



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

MEETING: Regular Meeting in May 2018

DATE: Tuesday, May 22, 2018, at 5:30 p.m.

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

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Section 3**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
 Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

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

 Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).
- f. **Reports:**
 Chancellor
 * **Recognition of Student Trustees**
 * **Honor Employees with 25+ Years of Service with the District**

 College Presidents/Provost
- g. **Comments:**
 Resource Table Personnel
 Members of the Board of Trustees

- h. **Approval of Minutes of the Regular Meeting of May 8, 2018.**
- i. **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 54956.9(a) CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board authorize the request 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.
- b. It is recommended that the Board authorize the request to proceed with the Procurement/Implementation Phases of the Network Refresh project using the key recommendations from the Network Design Phase as a basis.
- [c] It is recommended that the Board conduct a public hearing on the subject of waiving the surplus property procedures for the sale of the Property, APN: 033-083-32 and 003-083-33 and adopt Resolution No. 17/18-15 authorizing the District to request a waiver from the Board of Governors in compliance with Education Code Section 81250 et seq.

4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board receive as information the North Orange County Community College District District-wide Strategic Plan 2018-2020.
- b. It is recommended that the Board receive as information the Fullerton Education Partnership Agreement.
- c. It is recommended that the Board ratify the amendment of the 2017-2018 NOCCCD/Fullerton College and Anaheim Union High School District (AUHSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- d. It is recommended that the Board ratify the amendment of the 2017-2018 NOCCCD/Fullerton College and Fullerton Joint Unified High School District (FJUHSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- e. It is recommended that the Board receive as information the Strategic Partner Agreement between the University of Redlands and Fullerton College/NOCCCD.

5. HUMAN RESOURCES

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

- Change in Retirement Date
- Promotion
- Temporary Reassignment
- Extension of Temporary Management Contract
- Extension of Contract
- Change in Salary Classification
- Additional Duty Days @ Per Diem
- Leaves of Absence
- Reassigned Time for Retraining
- Temporary Academic Hourly
- Correction to Board Agenda – Retirement Date

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

- Retirements
- Resignations
- New Personnel
- Rehires
- Promotions
- Voluntary Changes in Assignment
- Professional Growth & Development
- Placement on 39-Month Reemployment List
- Leaves of Absence

- [c] Request approval of Professional Experts.

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

- [e] Request approval of Volunteers.

- [f] Request approval and certification of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2017-18.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 22, 2018	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Surplus and Obsolete Supplies and Equipment	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 have 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 Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 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.a.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
1	Blender	AC
20	Brackets	AC
1	Calculator	AC
1	Cash Register	AC
1	Chair	AC
1	Coffee Cups and Saucers	AC
1	Coffee Maker	AC
31	Computers (District IS has removed all usable parts)	AC
4	Copier	AC
1	Fax Machine	AC
1	Floor Burnisher	AC
1	Floor Scrubber	AC
1	Food Preparing Machine	AC
5	Laptops	AC
2	Light Table	AC
1	Plate Processor	AC
1	Plate burner	AC
1	Printer	AC
4	Projector	AC
1	Scanner	AC
2	Shelves	AC
1	Tea Maker	AC
1	Work Table	AC
104	Computer (District IS has removed all usable parts)	FC
1	Laptop	FC
1	Media	FC
9	Printer	FC
2	Air Compressor	CC
4	Audio Equipment	CC
1	Bookcase	CC
14	Bulletin Board	CC
56	Cabinet	CC
6	Camera	CC
8	Cart	CC
1	Cassette holder	CC
116	Chairs	CC
10	Chalkboard	CC
95	Computer	CC
1	Computer Stand	CC
24	Computer Monitor	CC
4	Copier	CC

2	Credenza	CC
1	Dental Supplies	CC
1	Densitometer	CC
18	Desk	CC
4	DVD Player	CC
1	Fax Machine	CC
1	Floor Scrubber	CC
1	Furnisher	CC
34	Laptop Computer (District IS has removed all usable parts)	CC
1	Magazine Stand	CC
1	Mammography Machine	CC
2	Mannequins	CC
2	Microscope	CC
7	Permit Machine	CC
2	Piano	CC
1	Picture Machine	CC
1	Podium	CC
1	Power Supply	CC
3	Power Tool	CC
35	Printer	CC
14	Projector	CC
2	Pump	CC
14	Pump Holder	CC
7	Refrigerator	CC
1	Rottler	CC
1	Saw	CC
1	Scanner	CC
3	Sensitometer	CC
1	Simulator Machine	CC
1	Sofa	CC
1	Steam Machine	CC
1	Step Stool	CC
44	Table	CC
2	Telescope	CC
1	Theater Arts Supplies	CC
40	Trays	CC
4	TV	CC
2	Typewriter	CC
1	Typewriter Table	CC
30	VHS Tapes	CC
1	Wheel Chair	CC
12	Whiteboard	CC
1	Wood Display Case	CC
8	X-ray Vests	CC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 22, 2018	Resolution	<u> </u>
SUBJECT:	Network Refresh Design Phase Results and Procurement/ Implementation Phase Authorization	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: On February 9, 2016, the Board took action to transfer funds to the Capital Outlay fund in anticipation of the need to upgrade the District-wide network. The District-wide network refresh project consists of four phases:

1. Network Assessment – Assess current network and identify options **(Completed)**
2. Network Design – Evaluate future needs and specifications
3. Procurement – Secure equipment and training
4. Implementation – Plan and execute the acquisition of hardware/software and staff training.

On September 13, 2016, the Board took action to hire WTC Consulting, Inc. to assist NOCCCD with developing a network refresh assessment addressing the wired, wireless, voice, and video networks and infrastructure along with an assessment of the business operations supporting the networks. On May 9, 2017, the Network Assessment Phase results were presented to the Board and authorization was given to proceed with the Network Design Phase. On October 17, 2017, the Board took action to hire Shandam Consulting to complete the Network Design phase of the project.

Shandam Consulting used the work of WTC Consulting, Inc., interviews, committee meetings and industry research to understand the District's requirements and industry best practices to develop a design, validate the cost estimates based on the design, and develop an RFP for the Implementation Phase. A detailed report and a draft RFP have been prepared and presented to the District. During the development of the design several iterations of the document were circulated to the Working Group, campus Academic Computing staff and the Technology Coordinating Council for input. Written input was collected and responses to all items were provided and incorporated into the final report. Shandam Consulting has presented the detailed findings to the Working Group formed for the project, Technology Coordinating Council, Chancellor's Staff, and will present this information to the Board of Trustees as part of the planned process.

Following is the Executive Summary for the Network Design Phase:

The WTC assessment and follow-up stakeholder interviews identified areas where the District network is not meeting the current or anticipated future needs of the organization. These have been summarized in the following network design goals:

- One network across all sites
- Primarily wireless infrastructure
- Diverse, alternate backup internet connections
- Replace obsolete equipment
- Improve network performance
- Standardize technology, tools, processes and skills across the District

In developing this design, Shandam strived to utilize open standards and avoided specifying proprietary technologies to assure that the eventual RFP will not inadvertently be limited to any one vendor, platform or technology. Shandam also attempted to reuse existing network elements if they did not compromise the goals or present a future limitation of this project in any way.

Shandam has also tried to avoid “bleeding edge” solutions that have not been proven in large-scale campus settings. It is our professional opinion that reliability and supportability of the network supersede any marginal performance increase promised by utilizing new and unproven technology. Alternatively, where the existing and desired elements were not compatible, Shandam proposed new solutions that follow IT industry best practices and have proven themselves in other higher education settings.

This design embraces the goal of moving from three separate networks, each with their own unique equipment, tools, and specialized skillsets, to a single network that leverages one set of equipment, tools, and common skillsets. Achieving this goal will require additional training so that staff can fully support the new single network design and equipment without relying on outside resources.

It is requested that the Board of Trustees approve moving forward with the Procurement and Implementation Phase using the key recommendations from WTC, Inc. and Shandam Consulting. This will consist of an RFP process to select an implementation partner(s). Once the RFP process is complete, a recommendation will be brought back to the Board for approval.

This agenda item was prepared and submitted by Deborah Ludford, District Director, Information Services.

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 6330, Purchasing/Warehouse and Board Policy 3720, Computer and Electronic Communications Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project is from both Capital Outlay and Bond funds.

RECOMMENDATION: Authorization is requested to proceed with the Procurement/Implementation Phases of the Network Refresh project using the key recommendations from the Network Design Phase as a basis. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to conduct an RFP process for the Implementation Phase on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.b.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 22, 2018

SUBJECT: Public Hearing and Approval of Resolution Authorizing Request for Waiver of Education Code Section 81360 et seq. for Sale of the District's Property APN: 033-083-32 and 033-083-33

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

BACKGROUND: On November 14, 2017, the District approved and adopted Resolution No. 17/18-07 declaring the property (located on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, west of 411 East Amerige Ave., Fullerton, CA 92832, APN: 033-083-33 ["Property"]) surplus and authorizing the offer of the Property for sale pursuant to the competitive bidding procedures set forth in the Education Code.

On April 2, 2018, the District received one bid for the sale of the Property in the amount of \$400,000. The minimum bid price that the District set to sell the property was \$600,000.

On May 8, 2018, the Board of Trustees rejected the submitted bid for the sale of the Property. The District now seeks a waiver of the surplus property procedures under Education Code Section 81360 et seq. in order to have the flexibility to directly negotiate a successful purchase and sale agreement for the Property. Per Education Code Section 81250 et seq., a waiver request must be submitted to and approved by the Board of Governors of the California Community Colleges. This agenda is seeking authorization from the Board to apply for the waiver. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6500, Property Management, and Board Policy 6550, Disposal of District Property.

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

RECOMMENDATION: It is recommended that the Board of Trustees conduct a public hearing on the subject of waiving the surplus property procedures for the sale of the Property, followed by adoption of Resolution No.17/18-15 authorizing the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to request a waiver from the Board of Governors in compliance with Education Code Section 81250 et seq.

Fred Williams

Recommended by

Approved for Submittal

3.c.1

Item No.

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

RESOLUTION NO. 17/18-15

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

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

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

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

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

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

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

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

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

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

(1) The district has provided the written notice required by subdivision (b) of Section 81250.

(2) The district, after making a good faith effort, was unable to reach agreement with any public agency that sought to acquire the site pursuant to Section 81363.5.

(3) The waiver will not substantially increase state costs or decrease state revenues.

(4) The waiver will further the ability of the district to meet the educational needs of the community.

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

1. That the above recitals are true and correct.

2. That the Board hereby declares its intention to seek a waiver of Education Code section 81360 *et seq.*

3. That the waiver will promote efficiency and benefit the public by allowing the District to select the most qualified entity that is the best fit for the Property and to negotiate a successful purchase and sale agreement with said entity in order to maximize the District's revenue. Specifically, a waiver would eliminate the Education Code imposed requirement of a public auction with which the District has already complied. Because of the unique condition of requiring relocation of houses from another District location, to comply a second time would likely result in another unsuccessful bid hearing. The continued application of these Education Code requirements would dramatically limit the District's ability to find a suitable entity and negotiate a successful sale and purchase agreement that would allow the District to maximize revenue from the Property.

4. That the District has provided the written notices required by subdivision (b) of Section 81250.

5. That on May 22, 2018 the District held a public hearing at which time the public was able to comment on the waiver request.

6. The District, after making a good faith effort, was unable to reach agreement with any public agency, if any, that sought to acquire the site pursuant to Section 81363.5.

