-Asian hate crimes and acts of violence against its citizens, 3) the California Community College Trustees Board has asked its districts to adopt strong statements “denouncing xenophobia and anti-Asian sentiment arising due to fears of the COVID-19 pandemic.”

A sizable number of students at NOCCCD institutions self-identify as being AAPI; almost 20% report being Asian, Filipino, or Pacific Islander. In the 2021-2030 NOCCCD Educational and Facilities Master Plan, our District pledged to undertake substantial efforts to promote diversity, equity, inclusion and anti-racism throughout our classrooms, offices, and other work sites. This resolution would strengthen those objectives while also supporting our students, staff, and community.

This item was submitted at the request of Board President Dr. Barbara Dunsheath.


**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:** Not applicable.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board review Resolution No. 20/21-23, Condemning the Recent Surge in Hate Crimes.

Barbara Dunsheath  
Recommended by

  
Approved for Submittal

6.c.1  
Item No.

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



**Resolution No. 20/21-23, Condemning the Recent Surge in Hate Crimes  
Targeting Asian Americans**

**WHEREAS**, twenty three million Asian Americans and Pacific Islanders (AAPI) account for seven percent of the Nation's population in the United States; and over two million Asian Americans and Pacific Islanders are working on the frontlines of this COVID-19 pandemic in health care, law enforcement, first responders, education, transportation, supermarkets, and other essential service industries; and

**WHEREAS**, in Orange County, one of the first minority-majority counties in the nation, Asians are the third largest minority group and currently make up 21 percent of the county's population; and

**WHEREAS**, the recent rise of violence against Asian Americans is part of a larger history of violence against communities of color, we must work together to create community-centered solutions that stop the violence in all communities; and

**WHEREAS**, the North Orange County Community College District recognizes that past statements at the federal level have played a role in furthering anti-Asian sentiments, including references to the COVID-19 pandemic by the geographic location of its origin; and

**WHEREAS**, such inflammatory rhetoric is inaccurate and stigmatizing and has put AAPI persons, families, communities, and businesses at risk; and

**WHEREAS**, these remarks tend to incite fear and xenophobia, and have exacerbated Racism against individuals of Asian ancestry by putting them at risk of retaliation; challenges to accessing resources and services; appearing in public; and expressing their identity; and

**WHEREAS**, Stop AAPI Hate—a hate-incident-reporting website launched by the Asian Pacific Policy and Planning Council and Chinese for Affirmative Action— has received over 3,000 reported incidents of racism and discrimination targeting Asian Americans across the U.S., with over 700+ occurring in the Bay Area, including incidents of verbal harassment, shunning, acts of vandalism, and physical violent assault including death; and

**WHEREAS**, despite a new Presidential Administration in office since January 2021, Asian Americans have continued to experience more horrific and senseless attacks particularly against elderly API individuals that have resulted in hospitalizations and death; and

**WHEREAS**, racism, discrimination, bigotry, violence, hate, and oppression have no place at the North Orange County Community College District or in our community and will not be tolerated; and

**WHEREAS**, the Board of Trustees of the North Orange County Community District vehemently denounces the violence against Asian American and Pacific Islanders and wishes to affirm its commitment to the well-being and safety of Asian American and Pacific Islander students and community members and ensure they know they are not alone and that they can speak out to help stop the spread of bigotry; and

**NOW, THEREFORE, BE IT RESOLVED**, the North Orange County Community College District Board of Trustees reaffirms that the North Orange County Community College District is a community that values diversity, equity and inclusion; and

**BE IT FURTHER RESOLVED**, that the North Orange County Community College District Board of Trustees stands with the Asian American and Pacific Islander (AAPI) community and calls on all citizens and leaders to join us in condemning racist attacks against Asian Americans, in all forms; commit to helping end racism through educating our communities on the rich history and culture of Asian Americans; renew our commitment to speak out against such attacks; defend and protect those targeted; and seek out and punish those who commit hate crimes against AAPI members of our community.

**PASSED AND ADOPTED** by the Governing Board of the North Orange Community College District, this \_\_\_ day of \_\_\_\_\_ 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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Barbara Dunsheath  
Board President



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 11, 2020

**SUBJECT:** New Board Policy 3580,  
Sustainability Plan

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

**BACKGROUND:** Initial interest in the development of a District sustainability Board Policy was expressed by Trustee Jacqueline Rodarte with support from the Board. BP 3580 was later developed based on campus interest and has been vetted and approved by the following:

- September 23, 2020 – Fullerton College President’s Advisory Council
- March 25, 2021 – Cypress College President’s Advisory Council
- April 8, 2021 – Anaheim Campus Sustainability Committee
- April 20, 2021 – NOCE President’s Cabinet

The District Consultation Council reviewed, discussed, and reached consensus on BP 3580 on April 26, 2021.

**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:** 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 new Board Policy 3580, Sustainability Plan, and direct that it be placed on a future Board meeting agenda for action.

Cheryl Marshall  
\_\_\_\_\_  
Recommended by

*Cheryl Marshall*  
\_\_\_\_\_  
Approved for Submittal

6.d.1  
\_\_\_\_\_  
Item No.

## **BP 3580 Sustainability Plan**

### **1.0 District Sustainability Plan**

- 1.1 The North Orange County Community College District (NOCCCD) holds environmental sustainability to be a foundational principle in shaping the present and its vision of a future. As a responsible steward of natural resources and the environment, and in alignment with recommendations from the Board of Governors to California Community Colleges, NOCCCD will work towards minimizing the ecological footprint of its institutions by implementing best practices for conserving resources, reducing waste, implementing energy reduction and alternative energy generation strategies, constructing efficient buildings, promoting interdisciplinary environmental education in our campus communities, and developing partnerships that will further these activities. The District shall maintain and continue to evaluate a Sustainability Plan that aims to monitor and achieve ongoing sustainability goals.
- 1.2 The Board of Trustees delegates authority to the Chancellor, or designee, to establish administrative procedures for sustainable practices of NOCCCD campuses in the areas of academics, student engagement, planning and administration, and operations.

**Date of Adoption:** TBD

*Approved by the District Consultation Council on April 26, 2021*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	May 11, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Chapter 6, Business and Fiscal Affairs Revised Board Policy 6320, Investments	Enclosure(s)	<u>X</u>

**BACKGROUND:** Section 3.2 of Board Policy 6320, Investments, delegates investment authority to the Vice Chancellor, Finance and Facilities, for a one-year term, subject to review and renewal. Board Policy 6320 was originally adopted on February 12, 2002 and last revised on May 9, 2017. Section 3.2 of the policy states:

The Board of Trustees delegates investment authority to the Vice Chancellor, Finance and Facilities, for a one-year term. Subject to review, this delegation may be renewed pursuant to this section each year. The Chancellor is ultimately responsible for compliance with this policy. The District may employ the services of a Registered Investment Advisor (“Advisor”) for implementing the policy. This policy will be reviewed and approved at least annually by the Board.

**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, and Board Policy 6320, Investments.


**FUNDING SOURCE AND FINANCIAL IMPACT:** This item is to re-adopt the revised Investment Policy which would govern all District investments, with the exception of the OPEB Irrevocable Trust.

**RECOMMENDATION:** It is recommended that the Board re-adopt Board Policy 6320, Investments.

Cheryl Marshall  

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Recommended by

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Approved for Submittal

6.e.1  

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Item No.

## **BP 6320 Investments**

Reference:

**Government Code Section 53600 et seq.**

- 1.0 **Investment Philosophy:** It is the policy of the North Orange County Community College District ("District") to invest surplus monies not required for immediate necessities in a manner which will provide the maximum security of principal invested with secondary emphasis on achieving the highest yield while meeting the daily cash flow needs of the District and conforming to all applicable State and County statutes governing the investment of public funds.
- 1.1 All District funds adhere to this policy, with the exception of the Other Post Employment Benefit Irrevocable Trust, that was established to fund retiree health benefits, and that is governed by a separate Investment Policy Statement which is available on the District website.
- 2.0 **Objectives:** The primary objectives, in priority order, of the District's investment activities shall be:
- 2.1 Safety of Principal: Safety of principal is the foremost objective of the District. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 2.2 Liquidity: Liquidity is the second most important objective of the District. The District's investments will be sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated. "Liquidity" refers to the ability to sell at any given moment with a minimal chance of losing some portion of principal or interest.
- 2.3 Yield: Yield is the third most important objective of the District. The District's investments shall be designed to attain a short-term current market rate of return throughout budgetary and economic cycles.
- 3.0 **Delegation of Authority:**
- 3.1 The Board of Trustees of the North Orange County Community College District ("the Board") is responsible for establishing the investment policy and ensuring investments are made in compliance with this policy. The Investment Committee is charged with the responsibility of renewing the investment policy and recommending modifications to the Board.
- 3.2 The Board of Trustees delegates investment authority to the Vice Chancellor Finance and Facilities for a one-year term. Subject to review, this delegation may be renewed pursuant to this section each year. The Chancellor is ultimately responsible for compliance with this policy. The District may employ the services of a Registered Investment Advisor ("Advisor") for implementing the policy. This policy will be reviewed and approved at least annually by the Board.