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

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

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

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the North Orange County Community College District on the 22nd day of May, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

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

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a May 22, 2018, meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

PARCEL 1:

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

PARCEL 2:

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

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

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	May 22, 2018	Information	X
		Enclosure(s)	X
SUBJECT:	NOCCCD District-wide Strategic Plan 2018-2020		

BACKGROUND: The *North Orange County Community College District Integrated Planning Manual* stipulates a 10-year period for master planning purposes and designated three years as the time period for District-wide strategic plans. Strategic plans are short term plans that identify the specific actions that NOCCCD intends to take in order to achieve the District Strategic Directions identified in the *North Orange County Community College District 2011 Comprehensive Master Plan*. The District-wide Strategic Plan 2018-2020 is the final installment over this current master planning cycle of 2011 to 2020.

Early in fall 2017, the District Consultation Council authorized a District Strategic Plan Workgroup with representation from District-wide constituency groups. The Workgroup has been meeting since then to draft the District-wide Strategic Plan 2018-2020. A number of governance committees at the District level have worked on the various iterations of the draft strategic plan including the Institutional Effectiveness Coordinating Council, which conducted two working sessions in March and April 2018, the VP Council, Chancellor's Staff and the District Consultation Council (DCC). DCC approved this draft strategic plan at its May 21, 2018 meeting. The draft District-wide Strategic Plan 2018-2020 is now ready for Board review and approval. This is first reading and therefore information for the Board. The Plan will be on the Board's agenda for approval (2nd reading) at its June 12 meeting.

How does this relate to the five District Strategic Directions? This item meets District Strategic Direction 4 by supporting strategic and comprehensive planning activities at the campus and District levels.

How does this relate to Board Policy: This item responds to BP 3250: Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable

RECOMMENDATION: It is recommended that the Board receive as information the *North Orange County Community College District District-wide Strategic Plan 2018-2020*.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 22, 2018	Resolution	_____
		Information	X
SUBJECT:	Fullerton College Fullerton Education Partnership Agreement	Enclosure(s)	X

BACKGROUND: The development of the Fullerton Education Partnership began in September 2016 and includes the Fullerton Joint Union High School District (FJUHSD), Fullerton College/North Orange County Community College District (NOCCCD), and California State University, Fullerton (CSUF). The goals of this partnership are to increase the number of student eligible to transfer to CSUF from FJUHSD and/or Fullerton College and to increase the number of students who transfer from FJUHSD to Fullerton College. In addition, this partnership is designed to expedite the time to completion, especially among low-income and first-generation students.

All partners will work cooperatively to increase interorganizational information sharing, including information pertaining to: A-G preparation, college fairs, the college application process, admission and application requirements, and Associate Degree for Transfer (ADT). The three partners will provide professional development opportunities to faculty, staff, and administrators. All partners are willing to share institutional data in order to facilitate evaluation efforts, and ultimately, strengthening of the Partnership's collaborations. The three institutions will collaborate to create a "Data Sharing Agreement" to achieve this goal. All partners agree to carry out the activities detailed in the Implementation Plan created at the commencement of the Partnership. The partners have agreed to regularly visit, revise, and evaluate implementation progress and plans.

This agreement will be initially implemented during the Fall semester of 2019.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction, Fullerton College.

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

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

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

RECOMMENDATION: It is recommended that the Board receive as information the Fullerton Education Partnership Agreement.

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
<p>A. <u>ADMISSIONS, RECRUITMENT, FINANCIAL AID AND ORIENTATION</u></p> <p>California State University, Fullerton, Fullerton College, and Fullerton Joint Union High School District will work in collaboration to provide students, parents, and staff with resources promoting higher education and supporting students and parents in the transition through three possible pathways: 1: FJUHSD to FC to CSUF, 2: FJUHSD to CSUF, and 3: FJUHSD to FC. This includes providing resources, workshops and services for students in grades 9th through 12th and parent workshops on A-G, financial aid, and the admission process for higher education and California State University.</p> <p><i>Outreach, Recruitment & Orientation (ORO)</i></p> <p>All partners will work cooperatively to increase inter-organizational information-sharing; in particular, information pertaining to:</p> <ul style="list-style-type: none"> • A-G Preparation • College Fairs • Information about college application process • College Readiness 	<p>FJUHSD</p> <ul style="list-style-type: none"> a) Write up explanation to School Board about the MOU b) Place MOU on Board agenda for approval c) Create letter/brochure to parents: include in summer information that goes to families d) Parent information nights by school (7): held at start of school year e) Administration Information sessions to explain partnership (FC/CSUF) f) Train all Counselors/guidance techs/community liaison g) Invite FC and CSUF outreach students to each campus (Monthly) h) Add partnership information to District brochures related to Open Enrollment and/or Interdistrict transfers i) Educate classified staff (Guidance techs, secretaries) j) Offer financial aid night at each school (7) k) Provide student workshops - college application process (12th grade) l) Provide personal statement writing workshops for students m) Provide student/parent A-G workshops n) Provide 9th grade 4-year plan counseling appointments <p>Use the brochures and parent information nights to explain the CSUF Promise and benefits of participation with Fullerton College and CSUF</p>	<ul style="list-style-type: none"> a) Assistant Superintendent b) Assistant Superintendent c) Assistant Superintendent d) Principals/AP/Counselors e) Assistant Superintendent/ H.S. FEP Counselor Leads f) H.S. FEP Counselor Leads g) Site Counselors h) Assistant Superintendent i) Site Admin/Counselors j) Site Counselors k) Site Counselors l) Site Counselors m) Site Counselors n) Site Counselors o) Principals/AP/ Counselors p) H.S. FEP Counselor Leads q) Site Counselors r) Site Counselors s) Site Counselors t) Site Counselors u) Site Counselors 	<ul style="list-style-type: none"> a) April 2018 b) April 2018 c) Late Spring 2018 d) August/ September 2018 e) Summer 2018 f) Winter/Spring g) Ongoing h) Winter 2018/19 i) Fall 2018 j) Fall k) Fall l) Fall 2018 m) Winter n) Winter o) August/ September 2018 p) December 2017/ January 2018 q) Fall 2018 r) Fall 2018 s) Fall 2018 t) Winter 2018 u) Winter 2018

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
<ul style="list-style-type: none"> • CSUF admission requirements • CSUF application requirements • Finish in 4 • Associate Degree for Transfer (ADT) <p>Partners will provide professional development opportunities including: a) promote <i>existing</i> training opportunities currently available to the Partnership (e.g. ‘Early Start’ breakfast training) that apply to CSUF preparation, admissions and readiness and b) provide <i>new</i> ORO professional development opportunities on CSUF preparation, admissions and readiness to relevant Partnership staff, c) Annual Counselor 1-Day Conference (CSUF will conduct an annual conference for relevant Partnership staff to provide information and training on CSUF preparation, admissions and readiness).</p> <p>CSUF will consider, on an annual basis, the option of an Admission Advantage for FJUHSD students who apply directly to CSUF and FJUHSD students who attend Fullerton College and who then apply directly to CSUF. CSUF will provide all</p>	<ul style="list-style-type: none"> o) Parent information nights by school (7): held at start of school year p) Invite CSUF outreach students to the high schools to speak with students q) Offer financial aid night at each school (7) r) Provide student workshops - college application process (12th grade) s) Provide personal statement writing workshops for students t) Provide student/parent A-G workshops u) Provide 9th grade 4-year plan counseling appointments v) Clarify transition requirements - concerns regarding lack of understanding why FJUHSD students are being disqualified from CSUF enrollment after initial acceptance <ul style="list-style-type: none"> o Portal fees o Accept admissions w) EAP Breakfast x) Schools will participate in professional development <p>CSUF:</p> <ul style="list-style-type: none"> a) Financial Aid – “Financial Aid will be about how to pay specifically at CSUF (not generic)” <ul style="list-style-type: none"> o CSUF financial aid staff will provide a financial aid workshop at each of the 7 high schools and Fullerton College. A financial aid workshop will also be offered on a Saturday, in conjunction with the Saturday admissions workshop. Workshops to cover the following: <ul style="list-style-type: none"> ▪ Completing the FAFSA (overview of when and common errors to 	<ul style="list-style-type: none"> v) Site Counselors w) Site Counselors/Principals x) Site Counselors/Guidance a) CSUF financial aid staff, Quality Service Representatives, student peer advisor b) Director of Admissions and Admissions staff/ evaluators 	<ul style="list-style-type: none"> v) Spring 2018 w) Winter/spring x) ongoing a) Fall (12th graders and transfers) b) Fall (11th graders; FC sophomores or 30 units)

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
<p>FJUHSD graduates and FC students who enroll at CSUF with support onto graduation.</p>	<p>be aware of – not a step by step workshop)</p> <ul style="list-style-type: none"> ▪ Timeline of financial aid <ul style="list-style-type: none"> ▪ FAFSA Loading ▪ Request for additional documents ▪ Document deadline date ▪ Packaging ▪ Registration and how that interacts with fee payment ▪ Disbursement ▪ How financial aid payment works – costs and types of aid available ▪ Special circumstances – what to do if information has changed from the tax year being used <p>○ Workshops will be provided by our Quality Service Representatives along with a student peer advisor. Workshops will be about an hour and a half in length.</p> <p>b) Pre-Admission Counseling</p> <ul style="list-style-type: none"> ○ CSUF Admissions staff will provide pre-admission counseling for both FJUHSD and Fullerton College students that are interested in applying for CSU Fullerton. Prospective students that will be invited for CSUF pre-admission counseling will be 11th grade students from FJUHSD and 2nd year (30+ transferrable units/junior level) Fullerton College students. ○ Pre-admission counseling will focus on reviewing students’ coursework completed, in-progress and planned in order to provide them with the academic 	<p>c) CSUF Saturday Workshop: Admissions Analyst, Assistant Director of Admissions, and Director of Admission (additional MPPs if needed) -High school and college visits: Application Center staff</p>	<p>c) Cal State Apply Workshop at CSUF: mid-November, -Cal State Apply Workshop at FC and at each FJUHSD school (total 7) location: mid-October to early November</p>

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
	<p>guidance to prepare them for applying to CSU Fullerton.</p> <ul style="list-style-type: none"> o FJUHSD and Fullerton College will identify a group of students that would like to participate in CSUF pre-admissions counseling session. Prior to the pre-admission counseling session, FJUHSD and Fullerton College will provide CSUF Admission staff with a packet from each student that will contain copies of all of their transcripts (unofficial or official) for all school attended, test scores such as AP, IB, SAT, and ACT (SAT/ACT for FJUHSD students only) and any other documents related to admission. Packets must be provided to CSUF at least 2 weeks prior to pre-admission counseling session. o CSUF Admission staff will, in advance, of the pre-admission counseling session, review all packets and complete the pre-admission evaluation. CSUF will work with FJUHSD and Fullerton College to arrange a date and time to make a site visit to meet with the students individually. o The Admission staff that will be conducting the Pre-Admission Counseling will be the Admissions Evaluators. o CSUF, Fullerton College and FJUHSD need to establish a limit to the number of students that can participate in the pre-admission counseling, the time frame for the counseling session, and the logistics of the on campus visits. <p>c) Cal State Apply Workshops</p>	<p>d) CSUF Outreach, Recruitment & Orientation (ORO)</p> <p>e) CSUF Outreach, Recruitment & Orientation (ORO)</p> <p>f) CSUF Outreach, Recruitment & Orientation (ORO)</p>	<p>d) Fall (9th graders)</p> <p>e) Fall and Spring (weekly basis)</p> <p>f) Campus visit days: TBD</p>