## **BP 6320 Investments**

### **4.0 Prudence:**

- 4.1 The standard of prudence to be used in the investment function shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. This standard states “investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the expected income to be derived.”
- 4.2 The Chancellor, Vice Chancellor Finance & Facilities, or the Advisor, acting in accordance with written procedure and this policy, shall not be held personally liable for a specific security’s credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.0 **Ethics and Conflicts of Interest:** Trustees, employees and investment officials involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Trustees, employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment position that could be related to the performance of the District’s portfolio.

6.0 **Authorized Investments:** To the extent not inconsistent with the objectives stated above and Investment Restrictions outlined below, all monies shall be invested according to the following guidelines:

6.1 Fund Segmentation: Given the various natures of the Fund’s obligations, a certain portion of the Fund should be allocated to a short duration/maturity fixed income portfolio while the remainder should be invested with an objective of higher, longer-term returns. The Fund’s allocation to the short duration/maturity fixed income portfolio should be conservatively based on an actuarial assessment of the Fund’s expected cash needs for withdrawals and benefits. The Chancellor, Vice Chancellor Finance and Facilities and the Board should review this allocation at least annually. Guidelines and restrictions for each approved investment portion are described below.

6.2 Maximum Maturity. Restrictions of the maximum maturity will vary on the different styles employed:

6.2.1 Short Duration/Maturity Fixed Income: Investments in the short duration/maturity portfolio are subject to a maximum stated term of three years. Term or tenure shall mean the remaining time to maturity when purchased.

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6.2.2 Core Fixed Income: Investments in the core fixed income style are restricted to five year terms to maturity. Term or tenure shall mean the remaining time to maturity when purchased.

### 6.3 Permitted Investments:

6.3.1 State of California Local Agency Investment Fund (LAIF): LAIF is a pooled fund managed by the State Treasurer whose permitted investments are identified in the Government Code Section 16429.2.

6.3.2 Orange County Investment Pool (OCIP): Orange County Treasury Investment Pool is managed by the Orange County Treasurer whose permitted investments are identified in Government Code 53600, et.seq.

6.3.3 U.S. Treasuries: United States Treasury notes, bonds, bills, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest.

6.3.4 Federal Agencies: Obligations, participations, or other instruments, including those issued by or guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

6.3.5 Corporate Notes: Corporate and depository institution debt securities issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better. The maximum remaining maturity shall be five years or less and shall not exceed 30% of the District's investments. Furthermore, no more than 10% is to be invested in any one company.

6.3.6 Asset-Backed Securities: Any mortgage pass-through security, collateralized mortgage obligation, or other pay through bond, equipment lease-backed certificate, or consumer receivable pass-through certificate, consumer receivable back bond. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided for by a nationally recognized rating service. For maturity purposes the average life of the securities return of principal will be used as the implied maturity and will not exceed five years. The investments shall not exceed 20% of the District's investments.

6.3.7 Commercial Paper: Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions: (1) Is organized and operating in the United States as a general corporation, (2) has total assets in excess of five hundred million dollars (\$500,000,000), and (3) has debt other than commercial paper, if any, that

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is rated “A” or higher by a nationally recognized statistical-rating organization; or (1) Is organized within the United States as a special purpose corporation, trust, or limited liability company, (2) has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and (3) has commercial paper that is rated “A-1” or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO). Eligible paper shall have a maximum maturity of 270 days or less. The District shall not invest more than 25% of their money in eligible commercial paper. Furthermore, the District shall not purchase more than 10% of the outstanding commercial paper of any single issuer.

- 6.3.8 Negotiable Certificates of Deposit: Negotiable certificates of deposit issued by a nationally or state-chartered bank or state or federal association with total assets of at least one billion dollars or by a state-licensed branch of a foreign bank, provided such foreign bank is one of the 75 largest foreign banks in terms of total assets. The investments shall not exceed 30% of the District’s investments.
- 6.3.9 Repurchase Agreements: Investments in repurchase agreements (pursuant to section 53601(i) “repurchase agreement”) means a purchase of securities pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the District by book entry, physical delivery, or by third party custodial agreement. The term of repurchase agreements shall be for one year or less. The term “securities” for the purposes of repurchase agreements shall mean securities issued or guaranteed by the U.S. Government and its agencies or instrumentalities. The Investment Restrictions enumerated below shall further limit such securities. With respect to any repurchase agreement the District will require the seller to maintain the market value of such securities that underlie the repurchase agreement at 102% of the repurchase price (including accrued interest). Furthermore, the investments provided should have certain standards of qualifications (i.e. the highest short-term rating or AA rating).
- 6.3.10 Bankers Acceptances: Known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days maturity or 40 percent of the District’s money that may be invested pursuant to this section. However, no more than 10 percent of the District’s money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.
- 6.3.11 Money Market Fund: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940.

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6.3.12 If additional types of securities are approved for investment by public funds by State Statute, they will not be eligible for investment by the District until this policy is amended and the amendment is passed by the Board. (Calif. Govt. Code Sect 53600, et.seq.)

6.4 Investment Restrictions And Prohibited Transactions. The following types of transactions are restricted or prohibited:

6.4.1 Borrowing for investment purposes (“Leverage”) is prohibited.

6.4.2 Reverse Repurchase Agreements, as defined by California Government Code Sections 53601(i) and 53636(i) or otherwise are prohibited.

6.4.3 The District shall not invest in instruments known as Structured Notes (e.g. inverse floaters, range notes, mortgage-derived, interest-only strips, leveraged floaters, structured certificate, or deposit, equity-linked securities) or any security that could result in zero interest accrual if held to maturity. Investment in any instrument which is commonly considered a “derivative” instrument (e.g. options, futures, swaps, caps, floors, collars) is prohibited.

6.4.4 No more than 10% of total assets may be invested in securities of any one issuer with the exception of LAIF, the OCIP or obligations of the U.S. Government and its agencies or instrumentalities.

6.4.5 All investments will be U.S. dollar denominated.

6.4.6 Securities that are downgraded below the minimum acceptable rating levels should be reviewed for possible sale within a reasonable amount of time following a downgrade.

7.0 **Diversification:** It is the policy of the District to diversify its investment portfolio. Within each investment style, invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

7.1	State of California Local Agency Investment Fund (LAIF)	100%
7.2	Orange County Investment Pool	100%
7.3	U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government	100%
7.4	U.S. Government agencies, instrumentalities and government sponsored enterprises	no more than 50%
7.5	Corporate notes	no more than 30%



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- |      |  |                  |
|------|--|------------------|
| 7.6  | Asset-backed securities  | no more than 20% |
| 7.7  | Commercial Paper   | no more than 25% |
| 7.8  | Fully insured or collateralized CD's   | no more than 30% |
| 7.9  | Negotiable Certificates of Deposit   | no more than 30% |
| 7.10 | Repurchase Agreements  | no more than 50% |
| 7.11 | Bankers Acceptances  | no more than 40% |
| 7.12 | Money Market Fund  | no more than 10% |
| 7.13 | The Chancellor, Vice Chancellor Finance and Facilities, or the designated investment advisor shall also be required to diversify maturities, and to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. |                  |

**8.0 Authorized Financial Dealers And Institutions:**

- 8.1 The Chancellor, Vice Chancellor Finance and Facilities, or Investment Advisor may place orders for the execution of transactions with or through such brokers, dealers, banks and repurchase agreement counterparties as may be selected from an approved list of broker/dealers.
- 8.2 The District or the Advisor shall maintain a list of broker/dealers that are authorized to provide investment services to the District. Institutions shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the District. At a minimum, the District or the Advisor shall conduct an annual evaluation of each institution's creditworthiness to determine whether it should be on the "Qualified Institution" listing.

**9.0 Performance Evaluation:**

- 9.1 The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs of the District.
- 9.2 The District shall maintain an active investment strategy. Given this strategy, the basis used by the Vice Chancellor Finance and Facilities to determine whether market yields are being achieved shall be to identify a comparable benchmark upon establishing the structure of the portfolio.