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
	<ul style="list-style-type: none"> ○ CSUF will provide Cal State Apply Workshops to assist FJUHSD and Fullerton College students with applying to CSU Fullerton. Students eligible to participate in these Cal State Apply Workshops will be students applying for the upcoming Fall term. Students should bring their copies of their transcripts and test scores to the Workshops. Admissions staff will be at each workshop to assist students with completing their admission application and to answer any questions they have with the application process. ○ CSUF will host on campus one Saturday Cal State Apply Workshop on campus open to both FJUHSD and Fullerton College students around mid-November. It will be an all-day open Workshop held on campus from 9am to 3pm. Both FJUHSD and Fullerton College students interested in applying to CSUF will be invited. The on campus Workshop will allow students to come to campus anytime on that day to get assistance with completing and submitting their Cal State Apply application. ○ In addition, CSUF will host one Cal State Apply Workshop at Fullerton College and at each FJUHSD school (total 7) location during mid-October to early November. Setup for these on-site Workshops must be handled by Fullerton College and each FJUHSD school. ○ The Admissions staff that will be conducting the Pre-Admission 	<ul style="list-style-type: none"> g) CSUF Outreach, Recruitment & Orientation (ORO) a) Education Partnerships & Outreach Department b) Education Partnerships & Outreach Department c) Education Partnerships & Outreach Department d) Education Partnerships & Outreach Department e) Education Partnerships & Outreach Department f) Education Partnerships & Outreach Department g) Education Partnerships & Outreach Department h) Education Partnerships & Outreach Department a) H.S. FEP Counselor Leads/ Counselors 	<ul style="list-style-type: none"> g) Parent Information Night: TBD a) 11th and 12th grade: Fall/Spring b) Bridge: Summer before H.S. freshman year c) Summer before fall college term begins d) Softer Skills Timeline - TBD e) Fall and Spring f) Summer g) Fall/Spring h) Fall a) TBD b) Fall c) TBD

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
	<p>Counseling: For high school and college visits, the Application Center staff will support the event. For the CSUF Saturday Workshop, the Admissions Analyst, Assistant Director of Admissions, and the Director of Admission (and additional MPPs if needed) will staff the event.</p> <ul style="list-style-type: none"> ○ CSUF, Fullerton College and FJUHS D need to determine exact dates of the Workshops as well as exact locations, logistics, such as computers and parking, and student capacity limits for Workshops. <p>d) Pledge Letter</p> <ul style="list-style-type: none"> ○ CSUF Outreach, Recruitment & Orientation (ORO) will draft and finalize a pledge letter to be shared with the Fullerton Joint Union High School District for all 9th graders. This letter will solidify the tenets of the Fullerton Educational Partnership and explain the benefits to the students and their families. <p>e) Appointments and Presentations</p> <ul style="list-style-type: none"> ○ CSUF Outreach, Recruitment & Orientation (ORO) will provide appointment times and presentations to FJUHS D on a weekly basis. All 7 schools will be supported via 3 hours of CSUF staff time. CSUF ORO will be available to answer questions, serve as contacts, and support with the application process. Presentations and/or college fair tabling can be arranged during this time as well or in lieu of this time. ○ CSUF ORO will provide appointment times to Fullerton College for 3 hours per 	<ul style="list-style-type: none"> b) H.S. FEP Counselor / Counselors/Principals c) H.S. FEP Counselor / Counselors/Principals 	

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
	<p>week to answer questions, serve as contacts, and support the application process. Presentations and/or college fair tabling can be arranged as needed during this time as well or in lieu of this time.</p> <p>f) Campus Visit Days</p> <ul style="list-style-type: none"> o CSUF Outreach, Recruitment & Orientation (ORO) will provide the opportunity for each of the 7 FJUHSD schools to experience a day at the main CSUF campus in Fullerton, CA. A visit day may include a CSUF Highlights presentation, a campus tour, lunch in the residential dining facility and exposure to a college specific activity (tour, presentation, etc.). FJUHSD will be responsible for round-trip transportation of the students and providing chaperones appropriate to the group size. <p>g) Parent Information Night</p> <ul style="list-style-type: none"> o CSUF Outreach, Recruitment & Orientation (ORO) will provide a professional staff member to facilitate outreach to family members of FJUHSD students. CSUF ORO will participate in Parent Information Nights for each of the 7 schools in the district. Presentations will include information about the college systems in California, CSUF Highlights, ways to support your college student, navigating the application process, requirements and deadlines. 		

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
	<p>Fullerton College:</p> <ul style="list-style-type: none"> a) Outreach for campus through “Counseling 100”/and other general education courses (11th and 12th graders); ~28 sections at all local high schools b) Summer bridge program for incoming 9th graders (Counseling 140: 0.5 units) c) Summer bridge program for graduating seniors: identify students as early as possible d) General “softer skills” class on how to succeed in college e) Jump Start Program: bring 60 9th-11th graders/day to do a career college aware day (career test, campus tour, understanding higher education) (will have Jump Start days that are specifically branded to the Promise Project) f) Graduating seniors: Math Enhancement Program. Will have specific efforts tailored to Promise Project. g) Higher Education Night → will do specific Fullerton Promise Days; provided at each high school to do parent workshops. h) Counselor breakfast → engage counselors specifically around Fullerton Promise. <p>FJUHSD</p> <ul style="list-style-type: none"> a) Participate in CSUF annual training/meeting b) CSUF shares data with FJUHSD → share with stakeholders c) Timeline for consideration of Admission Advantage shared by CSUF with FJUHSD 		

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
<p>B. DATA-SHARING <i>(in progress)</i></p> <p>Data sharing and evaluation</p> <p>All partners agree to openly share institutional data in order to facilitate evaluation efforts (and ultimately strengthening) of Partnership’s efforts. Specifically:</p> <ol style="list-style-type: none"> 1. CSUF admission offices will create a Partnership Cohort within the CSUF student tracking system so that trends regarding retention, graduation rates, and time to degree can be understood. Partnership cohort data will have an ability to be aggregated and disaggregated based on a variety of criteria, such as: year of enrollment, ethnicity, etc. 2. Additional outcome reports pertaining to Partnership cohorts may be completed throughout this partnership. All partners will remain open to sharing institutional data to facilitate said evaluations. 3. In 2017-18, CSUF will assess current Associate Degrees for Transfer (ADT) support systems to identify why ADTs have higher student success rates and which systems have greatest impact on ADT’s success. This information will be shared with the Partnership. 4. Partners will communicate so that students and their support systems at FCC or FJUHSD are 	<p>Across 3 Institutions:</p> <ul style="list-style-type: none"> • Create a group that will look at specifics to track student progression • Central repository of forms at one of the institutions that all institutions can access • Co-sharing information of different institutions: may need specific data-sharing MOU (will base off of CSUF’s experience w/ data-sharing b/w 4 different institutions) • Clarification of where information is shared (e.g. FJUHSD: counselors, counselors would not have info. at Fullerton College) <p>Considerations:</p> <ul style="list-style-type: none"> • How will the data be collected depending on the 3 different pathways? <p>FJUHSD</p> <ul style="list-style-type: none"> • The Fullerton Educational Partnership’s MOU will specify exactly what data is to be requested, how often updated, and who it will be shared with. • Students will be tagged to identify participation in the program. • A release will be included in the student’s approval of participation in the partnership. • All requests for data will meet the CIPPA laws for students under 18. • All requests for data will come through FJUHSD Education and Assessments Services. • Special considerations for opt-in vs. opt-out/”passive consent” for those under 18 (Provide specific examples in which information would be shared) 	<ul style="list-style-type: none"> • Assistant Superintendent • CSUF/Educational partnerships 	<ul style="list-style-type: none"> • Spring/Summer

<p>knowledgeable about their acceptance to CSUF.</p>	<p>Fullerton College:</p> <ul style="list-style-type: none"> • Find out from CSUF who applied to their campus (both accepted/not accepted) but is not enrolling in order for Fullerton College to be able to do outreach (*legal agreement that students must sign off on) • Partnership coding: who is going in and out of the 3 various pathways? <ul style="list-style-type: none"> ○ Where are students going? Change in major? • CalPass Plus: high schools submit to Fullerton College (Ideally get that information sooner so we can better inform the students) • Need address/labels of high schoolers • Student contracts: opt-in/opt-out to give access to tracking students <p>CSUF</p> <ul style="list-style-type: none"> • Comprehensive assessment of students who are part of this program: Survey administered at each grade level (starting in grade 9) to track students through graduation and post-graduation. Assess program effectiveness (GPA, 2-year graduation rate, 4-year graduation rate, job placement, etc.) At CSUF, work w/ Student Affairs. • Provide student learning outcomes: what is students' progression towards graduation? Provide demographic • Standard tracking for fall cohort and spring upon request if needed • Ongoing dashboard/visualization tool (tableau) that will be used to look at different student groups 		
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|--|--|--|--|
| | <ul style="list-style-type: none">• Can compare ADT students in partnership w/ regular ADT students (annual) | | |
|--|--|--|--|

MOU commitment	Key Activities to Accomplish Commitment	Persons responsible	Timeline
<p>C. COMMUNICATIONS (<i>in progress</i>)</p> <p>The partners will engage in frequent communications to build trust, discuss progress, address concerns, and maintain accountability.</p> <p>1. Internal Communications Staff from the three institutions will provide relevant contact information for key staff positions so that a thorough and up-to-date phone tree and email contact list is available for ongoing communications. Partners commit to updating the contact list regularly to ensure constant communication.</p> <p>2. Quarterly meetings Staff from the three institutions will meet regularly to support the Partnership's efforts, discussing progress, addressing concerns, and maintaining accountability. In Year 1, partners will agree to a <i>host rotation schedule</i> for the Partnership's Monthly meetings. Meetings will focus on partner updates regarding Implementation Plan progress. Agreement to the Partnership renewal will be discussed annually.</p> <p>3. Messaging & Branding Partners commit to the creation of a formal partnership name and co-</p>	<p>C1/C2.</p> <ul style="list-style-type: none"> Leadership from 3 Institutions will communicate relevant agenda items with staff as appropriate <p>C3.</p> <ul style="list-style-type: none"> Leadership will further discuss names <ul style="list-style-type: none"> Proposed name: Fullerton Educational Partnerships CSUF will take lead on branding, etc. after deciding on formal partnership name Fullerton Educational Partnership Day/Kick-off Ceremony/Celebration <p>C4.</p> <ul style="list-style-type: none"> Demonstrated and documented sustainable success (before engaging the business community). 	<p>C1/C2.</p> <ul style="list-style-type: none"> Leadership from 3 Institutions meet (including assistant superintendent and team as identified) <p>C3.</p> <ul style="list-style-type: none"> Education Partnerships and Outreach Department <p>C4. Revisit after pilot</p>	<p>C1/C2.</p> <ul style="list-style-type: none"> Regularly/as needed <p>C3.</p> <ul style="list-style-type: none"> Kick off Ceremony/Celebration (Fall 2018) <p>C4. Revisit after pilot</p>

<p>brand. All Partners will commit to ensuring that all three Partnership partners are explicitly referenced in any communications about the Partnership; this is especially true for communications with any new potential partners and supporters.</p> <p>4. <i>Partners commit to raising the visibility of the partnership</i> Partners commit to raising the visibility of the partnership by engaging the business community so that business partners can be engaged at the ‘end of the pipeline’ for students coming through the partnership.</p>			
<p>MOU commitment</p>	<p>Key Activities to Accomplish Commitment</p>	<p>Persons responsible</p>	<p>Timeline</p>
<p>D. Implementation (in progress) All partners agree to carry out the activities detailed in the Implementation Plans created at the commencement of the Partnership. Partners agree to regularly revisit, revise and evaluate implementation progress and plans</p>	<ul style="list-style-type: none"> ○ Across institutions: create a calendar/timeline ○ Each institution: create a calendar/timeline ○ Each institution: Need to start thinking about/drafting different letters/documents (pledge letter) in preparation for lunch <ol style="list-style-type: none"> 1. Internal launch 2. Plan launch (including kick off ceremony) 3. Public launch (including kick off ceremony) 	<p>All institutions – individuals to be specified.</p>	<ol style="list-style-type: none"> 1. spring 2018 2. spring – fall 2018 3. fall 2018

**Note that this document is a living document that is subject to revision as needed to accomplish goals. The data sharing, communication, and implementation elements in particular are in-progress as at the time of drafting this plan further specifics could not be articulated – further details will be added during partnership monthly meetings as well as any other necessary modifications to this living document.*

MEMORANDUM OF UNDERSTANDING

California State University, Fullerton (CSUF)
and
Fullerton College (FC)
and
Fullerton Joint Union High School District (FJUHSD)

I. RATIONALE AND GOALS

The Fullerton Higher Education Pathway Partnership will promote student success by creating a pipeline that will enhance college going and transfer rates for students from Fullerton Joint Union High School District (FJUHSD) and Fullerton College (FC). Through this pathway, the partnership will:

- *Create a formalized partnership between the aforementioned educational institutions*
- *Increase the number of Cal State Fullerton (CSUF) eligible students*
- *Expedite time to degree*
- *Serve low-income and first-generation students*

II. PURPOSE OF MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to establish the responsibilities of each party related to the Fullerton Education Partnership (“Partnership”) and any applicable rules of conduct that must be followed in order to ensure a successful collaborative partnership and ultimately help Fullerton students succeed in higher education.

ROLES AND RESPONSIBILITIES

It is understood that all partners have a desire to engage in the Partnership and build relationships between one another, see the benefits of this Partnership, and operate under the assumption that each party is essential to accomplish the goals outlined above. The following establishes the roles and responsibilities of CSUF, FC and FJUHSD.

A. ADMISSIONS, RECRUITMENT, FINANCIAL AID AND ORIENTATION

California State University, Fullerton, Fullerton College, and Fullerton Joint Union High School District will work in collaboration to provide students, parents, and staff with resources promoting higher education and supporting students and parents in the transition through three possible pathways: 1: FJUHSD to FC to CSUF, 2: FJUHSD to CSUF, and 3: FJUHSD to FC. This includes providing resources, workshops, and services for students in grades 9th through 12th and parent workshops on A-G, financial aid and the admission process for higher education and California State University.

Outreach, Recruitment & Orientation (ORO)

All partners will work cooperatively to increase inter-organizational information-sharing; in particular, information pertaining to:

- A-G Preparation

- College Fairs
- Information about college application process
- College Readiness
- CSUF admission requirements
- CSUF application requirements
- Finish in 4
- Associate Degree for Transfer (ADT)

Partners will provide professional development opportunities including: a) promote *existing* training opportunities currently available to the Partnership (e.g. 'Early Start' breakfast training) that apply to CSUF preparation, admissions and readiness and b) provide *new* ORO professional development opportunities on CSUF preparation, admissions and readiness to relevant Partnership staff, c) Annual Counselor 1-Day Conference (CSUF will conduct an annual conference for relevant Partnership staff to provide information and training on CSUF preparation, admissions and readiness).

CSUF will consider, on an annual basis, the option of an Admission Advantage for FJUHS students who apply directly to CSUF and FJUHS students who attend Fullerton College and who then apply directly to CSUF. CSUF will provide all FJUHS graduates and FC students who enroll at CSUF with support onto graduation.

B. DATA-SHARING

Data sharing and evaluation

All partners agree to openly share institutional data in order to facilitate evaluation efforts (and ultimately strengthening) of Partnerships efforts. Specifically:

- A. CSUF admission offices will create a **Partnership Cohort** within the CSUF student tracking system so that trends regarding retention, graduation rates, and time to degree can be understood. Partnerships cohort data will have an ability to be aggregated and disaggregated based on a variety of criteria, such as: year of enrollment, ethnicity, etc.
- B. Additional outcome reports pertaining to Partnership cohorts may be completed throughout this partnership. All partners will remain open to sharing institutional data to facilitate said evaluations.
- C. In 2017-18, CSUF will assess current Associate Degrees for Transfer (ADT) support systems to identify why ADTs have higher student success rates and which systems have greatest impact on ADT's success. This information will be shared with the Partnership.
- D. Partners will communicate so that students and their support systems at FCC or FJUHS are knowledgeable about their acceptance to CSUF.

C. COMMUNICATIONS

The partners will engage in frequent communications to build trust, discuss progress, address concerns, and maintain accountability.

Internal Communications

Staff from the three institutions will provide relevant contact information for key staff positions so that a thorough and up-to-date phone tree and email contact list is available for ongoing communications. Partners commit to updating the contact list regularly to ensure constant communication.

Quarterly meetings

Staff from the three institutions will meet regularly to support the Partnership's efforts, discussing progress, addressing concerns, and maintaining accountability. In Year 1, partners will agree to a *host rotation schedule* for the Partnership's Quarterly meetings. Meetings will focus on partner updates regarding Implementation Plan progress. Agreement to the Partnership renewal will be discussed annually.

Messaging & Branding

Partners commit to the creation of a formal partnership name and co-brand. All Partners will commit to ensuring that all three Partnership partners are explicitly referenced in any communications about the Partnership; this is especially true for communications with any new potential partners and supporters.

Partners commit to raising the visibility of the partnership

Partners commit to raising the visibility of the partnership by engaging the business community so that business partners can be engaged at the 'end of the pipeline' for students coming through the partnership.

D. IMPLEMENTATION

All partners agree to carry out the activities detailed in the Implementation Plans created at the commencement of the Partnership. Partners agree to regularly revisit, revise and evaluate implementation progress and plans.

III. TERMS AND CONDITIONS

It is mutually understood and agreed that:

- a.* The partners shall each be solely responsible for any and all costs associated with their responsibilities under this MOU.
- b.* Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the indemnifying party's acts or omissions related to its participation under this Memorandum of Understanding, and each party shall bear the proportionate cost of any damages attributable to the fault of such party, its officers, agents, employees and independent contractors. It is the intention of the partners that, where fault is determined to have been contributory, principles of comparative fault will be applied.

- c. Each party, at its sole cost and expense, shall carry insurance or self-insure to cover its activities in connection with this MOU, and obtain, keep in force and maintain, insurance or equivalent programs of self-insurance, for general liability, workers compensation and business automobile liability adequate to cover its potential liabilities hereunder.
- d. If at any time a dispute arises within the Fullerton Higher Education Pathway Partnership, CSUF, FC and FJUHSD will agree to initiate a dispute resolution process as soon as possible.

IV. AMENDMENTS AND TERMINATION

This MOU may be amended by mutual agreement of the partners in a written modification signed by all parties. This MOU may be terminated by mutual agreement of the partners in a written agreement signed by all parties.

V. EFFECTIVE DATE AND SIGNATURE.

This MOU requires the signature of the President of California State University, Fullerton, President of Fullerton College, and Superintendent of Fullerton Joint Union High School District.

Partners indicate agreement with this Memorandum of Understanding by their signatures below. This Memorandum of Understanding shall be effective upon the date the last signature is acquired.

NAME
President
California State University, Fullerton

NAME
President
Fullerton College

NAME
Superintendent
Fullerton Joint Union High School District

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 22, 2018	Resolution	_____
SUBJECT:	Amendment of NOCCCD-Fullerton College Dual Enrollment Partnership Agreement with AUHSD	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB288 to establish the College and Career Access Pathways (CCAP) Act authorizing California Community College districts to enter into formal partnership agreements with local school districts to expand access to dual enrollment opportunities for high school students.

The Anaheim Union High School District has agreed with Fullerton College to participate in this opportunity for the 2017-2018 academic school year. At their July 25, 2017 meeting, the NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement with AUHSD. The AUHSD Board of Trustees approved this AB 288 CCAP Partnership Agreement with Fullerton College at their July 14, 2017 Board meeting. The AUHSD Board of Trustees then approved this amendment of the AB 288 CCAP Partnership Agreement at their May 8, 2018 Board meeting.

As of May 22, 2018, the CCAP agreement between Fullerton College and AUHSD will be amended by the addition of one educational program: COUN 144 F "Career Motivation and Self Confidence". This amendment was created in response to requests received from AUHSD regarding the possibility of offering a summer counseling class to incoming 9th graders. This class would serve as a high school summer transition program for incoming 9th graders. This course is designed to help students identify individual differences, examine personal characteristics and behavior, and evaluate self-concept. This change is limited to the addition of one course with two sections; the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction.

How does this relate to the five District Strategic Directions? This item responds to all five District Strategic Directions from student completion to reducing the achievement gap to student success in pathways to planning best practices to community partnerships.

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

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at

high schools provided that attendance requirements for high schools are met; therefore, this has the potential to not only increase student access but also generate more funding for NOCCCD.

RECOMMENDATION: It is recommended that the Board ratify the amendment of the 2017-2018 NOCCCD-Fullerton College and AUHSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.c.2
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2017-2018**

As of May 3, 2018, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD) and Anaheim Union High School District (“SCHOOL DISTRICT”) will be amended by adding one educational program (ADDENDUM A).

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

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

Executed on May 3, 2018

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

By: _____
Fullerton College
José Ramón Núñez, Ph.D.
Vice President, Instruction

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

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

ADDENDUM A

- 1. CCAP AGREEMENT PROGRAM YEAR 2017-2018** – The 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: 2017-2018

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Counseling SCHOOL DISTRICT: Anaheim Union High School District
HIGH SCHOOL: Loara HS and Anaheim HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 students				TOTAL PROJECTED FTES: 2 FTES			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. Career Motivation and Self Confidence	COUN 144 F	Summer 2018	9:00am-11:05am	6/11/18 to 6/21/18 M-T-W-Th	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara HS
2. Career Motivation and Self Confidence	COUN 144 F	Summer 2018	9:00am-11:05am	6/04/18 to 6/14/18 M-T-W-Th	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim HS

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

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

College credit courses have been offered previously to college bound AUHSD students. The courses helped those students to access college and be successful as they begin their college career.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Career Motivation and Self Confidence	N/A		N/A	

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 22, 2018	Resolution	<u> </u>
SUBJECT:	Amendment of NOCCCD-Fullerton College Dual Enrollment Partnership Agreement with FJUHSD	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB288 to establish the College and Career Access Pathways (CCAP) Act authorizing California Community College districts to enter into formal partnership agreements with local school districts to expand access to dual enrollment opportunities for high school students.

The Fullerton Joint Union High School District has agreed with Fullerton College to participate in this opportunity for the 2017-2018 academic school year. At their July 25, 2017 meeting, the NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with FJUHSD. The FJUHSD Board of Trustees approved this AB 288 CCAP Partnership Agreement with Fullerton College at their May 9, 2017 Board meeting. The FJUHSD Board of Trustees then approved this Amendment of the AB 288 CCAP Partnership Agreement at their May 8, 2018 Board meeting.

As of May 22, 2018, the CCAP agreement between Fullerton College and FJUHSD will be amended by the addition of one educational program: COUN 144 F “Career Motivation and Self Confidence”. This amendment was created in response to requests received from FJUHSD regarding the possibility of offering a summer counseling class to incoming 9th graders. This class would serve as a high school summer transition program for incoming 9th graders. This course is designed to help students identify individual differences, examine personal characteristics and behavior, and evaluate self-concept. This change is limited to the addition of one course with three sections, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction.

How does this relate to the five District Strategic Directions? This item responds to all five District Strategic Directions from student completion to reducing the achievement gap to student success in pathways to planning best practices to community partnerships.

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

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at

high schools provided that attendance requirements for high schools are met; therefore, this has the potential to not only increase student access but also generate more funding for NOCCCD.

RECOMMENDATION: It is recommended that the Board ratify the amendment of the 2017-2018 NOCCCD-Fullerton College and FJUHSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.d.2
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2017-2018**

As of May 1, 2018, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD) and Fullerton Joint Union High School District (“SCHOOL DISTRICT”) will be amended by adding one educational program (ADDENDUM A).