**10.0 Reporting:**

- 10.1 The Chancellor, Vice Chancellor Finance and Facilities, and the Advisor shall

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submit a monthly list of transactions to the Board of Trustees and quarterly reports to the Investment Committee and the Board of Trustees. The quarterly report shall state compliance of the portfolio to the statement of investment policy or the manner in which the portfolio is not in compliance.

- 10.2 The monthly reports shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, market value as of the date of the report, and shall include the source of this same valuation.
- 11.0 **Safekeeping and Custody:** All funds managed by an investment advisor shall be held by a third party custodian. All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities will be held by a third-party custodian except for LAIF, OCIP and money market fund because these securities are not deliverable. The Treasurer shall maintain evidence of delivery. Securities shall be held by a third party custodian designated by and approved by the Investment Committee. The third party custodian shall be required to issue a safekeeping statement to the District listing the specific instrument, rate, maturity and other pertinent information.
- 12.0 **Collateralization:** In order to anticipate market changes and provide a level of additional security for all funds, collateralization shall be required on the following types of investments:
- 12.1 Repurchase Agreements: For repurchase agreements, the minimum collateralization level shall be 102% of the market value of principal and accrued interest.
- 13.0 **Bond Proceeds:** The investment of bond proceeds shall be governed by the bond documents relevant to each specific bond issuance and the County Investment Policy Statement. If the bond documents are silent as to permitted investments, then this policy shall govern the investment of bond proceeds. In such case, Guaranteed Investment Contracts (GICs) shall be deemed permitted investments, solely for the purpose of bond proceeds and shall be limited in the following manner (1) investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "AA-" and "Aa3" by S&P and Moody's, respectively or (2) collateralized investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "A-" and "A3" by S&P and Moody's, respectively.

**Date of Adoption:** May 12, 2020 Re-adopted  
May 14, 2019 Re-adopted  
May 8, 2018 Re-adopted  
May 9, 2017 Re-adopted  
May 13, 2014 Re-adopted  
May 14, 2013 Re-adopted  
May 8, 2012 Re-adopted  
April 26, 2011 Re-adopted

North Orange County Community College District  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6320 Investments**

February 12, 2002

**Date of Last Revision:** May 10, 2016  
June 14, 2005

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	May 11, 2021	Resolution	_____
<b>SUBJECT:</b>	Revised Administrative Procedure 3410, Unlawful Discrimination	Information	X
		Enclosure(s)	X

**BACKGROUND:** Administrative Procedure 3410 was reviewed and revised to reflect content revisions in Section 17 to prohibit employees from entering into or maintaining a romantic or sexual relationship with a student or employee over whom that employee exercises control or authority.

The District Consultation Council reviewed, discussed, and reached consensus on AP 3410 on April 26, 2021.

The approved procedure is provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

**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 revised Administrative Procedure 3410, Unlawful Discrimination.

Cheryl Marshall  
\_\_\_\_\_  
Recommended by

*Cheryl Marshall*  
\_\_\_\_\_  
Approved for Submittal

6.f.1  
\_\_\_\_\_  
Item No.

## **AP 3410 Unlawful Discrimination**

Reference:

**Title 5, Sections 59300, et seq.**

### **1.0 Introduction**

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

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

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

### **3.0 Responsible District Officer**

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

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

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

## **AP 3410 Unlawful Discrimination**

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

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

### **4.0 Students and Employees Notice, Training, and Education**

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

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

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

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

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

Authority: 20 U.S. Code Sections 1681 et seq.; 34 C.F.R. Section 106; California Code of Regulations, Title 5, Sections 59300 et seq.; *Revised Sexual Harassment Guidance:*

## **AP 3410 Unlawful Discrimination**

*Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.*

### **6.0 Informal Resolution**

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

## **AP 3410 Unlawful Discrimination**

- 6.5 Allegations of unlawful discrimination made by parties who have not personally suffered unlawful discrimination, and thus are not complainants under the description set out in Title 5, section 59328(a), are not covered by Title 5. However, the District may process and investigate such allegations under the above informal or formal complaint process (as required by federal regulations governing OCR). When such a complaint is processed under the formal process, the complainant's appeal rights shall be up to and including the first-level appeal to the Governing Board. All complainants shall be advised of their right to file complaints with the OCR (for non-employment matters) and with EEOC or DFEH (for employment matters).
- 6.6 In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, upon receipt by the District a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.
- 6.7 The District will provide for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case-by-case basis.

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

### **7.0 Formal Complaint**

#### **7.1 Filing Complaint**

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

[http://www.nocccd.edu/files/discrimination\\_complaint\\_form\\_95912.pdf](http://www.nocccd.edu/files/discrimination_complaint_form_95912.pdf)

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

- 7.1.1.1 The completed form must be filed with the Responsible District Officer or mailed directly to the State Chancellor's Office of the California Community Colleges.



## **AP 3410 Unlawful Discrimination**

7.1.2 If a complaint of unlawful discrimination is presented in another written format, such as a letter, the District may request that the complainant complete the form. If there is a delay in obtaining a completed form, or the complainant refuses to transfer the information or otherwise complete the form but wishes to pursue the formal complaint process, the District may attach the letter to the form and open a formal investigation. While a complaint filed in an improper form is still procedurally defective under Title 5 standards, the merits of the complaint itself may still be valid and must be addressed. The timelines set out by Title 5 and this procedure for filing complaints (Title 5, sections 59328(d) and (e) shall be calculated based on the initial complaint—regardless of the form in which it is filed.

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

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

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

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

### **7.3 Timeliness**

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

7.3.2 In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period may be extended by no more than 90 days following the expiration of the 180 days if the

## **AP 3410 Unlawful Discrimination**

complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

- 7.4 In any complaint alleging discrimination in employment, the District shall:
- 7.4.1 Advise the complainant that he or she may file the complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the Department of Fair Employment and Housing (DFEH) where the complaint is within the jurisdiction of those agencies; and
  - 7.4.2 Forward a copy of any filing by the complainant with the DFEH to the State Chancellor's Office for a determination of whether the issues presented require an independent investigation of the matter under the provisions of this subchapter.
- 7.5 Defective Complaint: When the District receives a complaint which it finds does not meet the requirements of Title 5, section 59328 the District shall immediately notify the complainant and the Chancellor of the California Community Colleges that the complaint does not meet the requirements of Title 5, Section 59328 and shall specify in what requirement the complaint is defective.

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

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

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

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

### **8.0 Confidentiality of the Process**

- 8.1 Investigative processes can best be conducted within a confidential climate, and the District does not reveal information about such matters except as necessary to fulfill its legal obligations. However, potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed.
- 8.2 The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to

## **AP 3410 Unlawful Discrimination**

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

- 8.3 If a complainant insists that his or her name not be revealed, the Responsible District Officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.
- 8.4 It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.
- 8.5 Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

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

### **9.0 District Investigation of Formal Complaint**

- 9.1 Upon receiving a complaint that is properly filed in accordance with section 59328, the District will commence an impartial fact-finding investigation of that complaint and notify the complainant and State Chancellor that it is doing so. The results of the investigation shall be set forth in a written report that shall include at least all of the following:
- 9.1.2 a description of the circumstances giving rise to the complaint;
- 9.1.3 a summary of the testimony provided by each witness, including the complainant and any viable witnesses identified by the complainant in the complaint;

## **AP 3410 Unlawful Discrimination**

- 9.1.4 an analysis of any relevant data or other evidence collected during the course of the investigation;
  - 9.1.5 a specific finding as to whether there is probable cause to believe that discrimination occurred with respect to each allegation in the complaint; and
  - 9.1.6 any other information deemed appropriate by the District.
- 9.2 During the course of the investigation, involved persons (including complainant(s), accused person(s), witness(es)) shall be interviewed and relevant documents collected and reviewed, as applicable. All interviewed persons shall be advised of the prohibition against retaliation.
- 9.3 The District may retain the services of an outside investigator whenever the Responsible District Officer determines such services are necessary or beneficial to the investigation and resolution of the complaint.

### **10.0 Discipline and Corrective Action**

- 10.1 If unlawful harassment, discrimination, sexual assault, and/or retaliation occurred in violation of Board Policies 3410, Unlawful Discrimination, and 3430, Prohibition of Harassment, 3540, Sexual Assaults and Other Sexual Misconduct, and this procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. If discipline is imposed, the nature of the discipline will not be communicated to the complainant except to the degree permitted in student disciplinary actions for sexual assault/physical abuse charges under Education Code, section 76234.
- 10.2 Disciplinary actions against faculty, staff, and students (up to and including discharge, expulsion, or termination of contract) will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.
- 10.3 The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.
- 10.4 Employees should be aware that if they engage in unlawful discrimination, such acts are outside the course and scope of their employment and may result in personal liability to the employee.

## **AP 3410 Unlawful Discrimination**

### **11.0 Administrative Determination**

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

11.1.1 the determination of the chief executive officer of the District or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;

11.1.2 a description of actions taken, if any, to prevent similar problems from occurring in the future;

11.1.3 the proposed resolution of the complaint; and

11.1.4 the complainant's right to appeal to the District governing board and the Chancellor of the California Community Colleges, pursuant to Title 5 sections 59338 and 59339.

11.2 In any case involving employment discrimination, within ninety (90) days of receiving a formal complaint (see section 7.0) the District shall complete its investigation and forward to the complainant a summary of the investigative report, and written notice setting forth all of the following to the complainant:

11.2.1 the determination of the chief executive officer of the District or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;

11.2.2 a description of actions taken, if any, to prevent similar problems from occurring in the future;

11.2.3 the proposed resolution of the complaint; and

11.2.4 the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

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

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

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### **12.0 Complainant's Appeal Rights**

#### **12.1 Appeal to District Governing Board (Board of Trustees)**

- 12.1.1 If the complainant is not satisfied with the results of the administrative determination rendered pursuant to section 11.0 of these procedures, the complainant may file a written appeal to the District governing board (Board of Trustees) within fifteen (15) days from the date of notice pursuant to section 11.0 of these procedures that sets forth the administrative determination and the complainant's appeal rights.
- 12.1.2 The governing board (Board of Trustees) will review the original complaint, the investigative report, the administrative determination, and the appeal and issue a final District decision in the matter within forty-five (45) days after receiving the appeal.
  - 12.1.2.1 In any case not involving employment discrimination, the District shall promptly forward to the complainant and to the Chancellor of the California Community Colleges a copy of the final District decision rendered by the governing board (Board of Trustees) that includes notice of the complainant's right to appeal the District's decision to the Chancellor of the California Community Colleges (set forth below).
  - 12.1.2.2 In any case involving employment discrimination, the District shall promptly forward to the complainant a copy of the final District decision rendered by the governing board (Board of Trustees) that includes notice of the complainant's right to file a complaint with the Department of Fair Employment and Housing, where the case is within the jurisdiction of that agency.
- 12.1.3 Alternatively, if the governing board (Board of Trustees) does not act within forty-five (45) days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.
  - 12.1.3.1 In any case not involving employment discrimination, the District shall notify the complainant and the Chancellor of the California Community Colleges that the governing board (Board of Trustees) took no action and the administrative action is deemed approved pursuant to section 59338 of Title 5 of the California Codes of Regulations. The complainant shall also be notified of his or her right to appeal the District's decision to the Chancellor of the California Community Colleges.
  - 12.1.3.2 In any case involving employment discrimination, the District shall notify the complainant that the governing board (Board of Trustees) took no action and the administrative action is

## **AP 3410 Unlawful Discrimination**

deemed approved pursuant to section 59338 of Title 5 of the California Code of Regulations. The complainant shall also be notified of his or her right to file a complaint with the Department of Fair Employment and Housing, where the case is within the jurisdiction of that agency.

### **12.2 Appeal to the Chancellor of the California Community Colleges**

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

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

### **13.0 Provision of Information to State Chancellor**

- 13.1 In any case not involving employment discrimination, within 150 days of receiving a complaint the Responsible District Officer will either:
- 13.1.1 Forward the following to the State Chancellor:

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- 13.1.1.1 A copy of the final District decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- 13.1.1.2 A copy of the notice of appeal rights the District sent the complainant.
- 13.1.1.3 Any other information the State Chancellor may require; or
- 13.1.2 Notify the State Chancellor that the complainant has not filed an appeal with the District governing board and that the District has closed its file.
- 13.2 The District will keep these documents on file for a period of at least three years after closing the case, including cases involving employment discrimination, make them available to the State Chancellor upon request.

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

### **14.0 Extensions**

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



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

### **15.0 Definitions**

- 15.1 "Appeal" means a request made in writing by a complainant to the North Orange County Community College District governing board, pursuant to section 59338 of Title 5 of the California Code of Regulations, and/or to the State Chancellor's Office pursuant to section 59339 of Title 5 of the California Code of Regulations, to review the administrative determination of the District regarding a complaint of unlawful discrimination as provided in section 7.0 of these procedures.
- 15.2 "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- 15.3 "Days" means calendar days.
- 15.4 "District" means the North Orange County Community College District or any District program or activity that is administered by, directly funded by, or that receives financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.
- 15.5 "Formal Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, sections 59300 et seq. (and these procedures).
- 15.6 "Gender" means sex, and includes a person's gender identity and gender related expression, appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
- 15.7 "Mental disability" includes, but is not limited to, all of the following:
- 15.7.1 Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
- 15.7.1.1 "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

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

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limits a major life activity if it makes the achievement of the major life activity difficult.

15.8.1.2.3 "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

15.8.2 Any other health impairment not described in section 15.8.1 that requires special education or related services.

15.8.3 Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in section 15.8.1 or 15.8.2, which is known to the District.

15.8.4 Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

15.8.5 Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in section 15.8.1 or 15.8.2.

15.8.6 "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs

15.9 "Responsible District Officer" means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating their investigation.

15.10 "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. "Sex" also includes, but it not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

15.11 "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

15.11.1 Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

15.11.2 Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

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- 15.11.3 The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- 15.11.4 Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.
- 15.12 Examples of sexual harassment include but are not limited to the following:
  - 15.12.1 Making unsolicited or unwelcome written, verbal, physical, and/or visual contacts with sexual overtones. Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations, and e-mails. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters. Examples of possible physical sexual harassment include, but are not limited to inappropriate or offensive touching or interfering with free movement such as kissing, grabbing, or blocking another person.
  - 15.12.2 Continuing to express sexual interest after being informed that the interest is unwelcomed.
  - 15.12.3 Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
  - 15.12.4 Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
  - 15.12.5 Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
  - 15.12.6 Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

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15.12.7 Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

15.12.8 Other unlawful harassment: In addition to sexual harassment, unlawful harassment can also include harassment based on other protected status defined by this procedure or BP3410 that meets the criteria set out in 15.11.1 through 15.11.4 as applied to the applicable protected status.

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

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

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

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

### **17.0 Consensual Relationships**

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

17.1.1 Employees shall not enter into or maintain a romantic or sexual relationship with a student or employee over whom that employee exercises or influences academic, administrative, supervisory, evaluative, teaching, counseling, coaching, or extracurricular authority. Examples of extracurricular authority include, but are not limited to, overseeing student organizations or activities, being an advisor to a student club, and responsibility over a college event or competition.

17.1.2 There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. Decisions affecting the other person include, but are not limited to, grading, evaluating, counseling, advising, supervising, coaching, scheduling, or otherwise

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influencing that person's education, employment, or participation in any District activity. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

- 17.1.3 Employees shall immediately notify their supervisor or Human Resources if a romantic or sexual relationship exists or could develop so that steps may be taken to eliminate or mitigate the employee's authority or influence of the other individual within the District's education programs or activities. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and potential conflicts of interest, while supporting employees' freedom of association. Such action does not constitute discipline against any affected employee. As in any case of sexual harassment, if conduct is determined to be unwelcome, then the District may pursue discipline and/or other corrective actions. Additionally, the employee may face personal liability for the actions deemed to constitute sexual harassment.

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

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

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

**Date of Adoption:** December 10, 2002

**Date of Last Revision:** April 26, 2021 District Consultation Council  
March 12, 2019 Board of Trustees  
February 25, 2019 District Consultation Council  
February 23, 2015 District Consultation Council  
September 14, 2009 Chancellor's Cabinet  
October 11, 2005  
March 23, 2004

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	May 11, 2021	Resolution	_____
<b>SUBJECT:</b>	New Administrative Procedure 7240-7, Management Employees – Evaluation	Information	X
		Enclosure(s)	X

**BACKGROUND:** The District identified a need to evaluate the current management performance evaluation process (Administrative Guide Policy #2002) and create a new Administrative Procedure because the current process does not act as an effective tool to identify goals, drive results, and increase and sustain employee engagement. Additionally, the Cypress College Accreditation Site Visit Team issued a plan for improvement (#13) to “Review and revise the Management Appraisal Instrument – the District will work with District Management Association (DMA) to revise the Management Appraisal Instrument to assess the effectiveness in encouraging improvement through the use of Learning Outcomes.”