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

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

Executed on May 1, 2018

By: _____
Fullerton Joint Union High School District
Joan Velasco
Assistant Superintendent, Business Services

By: _____
Fullerton College
José Ramón Núñez, Ph.D.
Vice President, Instruction

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

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

ADDENDUM A

- 1. CCAP AGREEMENT PROGRAM YEAR 2017-2018** – The 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: 2017-2018

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Counseling SCHOOL DISTRICT: Fullerton Joint Union High School District
HIGH SCHOOL: La Habra HS and Fullerton HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 90 students	TOTAL PROJECTED FTES: 3 FTES
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. Career Motivation and Self Confidence	COUN 144 F	Summer 2018	9:00am-11:05am	6/11/18 to 6/21/18 M-T-W-Th	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
2. Career Motivation and Self Confidence	COUN 144 F	Summer 2018	8:00am-10:05am	6/18/18 to 6/28/18 M-T-W-Th	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
3. Career Motivation and Self Confidence	COUN 144 F	Summer 2018	11:00am-1:05pm	6/18/18 to 6/28/18 M-T-W-Th	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS

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

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

College credit courses have been offered previously to college bound FJUHSD students. The courses helped those students to access college and be successful as they begin their college career.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Career Motivation and Self Confidence	N/A		N/A	

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 22, 2018

SUBJECT: Strategic Partner Agreement between
University of Redlands and Fullerton
College/NOCCCD

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

BACKGROUND: Fullerton College is entering into an educational partnership agreement with the University of Redlands to provide two onsite bachelor's degree programs at Fullerton College:

- a) 60 unit Bachelor of Science in Business (BSB)
- b) 60 unit Bachelor of Science in Management (BSM)

This agreement between the University of Redlands and Fullerton College establishes a mutually beneficial education agreement whereby Fullerton College students and graduates have both opportunities and pathways to pursue bachelor's degrees at the location where they have already established academic success. The University of Redlands seeks to deliver its undergraduate degree completion program(s) to Fullerton College students and graduates onsite in classrooms provided by Fullerton College. This agreement was developed with input from faculty and staff.

The University of Redlands will provide different types of discounts to Fullerton students as well as benefit-eligible employees, spouses and domestic partners of Fullerton College. Because of the nature of this agreement these discounts are extended to all North Orange County Community College District students and benefit-eligible employees.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction, Fullerton College.

How does this relate to the five District Strategic Directions? This item responds to all five District Strategic Directions from student completion to reducing the achievement gap to student success in pathways to planning best practices to community partnerships.

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

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

RECOMMENDATION: It is recommended that the Board receive as information the Strategic Partner Agreement between University of Redlands and Fullerton College/NOCCCD.

Community College Agreement: Employee & Student

This Memorandum of Understanding (MOU) between the University of Redlands and Fullerton College and North Orange County Community College District (herein referred to as “NOCCCD”) documents the commitment of all parties to enter into a mutually beneficial education and training agreement.

Through this agreement, University of Redlands offers discounted tuition, customized education and training opportunities including classroom instruction at Fullerton College, special events and other benefits to Fullerton College and NOCCCD students as well as benefit-eligible employees, spouses and domestic partners of employees.

This agreement includes the tuition discount (outlined below) to Fullerton College students who transfer directly to the University of Redlands School of Business and attend one of the University of Redlands’ regional campus locations, as well as those taking courses through the Fullerton College – University of Redlands Bachelor’s Degree Program held on-site at Fullerton College.

Fullerton College offers opportunities for University of Redlands to promote programs and recruit students. Such promotion and recruitment may include on-site information meetings, education fairs, and advertisements as approved by Fullerton College; use of Fullerton College Partner designation in University of Redlands printed materials and on the University of Redlands website; and other means of promotion and recruitment mutually supported by University of Redlands and Fullerton College.

Discounts:

School of Business

Fullerton College students who have earned at least 21 credits at Fullerton College and transfer into the **Fullerton College – University of Redlands Bachelor’s Degree Program offered on-site at Fullerton College** or who enroll at any of the school’s locations shall receive a 30% discount. Fullerton College and NOCCCD employees, spouses and domestic partners of employees shall receive a 30% tuition discount for all programs offered by the School of Business.

School of Continuing Studies

Fullerton College and NOCCCD students, employees, spouses and domestic partners of employees shall receive a discount of 10% for courses or programs offered by the School of Continuing Studies (students enrolling in continuing studies courses must contact the School of Continuing Studies office prior to registration).

School of Education

Fullerton College and NOCCCD employees, spouses and domestic partners of employees shall receive a 15% tuition discount for all graduate programs offered by the School of Education.

Tuition discounts may not exceed 30%

Program Delivery: Each course and program has unique requirements, and prospective students should examine all requirements before registering.

Academic Policies: All policies stated in the current *University of Redlands Catalog* apply. These policies pertain to graduation requirements, academic honesty, withdrawal, re-enrollment, grade disputes and other policies important to all students undertaking degree work at the University of Redlands.

Application, Admission and Registration Requirements: Where applicable, students must meet all current application, admission and registration requirements.

Verification of Employment Status: University of Redlands may, at any time, require verification of current employee status of any Fullerton College student receiving the above listed discounts. Verification must be supplied directly from Fullerton College, not the student.

Transcripts: Where applicable, prospective undergraduate students must provide official transcripts from each college or university ever attended. Prospective graduate students must provide an official transcript from each institution from which they earned a degree.

Tuition and Fees: Tuition and fees are charged according to the *University of Redlands Catalog* in effect at the time of the student's enrollment. Tuition and fees are subject to change.

Additional Fees: Student Services fee is \$30 per course
 Matriculation fee (added to first course) is \$150
 Textbook costs vary by course and instructor

*Tuition and fees are subject to annual increases, but 30% discount applies throughout.

Payments and Billing Statements: Students enrolled in the School of Business or School of Education are billed directly by University of Redlands for tuition and fees. Students are responsible for submitting payment within 45 days and are solely liable for payment of all tuition and fees regardless of financial aid or Fullerton College tuition remission/reimbursement policies. Students enrolled in the School of Continuing Studies are required to pay for courses before attending their first class.

FACILITIES

Fullerton College will provide adequate classroom space at its facilities, to conduct the instruction and do so without charge to University of Redlands or students. Fullerton College warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

Fullerton College facilities may be used subject to mutual agreement by the parties via the submission of a Fullerton College - University of Redlands Pre-Approval for Facility Use – Course Offerings form (Exhibit A). University of Redlands agrees to complete and submit the form for each course offering (Exhibit A).

For any other events outside of the classroom, University of Redlands will consult with the appropriate Fullerton College Administrator and through mutual agreement, Fullerton College will facilitate securing the event through the Fullerton College Master Calendar regular processes and procedures without charge.

INDEMNIFICATION

University of Redlands agrees to and shall indemnify, save and hold harmless Fullerton College and NOCCCD and its governing board, officers, employees, administrators, independent contractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses (including reasonable attorney fees), damages, causes of action, losses, and judgements, arising out of University of Redlands performance of this Agreement. The obligation to indemnify by University of Redlands shall extend to all claims and losses in connection with any negligence of University of Redlands, its officers, employees, independent contractors, subcontractors, agents and other representatives.

Fullerton College and NOCCCD agrees to and shall indemnify, save and hold harmless University of Redlands and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses (including reasonable attorney fees), damages, causes of action, losses, and judgements, arising out of NOCCCD and Fullerton College's performance of this Agreement. The obligation to indemnify by NOCCCD and Fullerton College shall extend to all claims and losses in connection with any negligence of NOCCCD, Fullerton College, and the officers, employees, independent contractors, subcontractors, agents and other representatives of each.

INSURANCE

University of Redlands, 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, general liability insurance coverage or comparable coverage through an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence/THREE MILLION DOLLARS (\$3,000,000) aggregate to cover bodily injury, property damage, advertising injury and contractual liability of University of Redlands in connection to this Agreement. Such coverage may be procured through commercial insurance provided by an admitted California insurer duly licensed to engage in the business of insurance in the State of California, self-insurance as indicated above, or public entity risk management Joint Powers Authority (JPA) risk pool. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name and cover Fullerton 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 Fullerton College and to NOCCCD prior to the commencement of services by University of Redlands.

For the purpose of Workers' Compensation, University of Redlands shall be the "primary employer" for all its personnel who perform services as instructors and support staff. University of Redlands shall be solely

responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective University of Redlands personnel made in connection with performing services and receiving instruction under this Agreement. University of Redlands agrees to hold harmless, indemnify, and defend Fullerton 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 University of Redlands personnel connected with providing services under this Agreement, and further agrees to waive any right of subrogation University of Redlands may have, or any insurer of University of Redlands may have, in connection to such indemnification. University of Redlands is not responsible for personnel who may serve as instructors or students who are not affiliated with University of Redlands. Fullerton College and NOCCCD reserve the right to request proof of workers' compensation and employer's liability coverage providing the protection herein stated -prior to the commencement of services by University of Redlands.

MOU EXPIRATION

The initial term of this agreement is (3) years, and shall automatically renew thereafter for successive one year periods by executing a new agreement. Either party may terminate this agreement upon 30 days written notice, provided that any then in-term courses are completed.

ENTIRE AGREEMENT

This MOU contains all of the agreements and understandings relating to this educational partnership and obligations between Fullerton College and University of Redlands in connection therewith and neither party and no agent thereof has made or is making, and neither party in executing and delivering this MOU is relying upon, any warranties, promises or agreements, except as set forth in this MOU. All understandings and agreements heretofore between Fullerton College and University of Redlands relating to educational programs are merged in this MOU, which alone fully and completely express their agreement.

UNIVERSITY OF REDLANDS CONTACT

For all issues regarding this MOU, please contact the Associate Vice President for Enrollment Management, 1200 E. Colton Avenue, Redlands, CA 92373-0999, (909) 748-8739.

FULLERTON COLLEGE CONTACT

For all issues regarding this MOU, please contact the Vice President for Instruction, 321 E. Chapman Avenue, Fullerton, CA 92832, (714) 992-7030.

Agreed

Agreement effective academic years 2018 – 2019, 2019 – 2020, and 2020 – 2021. Executed on May 22, 2018.

For the University of Redlands:

Date: _____

Nancy C. Svenson
AVP for Enrollment Management
Nancy_Svenson@redlands.edu

For Fullerton College:

Date: _____

Greg Schulz, Ed.D.
President, Fullerton College

Address:

321 East Chapman Avenue
Fullerton, CA 92832

For North Orange County Community College District:

Date: _____

Cheryl Marshall, Ed.D.
Chancellor, North Orange County Community College District

Address:

1830 W. Romneya Drive
Anaheim, CA 92801-1819

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 22, 2018 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
May 22, 2018

CHANGE IN RETIREMENT DATE

Dickey, Cherie	CC	Reading Instructor From: 06/01/2018 To: 05/28/2018 PN CCF949
Kashi, Barbara	CC	Reading Instructor From: 06/06/2018 To: 05/27/2018 PN CCF892
Vanderpool, Jeffrey	FC	Philosophy Instructor From: 07/01/2018 To: 07/23/2018 PN FCF679

PROMOTION

Gamboa, Jorge	NOCE	Director, ESL/Citizenship To: FC Dean, Social Sciences Range 32, Column C + PG&D (100%) Management Salary Schedule Eff. 05/23/2018 PN FCM970
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TEMPORARY REASSIGNMENT

King, Tina	NOCE	Director, Institutional Research/Planning To: NOCE Interim Dean, Instruction and Student Services 12 Month position (100%) Range 32, Step C + Doctorate Management Salary Schedule Eff. 05/14/2018-06/30/2018 PN SIM991
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EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

King, Tina	NOCE	Interim Dean, Instruction and Student Services Range 32, Step C + Doctorate Management Salary Schedule Eff. 07/01/2018-06/30/2019
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EXTENSION OF CONTRACT