Chancellor Marshall identified a work group to be charged with analyzing, revising, and/or creating a new management evaluation process. The workgroup was led by Simone Brown Thunder, District Manager of Human Resources, and Ty Thomas-Volcy, DMA President-Elect.

The enclosed, new AP 7240-7, AP 7240-7, Management Employees – Evaluation, is the product of that workgroup. The workgroup consulted with 2019-20 District Leadership Academy Management Evaluations Group, who researched the current process and conducted a District-wide survey. Before developing AP 7240-7, the workgroup reviewed resources from the Society for Human Resources Management and the American Association of Community Colleges. Reviews were also conducted of the performance evaluation processes used at Cal State Long Beach, Los Rios Community College District, UC Riverside, University of Minnesota – Twin Cities, and the State Department of California.

The proposed creation of AP 7240-7 and the supporting documents were vetted by the Human Resources Management Team, Chancellor’s Staff, a DMA membership meeting, and the NOCE Management Team. Three additional open session meetings to provide all managers for an opportunity to review.

The District Consultation Council reviewed, discussed, and reached consensus on AP 7240-7 on April 26, 2021.

**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:** 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 new Administrative Procedure 7240-7, Management Employees – Evaluation, and direct that it be placed on a future Board meeting agenda for action.

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Cheryl Marshall  
Recommended by

  
Approved for Submittal

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6.g.2  
Item No.



## **AP 7240-7 Management Employees - Evaluation**

### **1.0 Evaluation Process of Management Employees**

#### **1.1 Process for Implementing the Management Performance Evaluation:**

The Immediate Management Supervisor will complete a performance evaluation (evaluation) for each direct report (employee). The following steps outline the performance evaluation format.

##### **1.1.1 Frequency of Evaluation:**

1.1.1.1 The evaluation will be completed during the probationary period for a new employee and no later than the eleventh month of employment.

1.1.1.2 The evaluation along with the additional components (1.2) will be completed every (3) fiscal years as scheduled by the District.

1.1.1.3 The evaluation may be completed annually as an option for formal recognition of accomplishments; to support development needs; or to address performance issues.

##### **1.1.2 Annual/Third-Year Evaluation:**

1.1.2.1 The Office of Human Resources Office will notify both the employee to be evaluated and the Immediate Management Supervisor at the following time period:

1.1.2.1.1 Probationary: will be based upon date of hire.

1.1.2.1.2 Third-Year: March 15 when a third-year performance evaluation is due.

1.1.2.2 The Immediate Management Supervisor will schedule a meeting with the employee prior to April 15, to formalize employee goals for the forthcoming evaluation period and address the following additional topics:

1.1.2.2.1 Goals/objectives of the employee. Review employee goals provided on the Goal Setting and Employee Self-Evaluation Guide, Part 1. Goals should be long-term, structured (simple, measurable, achievable, relevant, timely), and support the strategic objectives identified by the District, Institution, and/or Department.

1.1.2.2.2 Leadership (behavioral) competencies. Review and discuss the process of evaluating the employee using these competencies, how achieved accomplishments

## **AP 7240-7 Management Employees - Evaluation**

are evaluated, and how they relate to the job responsibilities and expectations.

- 1.1.2.2.3 Commitment to diversity, equity, inclusion, and anti-racism.
- 1.1.2.2.4 Commitment to and adherence to the District Mission.
- 1.1.2.3 The Immediate Management Supervisor will meet with the employee throughout the evaluation period to discuss goals and performance. The meetings will be conducted in the following manner:
  - 1.1.2.3.1 Meetings will occur at a minimum of every three months.
  - 1.1.2.3.2 Meetings will be informal, up to 30-minutes in duration, and address the long-term and short-term goals, challenges, development opportunities, accomplishments, and any support needed from the Immediate Management Supervisor to achieve the identified goals.
  - 1.1.2.4 At the conclusion of the evaluation period, the employee will complete their self-evaluation in the Goal-Setting and Employee Self-Evaluation Guide, Parts 2 and 3, and submit it to the Immediate Management Supervisor by April 15.
  - 1.1.2.5 The Immediate Management Supervisor will complete the Management Performance Evaluation form by June 1 and consider the following:
    - 1.1.2.5.1 The Goal-Setting and Employee Self-Evaluation Guide, including established goals, accomplishments, and behavioral competencies developed during the evaluation period.
    - 1.1.2.5.2 The informal quarterly meetings that were held with the employee related to the established goals.
    - 1.1.2.5.3 The impact of the accomplishments with regard to the District/Institution.
  - 1.1.2.6 Prior to June 30, the Immediate Management Supervisor will schedule a conference with the employee to review and discuss the evaluation. At the conference, the Immediate Management Supervisor will address the following:

## **AP 7240-7 Management Employees - Evaluation**

- 1.1.2.6.1 The rating of the behavioral competencies, achievements, and overall performance evaluation rating.
  - 1.1.2.6.2 The opportunities for development in the various behavioral competencies.
  - 1.1.2.7 Following the conference, the Immediate Management Supervisor will finalize the evaluation, obtain the employee's signature and provide a copy to the employee, and submit to the Office of Human Resources by June 30.
  - 1.1.2.8 In the event it is determined that the evaluation is unsatisfactory or there is need for improvement, the Immediate Management Supervisor will meet with the employee being evaluated to develop a performance improvement plan. Once developed, the Immediate Management Supervisor will forward the document(s) through the proper channels. The report will be placed in the employee's personnel file.
  - 1.1.2.9 Following the receipt of an evaluation, the employee may submit a response, not to exceed three (3) pages in length, which shall be attached to the evaluation.
- 1.2 Process for Implementing the Third-Year Performance Evaluation:  
The evaluation will be aligned with the Performance Evaluation Format (1.1.2). The following steps outline the additional components in the performance evaluation format.
- 1.2.1 Third-Year Performance Evaluation:
    - 1.2.1.1 The Office of Human Resources will notify both the employee to be evaluated and the Immediate Management Supervisor by March 15.
    - 1.2.1.2 The Office of Human Resources will also notify the following constituent groups by March 15, to appoint one employee to the committee and notify the Immediate Management Supervisor by April 15 of the appointment:
      - 1.2.1.2.1 Academic Senate (from the applicable campus; for District Services, the three Academic Senates may each appoint a member).
      - 1.2.1.2.2 CSEA
      - 1.2.1.2.3 DMA

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- 1.2.1.3 The Immediate Management Supervisor and employee will identify the raters by April 15, using the following criteria:
  - 1.2.1.2.1 The number of raters identified will be at a minimum of five employees.
  - 1.2.1.2.2 All direct reports will be included.
  - 1.2.1.2.3 In addition to direct reports, the raters may include a combination of peers, colleagues (faculty or classified), and others (e.g., students or community members).
  - 1.2.1.2.4 Selected raters must have sufficient working experience with the employee, typically employees within the department.
  - 1.2.1.2.5 Selected raters should be comprised of an adequate number and equitable, diverse mix of constituent groups to ensure feedback is accurate and balanced.
  - 1.2.1.2.6 Selected raters will be notified that their responses are confidential and anonymous. The rater's ratings will not be a part of the employee personnel file.
  - 1.2.1.2.7 The selected raters will submit their completed evaluation to the Immediate Management Supervisor by May 1.
- 1.2.1.4 The role of the committee (1.2.1.2) is to:
  - 1.2.1.3.1 Review the ratings completed by the raters, synthesize the information, and identify themes derived from the ratings and recommendations.
- 1.2.1.5 The Immediate Management Supervisor will evaluate the rater's ratings and ensure the following:
  - 1.2.1.4.1 Confidentiality and anonymity in the process. The names of those who rated the employee will not be disclosed.
- 1.2.1.6 The Immediate Management Supervisor will send the rater's completed forms to the committee no later than one week after May 1.

## **AP 7240-7 Management Employees - Evaluation**

- 1.2.1.7 The committee will complete the Summary of Ratings form. Once completed, the committee will submit the form to the Immediate Management Supervisor by June 1.
- 1.2.1.8 The summary of rating information and the rater's ratings will be used for development purposes. The Immediate Management Supervisor will use this information for recognizing performance and identifying development opportunities when completing the Management Performance Evaluation.
- 1.2.1.9 The Immediate Management Supervisor will complete the Management Performance Evaluation form and conduct the employee conference by June 30.

### **2.0 Evaluation of Executive Officers:**

- 2.1 The Chancellor shall implement an annual evaluation for the Executive Officers of the District, which shall include the following elements:
  - 2.1.1 Frequency of Evaluation:

The evaluation will be completed annually.