Filip, Dragana	CC	Psychiatric Technology Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class E, Step 4 Eff. 08/16/2018-12/08/2018
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CHANGE IN SALARY CLASSIFICATION

Franco, Arnold	CC	Psychiatric Technology Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 04/19/2018
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ADDITIONAL DUTY DAYS @ PER DIEM

Babad, Bruce	FC	Director of Jazz Ensemble	6 days
		Director of Jazz Band	11 days
Bedard, Dana	CC	Head Coach, Men's Golf	13 days
Beidler, Larry	CC	Head Coach, M&W Swimming	13 days
Bertoni, Nicola	FC	Director of Concert Choir	11 days
		Director of Collegiate Chorale	6 days
Burger, Markus	FC	Director of Jazz Ensemble	6 days
Clasby, Candice	FC	Director of Drama/Music Prod.	6 days
		Artistic Director-Resident Theater Company	5 days
Clowes, Kevin	FC	Resident Designer	13 days
		Managing Director of Theater Prog.	3 days
		Theater Technical Director	15 days
		Coordinator H.S. Theater Festival	5 days
Espinosa, Tim	FC	Director of Drama/Music Prod.	12 days
		Managing Director of Theater Prog.	2 days
Harless, Zachary	FC	Artistic Director-Resident Theater Company	5 days
		Managing Director of Theater Prog.	2 days
		Resident Designer	13 days

Academic Personnel
May 22, 2018

House, Joshua	CC	Forensics Coach	11 days
Hutting, Anthony	CC	Head Coach, Baseball	15 days
Jewell, Joe	FC	Director of Jazz Ensemble	12 days
Khaefi, Arian	FC	Director of Chamber Singers	8 days
		Director of Collegiate Chorale	6 days
		Director of Master Chorale	6 days
Lopez, David	FC	Director of Jazz Ensemble	6 days
Mazzaferro, Tony	FC	Director of Concert Band	8 days
Mueller, Michael	FC	Director of Drama/Music Prod.	6 days
		Managing Director of Theater Prog.	2 days
Page, Jennifer	CC	Forensics Coach	11 days
Pickler, Brad	CC	Head Coach, Softball	15 days
Pinkham, Bill	CC	Assistant Coach, Baseball	11 days
Pliska, Steve	FC	Resident Designer	13 days
		Managing Director of Theater Prog.	6 days
		Coordinator H.S. Theater Festival	2 days
Scott, Mike	FC	Director of Jazz Ensemble	12 days
Shew, Jamie	FC	Director of Vocal Jazz Ensemble	16 days
Welliver, Nancy	CC	Head Coach, Sand Volleyball	13 days
Willis, Chad	FC	Director of Jazz Ensemble	6 days
Woll, Greg	FC	Director of Jazz Ensemble	6 days

Academic Personnel
May 22, 2018

LEAVE OF ABSENCE

Duenas, Yolanda	CC	Counselor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 05/10/2018-05/25/2018 AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 05/26/2018-06/21/2018
Flores, Michael	CC	History Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/16/2018-04/30/2018

REASSIGNED TIME FOR RETRAINING

Gutierrez, Ruth	CC	Reading Instructor 60% Reassigned Time for Retraining Eff. 2018-2019 Academic Year
Letcher, Annette	CC	Reading Instructor 60% Reassigned Time for Retraining Eff. 2018-2019 Academic Year
Vescial, Keith	CC	Reading Instructor 60% Reassigned Time for Retraining Eff. 2018-2019 Academic Year

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2018 SUMMER
INTERSESSION

Clementir, Jingky	FC	Column 2, Step 1
Danufsky, Joshua	FC	Column 2, Step 1
Olszewski, Jerry	FC	Column 1, Step 1
Wilson, Elaine	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2018 SPRING SEMESTER,
TRIMESTER

Celis, Joseph	NOCE	Column 2, Step 2
Ferguson, Kennellie	FC	Column 1, Step 1

Academic Personnel
May 22, 2018

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Abutin-Mitsch, Jeannie	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Gomez, Patricia	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Lapietra, Amy Bond	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Macaffee Lisa	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
McDermott, John	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Orr, Alyesse	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Sayed, Donna	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018
Walsh, Constance	FC	Educators for Equity Training Stipend not to exceed \$120.00 Eff. 05/30/2018

CORRECTION TO BOARD AGENDA OF FEBRUARY 13, 2018
RETIREMENT DATE

Shideler, Linda	FC	Mathematics Instructor From: 07/16/2018 To: 07/17/2018 PN FCF740
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 22, 2018 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
May 22, 2018

RETIREMENT

Mallacove, Marla	NOCE	Instructional Assistant/High School Lab 11-month position (45%) Eff. 05/10/2018 PN SCC970
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RESIGNATIONS

Gaspar, Mario	CC	Manager, Custodial Services 12-month position (100%) Eff. 05/18/2018 PN CCM958
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Sater, Erika	FC	Administrative Assistant I 12-month position (100%) Eff. 05/19/2018 PN FCC981
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NEW PERSONNEL

Bautista, Ricardo	FC	Campus Safety Officer 12-month position (100%) Range 31, Step A + 10% Shift Classified Salary Schedule Eff. 05/23/2018 PN FCC935
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Fierro, Deniz	FC	Special Project Director, Counseling Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 06/18/2018 – 06/30/2018 PN FCT969
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Hernandez, Rafael	CC	Plumber 12-month position (100%) Range 41, Step C Classified Salary Schedule Eff. 05/23/2018 PN CCC820
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Classified Personnel
May 22, 2018

Mai, Thao Duy	AC	IT Project Leader 12-month position (100%) Range 57, Step E Classified Salary Schedule Eff. 05/23/2018 PN ISC964
Makabali, Jason	NOCE	Special Project Manager, Research Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 05/23/2018 – 06/30/2018 PN SCT958

REHIRES

Fierro, Deniz	FC	Special Project Director, Counseling Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 7/01/2018 – 06/30/2019 PN FCT969
Makabali, Jason	NOCE	Special Project Manager, Research Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2018 – 01/31/2019 PN SCT958

PROMOTION

Alfajora, Jonette	AC	Risk Management Technician 12-month position (75%) PN DEC930
		To: AC Payroll Specialist 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 05/14/2018 PN DEC925

Classified Personnel
May 22, 2018

Lemos, Donny	CC	Facilities Custodian I 12-month position (100%) PN CCC937	To: CC Facilities Custodian II Range 28, Step E + 10% Shift + 10% Longevity Classified Salary Schedule Eff. 05/23/2018 PN SCC985
Llamas, Jimmy	FC	Groundskeeper 12-month position (100%) PN FCC995	To: FC Groundskeeper (50%) Range 29, Step B PN FCC791 FC Grounds Athletic Field (50%) Range 31, Step B PN FCC601 Classified Salary Schedule Eff. 05/23/2018
Murillo, Raquel	NOCE	Special Project Manager, SSSP Temporary Management Position (100%) PN SCT963	To: NOCE Manager, Student Success and Equity 12-month position (100%) Range 14, Column A Management Salary Schedule Eff. 05/23/2018 PN SCM971

VOLUNTARY CHANGES IN ASSIGNMENT

Guerrero, Juan	CC	Facilities Custodian Coordinator II (100%) Temporary Change in Assignment	To: CC Interim Manager, Custodial Services 12-month position (100%) Range 6, Column B Management Salary Schedule Eff. 05/21/2018 – 06/30/2018 Eff. 07/01/2018 – 09/28/2018
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LEAVES OF ABSENCE

Bataran, Sharon	CC	Health Services Administrative Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/30/2018 – 05/31/2018 (Intermittent Leave)
Coggi, Anita	FC	Administrative Assistant II (100%) Military Leave With Pay (USERRA) Eff. 06/07/2018 – 06/19/2018 (Consecutive Leave)
Gutierrez, David	FC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/02/2018 – 11/01/2018 (Intermittent Leave)
Haddad, Eileen	CC	Senior Research & Planning Analyst (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/21/2018 – 07/13/2018 (Consecutive Leave)
Hoang, Elizabeth	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 05/22/2018 – 06/04/2018; 06/20/2018 – 07/03/2018; 07/18/2018 – 07/31/2018; and 08/15/2018 – 08/28/2018 (Consecutive Leave)
Matanguihan, Leilani	CC	Student Services Specialist/ EOPS (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/30/2018 – 05/30/2018 (Consecutive Leave) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 05/31/2018 – 08/28/2018 (Consecutive Leave)

Classified Personnel
May 22, 2018

Perkins, Ryann	FC	Instructional Assistant (100%) Unpaid Personal Leave Eff. 05/24/2018 – 05/25/2018 (Consecutive Leave)
Serrato, Melissa	FC	Campus Marketing/Outreach Assisant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 04/30/2018 – 05/29/2018 (Intermittent Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 22, 2018 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
May 22, 2018

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Amrami, Ofer	CC	Technical Expert II	CyberPatriots Advanced Training	26	04/16/2018	06/30/2018
Dimitratos, Spiridon	FC	Technical Expert II	Strong Workforce Grant	20	04/23/2018	06/30/2018
Dimitratos, Spiridon	FC	Technical Expert II	Perkins VTEA "Biotechnology" Grant	20	04/23/2018	06/30/2018
Hernandez, Victoria	FC	Project Expert	Grant Coordinator	26	04/24/2018	06/29/2018
McAlister, Kathleen	CC	Project Coordinator	Distance Education Coordinator	40	05/27/2018	06/30/2018
Rivers Senghor, Diana	NOCE	Technical Expert I	NOCE/Fullerton College ESL Alignment	26	12/02/2017	01/07/2018
Rosales, Kimberly	FC	Technical Expert II	Strong Workforce Grant	40	04/23/2018	06/30/2018
Rosales, Kimberly	FC	Technical Expert II	Perkins VTEA "Biotechnology" Grant	40	04/23/2018	06/30/2018
San Roman, Catherine	CC	Project Expert	Avaya Training and User Support	26	05/12/2018	06/30/2018
Tucker, Alba	AC	Technical Expert	District Services Staff Appreciation Week – Chair Massages	16	05/17/2018	05/18/2018
Willis, Chad	FC	Technical Expert I	Guest Trumpet Performer	7.5	05/25/2018	05/25/2018

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Bouldin, Ian	Tuition Rate	Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 22, 2018 Resolution _____
Information _____
SUBJECT: Hourly Personnel Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
May 22, 2018

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alsunna, Helen	CC	Clerical/ Secretarial - Assist in the Counseling Center	06/18/18	06/28/18	TE A 1
Apuntar, Janelle	AC	Clerical/Secretarial - Assist in the Human Resources Center	06/01/18	06/30/18	TE A 2
Bhargava, Runjhun	FC	Clerical/Secretarial - Assist in the Printing Department	05/26/18	06/30/18	TE A 4
Chu, Myron	FC	Tech/Paraprof - Assist ACT with various projects	05/23/18	06/30/18	TE A 2
Costescu, Diana	CC	Clerical/ Secretarial - Assist in the Transfer Center	06/18/18	06/28/18	TE A 1
Crisantos Valencia, S.	FC	Clerical/Secretarial - Assist in the Counseling Center	05/23/18	06/30/18	TE A 2
Diaz, Oscar	CC	Clerical/Secretarial - Assist in CC Outreach Program	05/09/18	06/04/18	TE A 4
Franco, Noelle	NOCE	Clerical/Secretarial - Assist as Summer Camp Counselor	03/29/18	06/06/18	TE B 1
Glennie, Megan	FC	Tech/Paraprof - Athletic Program Assistant	05/09/18	06/30/18	TE H 4
Hanifa, Roselyn	AC	Clerical/Secretarial - Assist in the Risk Management Department	07/01/18	09/28/18	TE A 4
Le, Brandon	CC	Clerical/ Secretarial - Assist in the Transfer Center	06/18/18	06/28/18	TE A 1
Sanchez Cordova, K.	FC	Clerical/Secretarial - Assist in the Counseling Center	05/23/18	06/30/18	TE A 2
Sevilla, Grace	FC	Clerical/Secretarial - Assist in the Counseling Center	05/23/18	06/30/18	TE A 2
Silva, Sara	FC	Clerical/Secretarial - Assist in the Academic Computing Tech Department	05/23/18	06/30/18	TE B 3
Tran, Bao	CC	Clerical/Secretarial - Assist in CC Outreach Program	06/01/18	06/30/18	TE A 2
Valbuena, Stephen	FC	Tech/Paraprof - Athletic Program Assistant	05/23/18	06/30/18	TE H 4
Washington, Elizabeth	CC	Clerical/ Secretarial - Assist in the Counseling Center	06/18/18	06/28/18	TE A 1
Yanez, Julie Mar	FC	Clerical/Secretarial - Assist in the Counseling Center	05/23/18	06/30/18	TE A 2