The comprehensive evaluation will be completed every (3) fiscal years.
  - 2.1.2 The evaluation process shall be conducted by the Chancellor.
  - 2.1.3 The evaluation process shall fairly attempt to measure effectiveness in performing the duties set forth in the Executive Officer's job description and incorporate key leadership (behavioral) competencies.
  - 2.1.4 A written evaluation shall be completed for each Executive Officer.
  - 2.1.5 The Chancellor shall review the Executive Officer evaluation and recommendations for the extension or renewal of the Executive Officer's employment contract with the Board of Trustees.
- 2.3 Evaluation instruments shall be developed by the Chancellor and may be modified from time-to-time by the Chancellor. The Chancellor shall have the discretion to utilize a single evaluation instrument for all Executive Officer positions, instruments particularized for each position, or a combination of both types of instruments.
- 2.4 Evaluations shall be based primarily upon the direct observation of the Chancellor, but may also consider other relevant information, which is within the knowledge of, or brought to, the attention of the Chancellor. In consultation with the Executive Officer, the Chancellor may identify a list of individuals who are knowledgeable of the Executive Officer's work, from whom the Chancellor may solicit information appropriate to the criteria being employed and the responsibilities being evaluated.

**AP 7240-7 Management Employees - Evaluation**

- 2.5 A pre-evaluation conference with the Executive Officer may be conducted if deemed necessary by the Chancellor.
  - 2.6 A final written narrative evaluation shall be prepared in a manner deemed appropriate by the Chancellor, in consultation with the Executive Officer.
  - 2.7 Prior to June 30, the Chancellor will schedule a conference with the Executive Officer to review and discuss the evaluation.
  - 2.8 The evaluation shall be signed and dated by the Executive Officer. A signed copy of the evaluation will be retained by the Executive Officer and a copy will be placed in the Executive Officer's personnel file.
  - 2.9 Following the receipt of an evaluation, the Executive Officer may submit a response, not to exceed three (3) pages in length, which shall be attached to the evaluation.
- 3.0 **Evaluation of the Chancellor:**
- 3.1 The Board of Trustees will annually evaluate the performance of the Chancellor based on goals, objectives, and other appropriate criteria mutually established by the Chancellor and the Board (see Board Policy and Administrative Procedure 2435).

**Date of Adoption:** TBD

*Approved by the District Consultation Council on April 26, 2021*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

Action     X      
Resolution             
Information             
Enclosure(s)           

**DATE:** May 11, 2021

**SUBJECT:** Board Member Compensation

**BACKGROUND:** The Board of Trustees adopted revised Board Policy 2725, Board Member Compensation, at its July 22, 2003 meeting. Only once, in June 13, 2006, has the Board ever granted itself a five percent raise. The Student Trustees were last granted a raise in June 26, 2007. In accordance with Education Code Sections 1090, 35120, and 72425, Section 3.0 of Board Policy 2725 states:

The Board may, on an annual basis, increase the compensation of Board Members by up to five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.


**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:** This would be funded through the General Fund.

**RECOMMENDATION:** It is recommended that the Board consider whether an increase to compensation for Board members is desirable at this time.

Cheryl Marshall  
Recommended by

  
Approved for Submittal

6.h  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 11, 2021  
**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.

\_\_\_\_\_  
Cheryl Marshall  
Recommended by

  
\_\_\_\_\_  
Approved for Submittal

\_\_\_\_\_  
6.i  
Item No.



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

April 27, 2021

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, April 27, 2021, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Barbara Dunsheath called the meeting to order at 5:30 p.m. Fullerton College Student Rolando Sanabria led the Pledge of Allegiance to the Flag and provided a statement on what democracy means to him.

**TRUSTEE ROLL CALL:** Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales, and Student Trustee Ester Plavdjian. Absent: Student Trustee Chloe Reyes.

**RESOURCE PERSONNEL PRESENT:** Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Lisa McPheron, representing the District Management Association; Jennifer Oo, representing the NOCE Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Joseph Vasquez representing CSEA; Tonya Cobb, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Paul de Dios, Lee Douglas, and Alex Porter from Cypress College; Gil Contreras, Deniz Fierro, Rod Garcia, Jose Ramon Nuñez, and Joe Ramirez from Fullerton College; Karen Bautista and Terry Cox from North Orange Continuing Education; and Danielle Davy from the District Office.

**VISITORS:** Rolando Sanabria. Public participation was provided via YouTube livestream.

**COMMENTS: MEMBERS OF THE AUDIENCE:** The following public comments were received via email and read into the record by the Recording Secretary:

- A. **Asian and Pacific Islander Faculty and Staff Association and Fullerton College Department of Ethnic Studies** provided a joint statement to the Board in solidarity with the survivors, families, communities, and victims that have been targeted by anti-Asian violence fueled by racist fears. They stated the increase in racist rhetoric blaming the global COVID-19 pandemic on Asian American and Pacific Islander communities exacerbates hate crimes and violence. They noted that the violence is not new and cannot be viewed in isolation because it is woven into the fabric of the United States as part of a broader historical pattern of rhetoric and actions.

(See Supplemental Minutes #1273 for a copy of the statement.)

Prior to the reading of the statement, it was noted that it would exceed the 3-minute time limit. Because the statement was not read in its entirety, Board President Barbara Dunsheath requested that the full statement be emailed to trustees and the entire dais.

- B. **Angela Haugh**, Cypress College Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students and the community, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- C. **James Carrocino**, Cypress College Classified Staff, provided a statement to the Board outlining his years of service with the District, how he serves students and the community, expressing his frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- D. **Vivian Giang**, NOCE Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students and the community, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- E. **Marwin Luminarias**, Fullerton College Classified Staff, provided a statement to the Board reminding them of the role that classified employees play as essential workers throughout the District and how the Board showcases classified achievements. He inquired why 1% salary increases are representative of the value that classified professionals bring to the District when it is less than the average inflation rate in the US, and implored them to do better.

(See Supplemental Minutes #1273 for a copy of the statement.)

- F. **Carolyn Welchel**, Fullerton College Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students and the community, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract. She shared her plans to retire and because the District has tied the SERP with salary negotiations –and the resulting delays– she will not be afforded the opportunity to accept the SERP like faculty retirees.

(See Supplemental Minutes #1273 for a copy of the statement.)

- G. **Josue Abarca**, Fullerton College Classified Staff, provided a statement to the Board in support of the CSEA negotiation team who has been trying to negotiate their reopener term with the District for almost half of the year and to express his concern over the lack of goodwill to reach an agreement that is beneficial to both parties. He

reminded the Board that it takes more than the celebration of “Classified Staff Day” to show appreciation for the contributions they make.

(See Supplemental Minutes #1273 for a copy of the statement.)

- H. **Blanca Dobson**, Fullerton College Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- I. **Temperence Dowdle**, Cypress College Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students and the community, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- J. **Marbelly Jairam** provided a statement to the Board expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- K. **Nichole Crockrom**, Fullerton College Classified Staff, provided a statement to the Board sharing that she was waiting to see where the District and Board stands on classified salary negotiations, expressing her frustration and disappointment with the status of CSEA negotiations, and urging the Board to do the right thing and negotiate a fair agreement in order to move on to the successor contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- L. **Pamela Spence**, Anaheim Campus Classified Staff, provided a statement to the Board that included an acrostic poem –spelling CLASSIFIED– to outline the contributions of classified staff to the District and urging the Board to negotiate a fair contract.

(See Supplemental Minutes #1273 for a copy of the statement.)

- M. **Melisa McLellan**, Fullerton College Classified Staff, provided a statement to the Board outlining her years of service with the District, how she serves students and the community, how the CSEA negotiation team has made attempts to negotiate their reopener with the District for some time, and urging the Board to finish the current negotiations and negotiate a fair agreement in order to move on to other items of importance to CSEA and classified professionals.

(See Supplemental Minutes #1273 for a copy of the statement.)

Upon conclusion of the public comments, Board President Barbara Dunsheath apologized for the delay and interruption of the Board meeting broadcast on the YouTube livestream.

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

Finance & Facilities: 4.c, 4.d

Instructional Resources: 5.a, 5.b, 5.c, 5.e, 5.f, 5.g

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

**BLOCK VOTE APPROVAL OF PERSONNEL ITEMS:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales that the following personnel items be approved by block vote:

Human Resources: 6.a, 6.b, 6.c, 6.d, 6.e

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

## CHANCELLOR’S REPORT

- A. **Fullerton College “State of the College” Presentation:** As part of the Chancellor’s Report, **Greg Schulz**, Fullerton College President, presented the “State of Fullerton College.” The presentation included a year in review magazine and highlighted tenured faculty, Grads to Be, the North Orange Promise, mindfulness programs, Class of 2020 celebrations, their commitment to anti-racism, the transition to an online platform during COVID-19, plans for a safe return to campus, student demographics, and campus construction updates.