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguillon, Yadira	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	05/29/18	06/30/18	TE B 2
Aguillon, Yadira	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Downs, Jerrica	NOCE	Direct Instr Support - Peer mentoring for the AEBG DSS Program	05/23/18	06/30/18	TE A 2
Galvez, Berenice	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	05/29/18	06/30/18	TE B 2

Hourly Personnel
May 22, 2018

Galvez, Berenice	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Hernandez, Guadalupe	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	05/29/18	06/30/18	TE B 2
Hernandez, Guadalupe	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Kalantari, Hooman	FC	Direct Instr Support - Tutor for the Skills Center Reading Lab	08/16/18	06/30/19	TE B 1
Llaban, Caroline	NOCE	Direct Instr Support - Peer mentoring for the AEBG DSS Program	05/23/18	06/30/18	TE A 2
Martinek, Scott	NOCE	Direct Instr Support - Peer mentoring for the AEBG DSS Program	05/23/18	06/30/18	TE A 2
Martinez, Sonia	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Park, Jaeyoung	FC	Direct Instr Support - Tutor students in the campus Math Lab	05/23/18	06/30/18	TE A 2
Reyna, Bryan	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	05/29/18	06/30/18	TE B 2
Reyna, Bryan	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Shen, Shulin	FC	Direct Instr Support - Tutor for Summer Embedded Tutoring (SET) Program	07/01/18	08/01/18	TE B 1
Williams, Jace	NOCE	Direct Instr Support - Peer mentoring for the AEBG DSS Program	05/23/18	06/30/18	TE A 2

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arias Carbajal, Maria	FC	Service/Maint - Substitute for vacant Facilities Custodian I FCC609	04/25/18	06/30/18	TE B 2
Arias, Claudia	FC	Service/Maint - Substitute for vacant Facilities Custodian I FCC610	04/25/18	06/30/18	TE B 2
Hanifa, Roselyne	AC	Clerical/Secretarial - Substitute for vacant Risk Mgmt Tech PN DEC930	05/09/18	06/30/18	TE A 4
Lemus, Candelaria	FC	Clerical/Secretarial - Substitute for vacant Admin Assistant II PN FCC914	05/07/18	06/30/18	TE B 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Anderson, Vodrick	FC	Full-time Student - Assist programming and office management	04/19/18	06/30/18	TEA 2
Doran, Gabriella	NOCE	Full-time Student - Assist in the campus DSS office	05/23/18	06/30/18	TE A 2
Garcia, Alondra	CC	Full-time Student - Assist students in the Health Computer Lab	04/23/18	05/25/18	TE A 1
Lopez, Leam	FC	Work Study Student - Assist in the Admissions and Records Office	05/23/18	06/30/18	TE A 2

Hourly Personnel
May 22, 2018

Lopez, Melissa	CC	Full-time Student - Assist students in the Health Computer Lab	04/27/18	05/25/18	TE A 1
Simental, Kacie	FC	Work Study Student - Assist in the Cadena Cultural & Transfer Center	07/01/18	06/30/19	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 22, 2018

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? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
May 22, 2018

Name	Site	Program	Begin	End
Lopez, Mayra	FC	EOPS - Student Services	05/23/2018	06/26/2018
Schempp, Valerie	NOCE	LEAP- Older Adult Program	02/15/2018	06/30/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 22, 2018
SUBJECT: Equal Employment Opportunity (EEO)
Fund Multiple Method Allocation Model
Certification for 2017-18

Action X
Resolution _____
Information _____
Enclosure(s) X

BACKGROUND: In 2016 the State Chancellor’s Office changed the EEO Fund Multiple Method Allocation Model. In order to receive EEO Funds, Districts are required to submit a three-year EEO Plan and annual certification. The purpose of implementing the new model was to increase compliance with legal EEO requirements and provide students with the educational benefits of a diverse workforce. These funds are used for District-wide diversity activities including EEO and diversity training, full-time faculty and administrator applicant travel reimbursement, advertising, and job fair activities to attract robust and diverse applicant pools.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board approve and certify the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2017-18.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

District Name: North Orange County Community College District

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes
 No

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: Arturo E. Ocampo Title: District Director, Diversity and Compliance

Signature: _____ Date: _____

Chief Human Resources Officer

Name: Irma Ramos Title: Vice Chancellor, Human Resource

Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Cheryl Marshall Title: Chancellor

Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: May 22, 2018

Name: Jacqueline Rodarte Title: President/Chair, Board of Trustees

Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2018

Return to: Leslie LeBlanc lleblanc@cccco.edu; Office of the General Counsel
California Community Colleges; 1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district's success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

Yes

No

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

- The revised Equal Employment Opportunity (EEO) Plan was approved by North Orange County Community College District (NOCCCD) Board of Trustees on June 14, 2016. The plan was forwarded to the State Chancellor. (See NOCCCD attachment #1, Equal Employment Opportunity Plan 2016-2019.)
- The Plan is effective from 2016-2019.
- NOCCCD has an operational EEO Advisory Committee (EEOAC). The EEOAC has assisted in the development of the plan and will continue to assist in the implementation of the plan. The EEOAC meets monthly.
- The District's 2016-17 annual report on the use of Equal Employment Opportunity funds has been submitted. (See NOCCCD attachment #2, Annual Report of EEO Funds.)

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

NOCCCD Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity was adopted March 13, 2012, http://www.nocccd.edu/files/7100bpb03-13-12_90436.pdf and revised in 2017. Board Policy 7100 attests to NOCCCD Board of Trustees' commitment and support of Equal Employment Opportunity and Diversity. NOCCCD has a rich history of commitment and support of all diversity efforts including a robust, qualified, diverse employee population to ensure the highest quality education is provided to our diverse student body. The commitment to diversity is memorialized in NOCCCD Annual Institutional Commitment to Diversity Report https://www.nocccd.edu/files/bot-diversity-report-2017_04690.pdf.

As noted in the most recent Diversity Report, NOCCCD total diverse employee demographic has increased from twenty-three (23) percent in 2010-2011 to forty-two (42) percent, in 2016-17, which is higher than the statewide average for community colleges of thirty-seven (37) percent. Other Board Policies that demonstrate the District's commitment and support to EEO and diversity are as follows:

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

- BP/AP 3410 Unlawful Discrimination and BP 3430 Prohibition of Harassment
http://www.nocccd.edu/files/3410bpfinalrevisedbot04-14-15_23504.pdf
http://www.nocccd.edu/files/3410apfinalrevisedformerlyap3430dcc02-23-15_23519.pdf
https://www.nocccd.edu/files/3430bpfinalrevisedbot04-14-15_23575.pdf
- BP/AP 3540 Sexual Assaults and Other Sexual Misconduct
https://www.nocccd.edu/files/3540bpfinalrevisedbot2015-11-10_24392.pdf
https://www.nocccd.edu/files/3540apfinalreviseddcc2015-10-26_24405.pdf
- BP/AP 2431 Chancellor Selection http://www.nocccd.edu/files/2431bpfinalrevisedc-staff11-26-14referenceonly_20369.pdf
http://www.nocccd.edu/files/2431apfinalreviseddcc-2016-04-25_06928.pdf
- AP 7120-3 Classified Employee Hiring
http://www.nocccd.edu/files/7120bpfinalrevisedc-staff11-26-14referenceonly_90542.pdf
http://www.nocccd.edu/files/7120-3apfinalrevisedc-staff11-26-14referenceandform_90656.pdf
- AP 7120-4 Management Employee Hiring http://www.nocccd.edu/files/7120-4apfinalreviseddcc02-23-15_90695.pdf
- Tenure-Track Faculty Hiring Policy http://www.nocccd.edu/files/3004_93523.pdf
- Adjunct Faculty Hiring Policy http://www.nocccd.edu/files/3010_93563.pdf
- Adjunct Faculty Hiring Procedures http://www.nocccd.edu/files/3010pro_93606.pdf

New/revised Board Policies approved in 2017-18 that further the Districts commitment to EEO and diversity include:

- BP 7160 Professional Development http://nocccd.edu/files/7160bpfinalnewbot-2017-09-26_46357.pdf
- BP/AP 7700 Whistle Blower Policy https://www.nocccd.edu/files/7700bpfinalnewbot-2017-11-28_60425.pdf

On March 14, 2017, the Board approved Resolution 16/17-18, Support for Students and Privacy of Student Records, which affirms the District will not release any personally identifiable student information related to immigration status without a judicial warrant, subpoena or court order, unless authorized by the student or required by law. It also states the District will not enter into any agreements with law enforcement agencies to assist in the enforcement of federal immigration law

https://www.nocccd.edu/files/resolution-no-16-17-18-support-for-students-and-privacy-of-student-records-2017-03-14_30616.pdf

On February 24, 2017, the Board of Trustees received training on the elimination of bias in hiring and employment.

The District addresses issues of inclusion/exclusion in a transparent and collaborative fashion through it Pluralism, Inclusion, and Equity series, its professional development offerings, through the equity committees, and the Annual Student Equity Conference. For specific workshops see Method #7.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Evidence demonstrating incentives for hard to hire disciplines is contained in NOCCCD Administrative Procedure 7120-10 Applicant Reimbursement http://www.nocccd.edu/files/7120-10apreviseddcc08-24-15_90931.pdf. NOCCCD provides applicants with reimbursement for expenses related to travel in conjunction with the application process. Administrative Procedure 7120-10 was updated in August 2015 to include an increase in the amount of applicant reimbursement to \$800.00 per interview and a maximum reimbursement of \$1,500.00 per recruitment.

In July of 2015, NOCCCD implemented an online application process with the utilization of PeopleAdmin applicant tracking system. This online system allows NOCCCD to be globally competitive and has provided the District with robust, qualified and diverse applicant pools.

In hard-to-hire disciplines, Human Resources works in conjunction with the hiring committee chairs to determine the nature and extent of outreach, recruitment and advertising necessary to ensure a qualified and diverse pool to meet the needs of our diverse student population to achieve student success (See NOCCCD attachment #3 JobElephant.com advertising sources). NOCCCD takes advantage of hundreds of recruitment opportunities such as focused online advertising, job fairs, "Hire Me" training, professional periodicals, and professional organizations. For example, in hard-to-hire disciplines such as Science, Technology, Engineering, and Math (STEM), the District conducts focused outreach to STEM professional groups and periodicals, including websites that are circulated to traditionally underrepresented groups, including but not limited to: AsiansinHigherEd.com, BlacksinHigherEd.com, Glassdoor.com, HACU.net, HispanicsinHigherEd.com, LGBTinHigherEd.com, MilitaryJobs.com, MilitaryVetJobs.com, and NativeAmericansinHigherEd.com.

In spring 2017, NOCCCD created a pilot Diversity and Inclusion Faculty Fellows Program. In spring 2018, the Faculty Fellows began developing a list of affinity group professional networks, organizations, listserves, websites, associations, and committees (the primary focus will be on affinity groups that are underrepresented within the faculty ranks). Job announcements will be sent to these groups with a particular focus in hard-to-hire areas.