In the ensuing question period, Dr. Schulz and his team addressed inquiries related to: whether the 3% of students who identify a vocational certificate or degree as their academic goal should be higher; why so few students are eligible for Pell Grants, who the magazine will be shared with; what outreach efforts have been implemented to contact students who have dropped classes; plans for in-person instruction for CTE programs; when more face-to-face instruction is anticipated; and if it is anticipated that enrollment will level off or climb when in-person instruction resumes.

In the concluding remarks, trustees commended President Schulz on the well written, informative report and Fullerton College’s impressive student success numbers.

## COMMENTS

- A. **Valentina Purtell** congratulated Fullerton College on their report. She reported that NOCE will host “Dream Your Future” – a virtual conference on May 5-6 for NOCE graduates and others interested in learning more about transitioning to college. She thanked the faculty that worked on the curriculum development that was included in the agenda for approval and highlighted changes in Career & Technical Education,

Early Childhood Education, Pharmacy Technician, Basic Skills, and the High School Diploma program.

- B. **JoAnna Schilling** also congratulated **President Greg Schulz** and his team for the important and exciting work taking place at Fullerton College. She reported that everyone would have the opportunity to meet the Cypress College Presidential Scholars, the Outstanding Graduate and Alumnus of the Year, and the faculty award recipients during the Pre-Commencement Reception on May 21 at 3:30 p.m. President JoAnna Schilling thanked **Ester Plavdjian** for her outstanding service at student trustee, and shared that **Meena Pandian** was elected to serve as the new Cypress College Student Trustee. She concluded her report by noting that Cypress College is hosting multiple events and highlighting a student spotlight each day.
- C. **Lisa McPheron** reported that DCC approved a new Administrative Procedure for the management evaluation process and thanked **Ty Volcy** and **Simone Brown-Thunder** for leading the development efforts. The new AP is more robust, helps managers set goals based on competencies, builds more accountability, and supports their professional development.
- D. **Craig Goralski** reported that the Cypress College Academic Senate met and discussed the SEM division Title V grant, a first read of the Accreditation Mid-term Report, a first read of the Program Review Report, and AB 7120.

Dr. Goralski announced the following faculty awards: Outstanding Full-Time Faculty: **Thu Pham**, Nursing; Outstanding Adjunct Faculty: **Nzuji DeMagalhaes**, Art; and The Charger Award: **Ruth Gutierrez**, English. He also announced the rank of Professor Emeritus for the following retiring faculty: **Larry Beidler**, Kinesiology; **Bill Pinkham**, Athletics; **James Dedic**, Sociology; and **Denise Bernstein**, Registered Nursing.

- E. **Kim Orlijan** applauded the State of Fullerton College presentation and the work of all Fullerton College faculty, classified professionals, administrators, and students that contributed to the exemplary state of the College. She reported that the Fullerton College Faculty Senate endorsed a newly revised Program Review template for instructional programs and formally recommended that the District allow classified professionals to teach as part-time faculty in the District. She also encouraged everyone to read through the resolutions adopted at the ASCCC Spring Plenary.
- F. **Christie Diep** reported that United Faculty stands firmly with their classified colleagues as they negotiate a fair contract and salaries.
- G. **Joseph Vasquez** reported that CSEA met with District regarding negotiations, but there was no movement due to **Julie Kossick** stating that she was not authorized to move outside of the Board's parameters. He requested that the Board urge her negotiate with CSEA in good faith and to listen to the voice of classified.
- H. **Tonya Cobb** reported that Adjunct Faculty United was looking forward to their upcoming successor negotiations meeting with the District and on-going conversations related to a COVID-19 MOU. She also expressed continued support for classified staff in their negotiations with the District.

- I. **Student Trustee Ester Plavdjian** reported that the Cypress College Associated Students hosted a student-centered forum on the hateful actions against the APIDA community and continued fight for racial justice. She also shared that **Meena Pandian** was elected as the new Cypress College Student Trustee.
- J. **Trustee Ed Lopez** reported on his attendance at the Fullerton College Earth Day Symposium and praised their Ethnic Studies department for putting together an informative and uplifting program.
- K. **Trustee Stephen T. Blount** reported on his attendance at the Cypress College Foundation Board meeting and the Orange County Community Colleges Legislative Task Force meeting.
- L. **Trustee Evangelina Rosales** congratulated the Cypress College Puente Program on their 25 year anniversary and noted that the Zoom celebration event would take place on April 30. She also thanked **Student Trustee Ester Plavdjian** for her service and dedication to students.
- M. **Trustee Barbara Dunsheath** also reported on her attendance at the Fullerton College Earth Day Symposium, and thanked Cypress College for conducting a student survey on a Fall 2021 return to in-person classes that should enlighten the planning efforts.

**MINUTES:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Ryan Bent to approve the Minutes of the Regular Meeting of April 13, 2021. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

**PUBLIC HEARINGS:** At 6:58 p.m. Board President Barbara Dunsheath opened the public hearing to receive public comments on the initial successor agreement proposals.

**Item 3.a:** The Board received no comments from the public on the initial successor agreement proposal submitted by the District to United Faculty.

Subsequent to providing the public with an opportunity to comment, it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales to adopt the District's initial proposal for a successor agreement to United Faculty. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

**Item 3.b:** The Board received no comments from the public on the initial proposal for a successor agreement submitted by United Faculty to the District.

**Item 3.c:** The Board received no comments from the public on the initial proposal for a successor agreement submitted by CSEA Chapter 167 to the District.

At 7:03 p.m. it was moved by Trustee Ryan Bent and seconded by Trustee Jacqueline Rodarte to close the public hearing. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

## FINANCE & FACILITIES

**Item 4.a:** It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to adopt Resolution No. 20/21-18 for the approval of contracts, leases, requisitions, or purchase orders procured pursuant to valid cooperative purchasing contracts.

Subsequent to clarification on the types of purchases allowed and who the approved groups are comprised of, **the motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

Further authorization was granted to approve the delegation of authority to the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute, deliver or otherwise negotiate contracts and purchases under cooperative contracts on behalf of the District.

**Item 4.b:** It was moved by Trustee Ryan Bent and seconded by Trustee Jacqueline Rodarte to approve the use of the Cooperative Contract No. CB3570 with the Foundation for California Community Colleges for the replacement of the synthetic turf on the Sherbeck Field at Fullerton College through KYA Services LLC in the amount estimated at \$900,000 plus construction bond, plus 10% allowance for any unforeseen conditions. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

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

**Item 4.c:** By block vote, authorization was granted to allow Fullerton College to accept donations to its divisions and programs.

**Item 4.d:** By block vote, authorization was granted to amend the consultant agreement with Stamats Communications, Inc. from March 1, 2021 through August 31, 2021 to April 1, 2021 through September 30, 2021 to develop digital marketing strategies and a media buy plan. All other terms of the agreement remain the same.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, or the District Director of Purchasing, to execute any agreement or amendment that does not alter the initially agreed upon terms and conditions on behalf of the District.

## INSTRUCTIONAL RESOURCES

**Item 5.a:** By block vote, authorization was granted to award an Honorary Degree in remembrance of Tiffany Minton.

**Item 5.b:** By block vote, authorization was granted to approve the summary of curriculum changes for Fullerton College to be effective Fall 2021, Spring 2022, Summer 2022, and Fall 2022. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and approved by the District Curriculum Coordinating Committee.

**Item 5.c:** By block vote, authorization was granted to approve the summary of curriculum changes for NOCE to be effective Fall 2021. The curricula have been signed by the Campus

Curriculum Chairperson and the College President, and approved by the District Curriculum Coordinating Committee.

**Item 5.d:** The Board received and reviewed the NOCE Guided Pathways Scale of Adoption Assessment Progress Report.

Trustees commended NOCE for the thoughtfulness put into the report, the number of components that are at or almost at scale, and for their work on a report that they are not mandated by the State to prepare.

**Item 5.e:** By block vote, authorization was granted to approve the 2021-24 NOCCCD and Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.f:** By block vote, authorization was granted to approve the 2021-24 NOCCCD and Brea Olinda Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.g:** By block vote, authorization was granted to approve the 2021-24 NOCCCD and Placentia Yorba Linda Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

## HUMAN RESOURCES

**Item 6.a:** By block vote, authorization was granted for the following academic personnel matters, which are within budget:

### ADDITIONAL DUTY DAYS @ PER DIEM

Gopar, Gary	CC	Director of Jazz/Swing Band	11 days
		Director of Concert Band, Vocal Jazz Ensemble, and Chamber Singers	8 days
		Director of Master Chorale and Jazz Ensemble	6 days
McMillan, Marcus	CC	Director of Concert Band, Vocal Jazz Ensemble, and Chamber Singers	8 days

### LEAVE OF ABSENCE

Okonyan, Stefani	FC	English Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/19/2021-06/26/2021
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### TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 FALL SEMESTER

Arya, Neha	FC	Column 2, Step 3
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Durfield, Timothy	FC	Column 3, Step 1
Poole, Heather	FC	Column 3, Step 2

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

De La Cruz, Damon	CC	Director of Mortuary Science Class F, Step 10 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021  Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 25 hours Eff. 05/24/2021-06/30/2021
Collins, Lori	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 25 hours Eff. 05/24/2021-06/30/2021
Frianeza, Michael	CC	Director of Radiology Class F, Step 20 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021
Grande, Jolena	CC	Director of Funeral Services Class E, Step 26 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021  Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 25 hours Eff. 05/24/2021-06/30/2021
Harris, Amy	NOCE	Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 09/01/2020-12/31/2020
Marquardt, Marcus	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule

Class D  
 Not to exceed 25 hours  
 Eff. 05/24/2021-06/30/2021

Mitts, Teri Lynn	CC	Director of Sonography Class D, Step 35 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021
Pacheco, Elizabeth	CC	Director of Dental Assisting Class D, Step 22 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021
Pico, Karina	NOCE	Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 09/01/2020-12/31/2020
Ramos, Jaime	CC	Director of Psychiatric Technology Class E, Step 21 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021
Smith, Susan	CC	Asst. Director of Nursing Class B, Step 16 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/24/2021-08/18/2021
Spitler, Patricia	CC	Director of Health Information Technology Class B, Step 13 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021
Velasco, Kendra	CC	Director of Dental Hygiene Class E, Step 17 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2021-06/30/2021

**Item 6.b:** By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

**RETIREMENT**

Lopez, Joan	NOCE	Instructional Assistant High School Lab 11-month position (100%)
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PN SCC905  
Eff. 08/01/2021

NEW PERSONNEL

Bush, Garrett                      NOCE                      Campus Safety Officer Coordinator  
12-month position (100%)  
Range 34, Step E + 5% Shift Differential  
Classified Salary Schedule  
Eff. 05/17/2021  
PN SCC833

Tran, Khang                      CC                      Laboratory Technician, Physical Sciences  
12-month position (100%)  
Range 36, Step E  
Classified Salary Schedule  
Eff. 04/28/2021  
PN CCC854

PROFESSIONAL GROWTH & DEVELOPMENT

Johnston, Hei Yung                      CC                      Accounting Technician (100%)  
6<sup>th</sup> increment (\$400)  
Eff. 07/01/2021

LEAVES OF ABSENCE

@00734934                      AC                      Payroll Specialist (100%)  
SB 95 (SPSL)  
Paid Leave Using Supplemental Paid Sick Leave  
Eff. 03/09/2021 (3 hours); 03/30/2021 (3 hours);  
03/31/2021 (8 hours)

@00783825                      NOCE                      Administrative Assistant III (100%)  
SB 95 (SPSL)  
Paid Leave Using Supplemental Paid Sick Leave  
Eff. 03/10/2021 (2 hours); 03/11/2021 (8 hours)

@00722225                      CC                      Library Assistant II (100%)  
SB 95 (SPSL)  
Paid Leave Using Supplemental Paid Sick Leave  
Eff. 03/18/2021 (2 hours); 04/15/2021 (3 hours)

@00006642                      CC                      Administrative Assistant II (50%)  
SB 95 (SPSL)  
Paid Leave Using Supplemental Paid Sick Leave  
Eff. 04/12/2021 (8 hours)

@00243865                      AC                      Payroll Specialist (100%)  
SB 95 (SPSL)  
Paid Leave Using Supplemental Paid Sick Leave  
Eff. 03/09/2021 (3 hours); 03/12/2021 (4 hours);

03/31/2021 (3 hours)

Itani, Mazani	CC	IT Technician II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/08/2021 – 12/21/2021 (Intermittent Leave)
@01693633	NOCE	Admissions and Records Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 02/10/2021 (2 hours)
@00005402	CC	EOPS Program Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/18/2021 (8 hours)
@01729731	NOCE	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/22/2021 (1.5 hours)
@00007686	FC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 02/25/2021 (4 hours); 03/25/2021 (7 hours)
@01523617	CC	Administrative Assistant I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/15/2021 (8 hours)
Tran, Chinh	CC	Facilities Assistant (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 04/09/2021 – 04/23/2021 (Consecutive Leave)
@01557695	AC	Executive Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/04/2021 (1.5 hours); 03/25/2021 (1.5 hours); 03/26/2021 (8 hours)
@01165576	CC	Laboratory Technician, Biology (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/08/2021 (1 hour); 04/05/2021 (1 hour)

@01289131	FC	Cadena Center Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/16/2021 (2 hours); 04/13/2021 (2 hours)
@00005690	FC	Cadena Center Coordinator (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/24/2021 (1 hour)
@01135674	CC	Financial Aid Technician (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/04/2021 (1 hour); 04/06/2021 (1 hour)

#### STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Santillan, Carolina	FC	Administrative Assistant I Extension of 6% Stipend 04/01/2021 – 06/30/2021
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**Item 6.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1273 for a copy of the professional expert personnel listing.)

**Item 6.d:** By the block vote, authorization was granted for the hourly listing.

(See Supplemental Minutes #1273 for a copy of the hourly personnel listing.)

**Item 6.e:** By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1273 for a copy of the volunteer listing.)

#### **GENERAL**

**Item 7.a:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales that the Board adopt Resolution No. 20/21-17, Proclaiming April as Diversity, Equity, Inclusion, and Anti-Racism Awareness Month.

Subsequent to noting that it was African-American Student Success Week and highlighting the districtwide commitment to diversity efforts, **the motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

**Item 7.b:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown that the Board honor the contributions made by faculty members of the North Orange County Community College District to their students, their colleges, and their learning centers, and that the Board adopt Resolution No. 20/21-19, declaring the week of May 3-7, 2021, as Teacher Appreciation Week. **Motion carried with Trustees Bent, Blount, Brown,**

**Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

**Item 7.c:** It was moved by Trustee Evangelina Rosales and seconded by Trustee Jacqueline Rodarte that the Board honor the contributions made by classified employees of the North Orange County Community College District to the educational community and that the Board adopt Resolution No. 20/21-20, declaring the week of May 16-22, 2021, as Classified School Employee Week. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

**Item 7.d:** The Board reviewed and discussed Resolution No. 20/21-21, Armenian Genocide Remembrance Day. Student Trustee Ester Plavdjian stated that she created the resolution with assistance from the Cypress College Associated Students and had it reviewed by the Orange County Chapter of the Armenian National Committee of America. She also noted the significance of President Biden recently officially recognizing the Armenian Genocide.

Trustees thanked Student Trustee Ester Plavdjian for drafting the resolution and consulting with colleagues and reported that the figures contained in the resolution concur with articles that were researched. It was noted that while the Board should not get involved in overly political issues, and limit resolutions to areas within their purview, in this instance it is to support Armenian students and the education of historical events.

Resolution No. 20/21-21 will return to the next meeting for Board consideration.

**Item 7.e:** It was moved by Trustee Jeffrey P. Brown and seconded by Student Trustee Ester Plavdjian that the Board re-adopt Board Policy 2015, Student Members. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Plavdjian's advisory vote.**

**Item 7.f:** Board President Barbara Dunsheath asked if there were any requests for potential future Board agenda items. She polled the Board to see if there was a desire to bring forward the CCCT supported anti-Asian hate resolution in light of the public comments and May being Asian-American History Month. There was support and she offered to bring it forward.

**CLOSED SESSION:** At 7:26 p.m., Board President Barbara Dunsheath adjourned the meeting to closed session per the following sections of the Government Code and stated that 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 APPOINTMENT: Chancellor**

**RECONVENE MEETING:** At 9:03 p.m., Board President Barbara Dunsheath reconvened the meeting in open session.

**ADJOURNMENT:** At 9:03 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

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Prepared By Recording Secretary for  
Ed Lopez, Secretary, Board of Trustees

UNAPPROVED