The District conducts longitudinal analysis of job applicants and hiring by monitored group status. See Institutional Commitment to Diversity Report dated October 10, 2017.

<https://www.nocccd.edu/diversity-report>

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Does the District meet Method #4 (Focused outreach and publications)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

NOCCCD conducts focused outreach and advertising as follows:

Human Resources uses effective focused outreach and publications for the purposes of recruiting qualified applicants for all positions, including extensive advertisement in a wide array of publications with the assistance of JobElephant.com, (See NOCCCD attachment #3) a third party vendor. The District has the opportunity to advertise in over 250 plus publications. Focused outreach is employed to ensure the most robust qualified diverse applicant pools possible.

These measures are utilized to ensure NOCCCD attracts and retains the most highly qualified diverse applicant pools. Focused outreach includes participation in specific advertising, job fairs, and providing NOCCCD "Hire Me" trainings.

NOCCCD "Hire Me" trainings are developed and delivered by NOCCCD staff. The first session focuses on the application process and the second session focuses on the interview process. NOCCCD presenters include College Presidents, Provosts, Deans, Directors, Faculty, and Human Resources Staff. These training sessions provide attendees with insight into specific tips and techniques to become successful candidates, and the opportunity to have dialogue with NOCCCD staff. On February 24, 2018, NOCCCD held its first "Hire Me" workshop that focused on both the classified and academic hiring process, with 115 persons in attendance.

In 2017, NOCCCD held its first on-site Job Fair with close to 100 participants in attendance.

In fall 2018, NOCCCD also held a workshop with NOCCCD adjunct faculty on applying for tenure-track faculty positions and how to respond to the diversity qualifications.

NOCCCD has a proven track record of attracting a highly diverse and qualified applicant pool as noted in the Annual Institutional Commitment to Diversity Report https://www.nocccd.edu/files/bot-diversity-report-2017_04690.pdf This report highlights the fact that since 2010-2011 NOCCCD has had an average of 56% diverse applicants District-wide. NOCCCD attributes these diverse applicant pools to its varied and unique focused outreach and the commitment to diversity at all levels of the District.

From 2016-2018 all of NOCCCD's campuses have conducted Campus Climate Surveys. They are currently being analyzed for, amongst other things, matters involving retention and satisfaction of diverse groups.

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Cultural awareness training is provided to all members of the campus community through the Pluralism, Inclusion, and Equity (PIE) series, through professional development offerings, equity and diversity committee sponsored events, and campus sponsored events (see Method # 7).

The District creates job announcements, publications, and website content to convey its commitment to diversity and EEO. The District has developed advertisements in publications that highlight its commitment to Diversity and EEO. The District began using this ad in spring 2018 (see attachment 6).

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

NOCCCD is committed to diversity throughout the recruitment process and at all levels as demonstrated in a variety of methods discussed below:

- All committee members are trained on the subject of Equal Employment Opportunity District hiring procedures, Diversity, and Bias, no less than every 24-month period, prior to serving on a hiring committee. (See *NOCCCD Attachment #1 page 12.*)
- In 2016, the hiring committee training was revised to increase the diversity focus of the training and a section on how to meaningfully apply the diversity qualifications/criteria was added. It was updated in 2017 and again in 2018.
- NOCCCD hiring policies require an EEO Representative to serve on each screening committee as described in each of the policies as follows;
http://www.nocccd.edu/files/2431apfinalreviseddcc-2016-04-25_06928.pdf
http://www.nocccd.edu/files/7120bpfinalrevisedc-staff11-26-14referenceonly_90542.pdf
http://www.nocccd.edu/files/7120-3apfinalrevisedc-staff11-26-14referenceandform_90656.pdf http://www.nocccd.edu/files/7120-4apfinalreviseddcc02-23-15_90695.pdf http://www.nocccd.edu/files/3004_93523.pdf
http://www.nocccd.edu/files/3010_93563.pdf
http://www.nocccd.edu/files/3010_93563.pdf
- In 2017, EEO Representative training has been developed to train EEO reps on their role and to provide them the tools to ensure EEO and diversity are attended to.
- As a listed minimum qualification for all positions at NOCCCD, applicants are required to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation and ethnic backgrounds of community college student, faculty and staff, see <https://nocccd.peopleadmin.com/>.

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- A supplemental question contained in applications for all positions at NOCCCD requires the applicant to describe his/her experience, training and/or education that demonstrates their understanding and sensitivity to diversity.
- In spring 2018, a question was added to all applicant reference check questions regarding the applicant's demonstrated sensitivity and understanding of diversity and inclusion.
- All interviews require at least one question related to diversity, inclusion and equity.

In spring 2018, the District sent a team to the USC Center for Urban Education, Equity in Faculty Hiring Institute to learn methods designed to increase faculty diversity hiring. The Team developed suggestions to achieve this goal. These suggestions have been submitted to the District and Academic Senates in spring 2018 for consideration.

The District has timely and thoroughly investigated all complaints regarding EEO violations pursuant to Section 53024.1(h) and as described in the District's EEO Plan (see attachment 1). All harassment and discrimination complaints pursuant to section 59300 of subchapter 5 have also been timely and thoroughly investigated. In all instances, appropriate corrective action has been taken.

In spring 2018, Human Resources finalized its exit interview questionnaire. It will be, amongst other things, used to analyze data for patterns impacting particular monitored groups and to implement measures to address any identified inequities.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

NOCCCD provides consistent and ongoing training that is mandatory for hiring committees as discussed below:

Hiring Committee Training

The adopted Board Policies, Administrative Procedures, and the EEO Plan require training for all hiring committee members. (See *NOCCCD attachment #4, EEO and Diversity Search Committee Training and NOCCCD Hiring Training Presentations.*) All NOCCCD hiring committee members are required to be trained within 24 months prior to participating on any selection or hiring committee. The NOCCCD Board adopted Policies and Procedure can be found at the links included below:

http://www.nocccd.edu/files/2431apfinalreviseddcc-2016-04-25_06928.pdf

http://www.nocccd.edu/files/7120bpfinalrevisedc-staff11-26-14referenceonly_90542.pdf

http://www.nocccd.edu/files/7120-3apfinalrevisedc-staff11-26-14referenceandform_90656.pdf

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http://www.nocccd.edu/files/7120-4apfinalreviseddcc02-23-15_90695.pdf
http://www.nocccd.edu/files/3004_93523.pdf
http://www.nocccd.edu/files/3010_93563.pdf

Additionally, the EEO Plan contains the requirement for all persons involved in the recruitment, screening, and selection process to receive EEO training as follows:

VIII. Training for Screening/Selection Committees [*Title 5 § 53003 (c) (4)*]

Any person, whether or not an employee of the District, who is involved in the recruitment, screening, selection or other hiring process for District personnel shall participate in interactive training within 24 months prior to performing these duties.

The training shall cover all of the following:

- The requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et. seq.);
- Federal and state law regarding nondiscrimination in employment;
- The requirements of the District's EEO Plan;
- The District's policies and procedures for hiring committees and nondiscrimination;
- The educational benefits of workforce diversity;
- The elimination of bias in hiring decisions;
- How to evaluate the diversity criteria;
- Best practices for serving on a selection or screening committee.

This EEO training is mandatory; individuals who have not received this training within the last 24 months will not be allowed to serve on hiring committees. Any individual, whether an employee of the District, or an individual acting on behalf of the District, with regard to recruitment and hiring of employees is subject to the Equal Employment Opportunity requirements of Title 5 § 53020(c) and the District's Plan. The training is provided by the Office of Diversity and Compliance and District Office of Human Resources. (See NOCCCD attachment #4)

EEO Representative Training

In spring 2017, new training was introduced specifically for the EEO/Diversity Representatives on hiring committees. The training was revised in spring 2018. The training is in addition to the training required of all hiring committee members. The training is designed to explain the role of the EEO/Diversity Representative and provide them with the tools needed to perform their duties. The training is four hours long and covers the following topics:

- The role of the EEO/Diversity Representative
- How to evaluate the diversity criteria
- How to prevent bias in the hiring process
- Conducting outreach and searches to attract a diverse pool
- State and District demographics
- Benefits of diversity
- Non-discrimination

(See NOCCCD attachment #5, *EEO/Diversity Representative Training*)

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Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

NOCCCD, through its Office of Diversity and Compliance, the District and College Professional Development Committees, the Colleges' Equity Committees, the Colleges' Diversity Committees, and other source, have and will continue to provide professional development opportunities focused on diversity. This is demonstrated in NOCCCD's EEO Plan and professional development activities at the District and Campus level (See *NOCCCD attachment #1, page 16*), which states:

I. BUILDING AN INCLUSIVE WORKPLACE ENVIRONMENT

Ongoing Activities:

- Professional development opportunities focused on diversity and equity.
- Director will present an Annual Institutional Commitment to Diversity Report to the Board of Trustees with the understanding that transparency promotes shared, institutional interest and inquiry.
- As a part of building an inclusive work environment, the Plan supports activities that promote an inclusive educational environment. Such an environment will be more attractive to employees who bring to their work a sensitivity to the diversity of community college students. The District believes that this can have a positive effect on its efforts to recruit diverse applicant pools and retain diverse employees.

The Office of Diversity and Compliance offered the following professional development workshops in 2017-2018 focused on diversity:

1. Week long Inclusive Excellence Curriculum Development Seminar
2. Two day training on Funds of Knowledge and Community Cultural Wealth
3. The Immigration Series (series of 4 workshops on current immigration issues)
4. The field trip to the African American Museum and The Japanese American Museum
5. Equity v. Equality workshop
6. Supporting Undocumented Student workshops
7. The Tenure Track application process for adjunct faculty

The District also offered in 2017-2018 the first annual Leadership Academy, recruiting a diverse cohort of employees in a yearlong leadership program. The District sent teams of employees to the National Conference on Race and Ethnicity, the USC Center for Urban Development, Equity in Faculty Hiring Institute, and helped fund employees attend conferences focused on Men of Color, Asian/Pacific Islanders, and Latinos.

Examples of other offerings at the campus level included:

1. Equity Certification Program at Cypress College
2. Cypress - Opening Day Presentation of Diversity & Inclusiveness Award
3. Sponsor monthly displays in the Cypress College Library/LRC honoring a variety of aspects of diversity

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4. Kindercaminata (Cypress and Fullerton)
5. Sponsored Holocaust Day of Remembrance (Yom HaShoah) (Cypress)
6. Tri-County Women's Empowerment Summit (Fullerton)
7. Quadchella (Fullerton)
8. Dia De Los Muertos (Fullerton)
9. Ethnic Studies Conference (Fullerton)
10. Sexual Assault Awareness Month (Cypress and Fullerton)
11. Take Back the Night Candlelight Vigil (Fullerton)
12. UMOJA Program Annual Awards & Recognition (Fullerton)
13. WorldFest! (Fullerton)
14. Legacy Program (Cypress)
15. A2Mend conference (NOCE)
16. "Creating Better Tomorrows" Student Conference (NOCE)

The Office of Diversity and Compliance supported the Latino, Black, and Asian/Pacific Islander staff associations with membership recruitment efforts, sponsoring events, and providing administrative support.

All faculty have received Non-Discrimination and Harassment training during fall 2017 flex day and Title IX training during spring 2018 flex day. All new employees receive training on Non-Discrimination/Harassment and Title IX as part of orientation. All administrators and managers are required to receive Discrimination/Harassment Prevention training every two years pursuant to AB1825.

The District Director for Diversity and Compliance sits on the statewide EEO committee and regularly shares information and training with other Community College districts.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

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Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

NOCCCD is committed to a Grow-Your-Own program concept as stated in its EEO plan which states (See NOCCCD attachment #1, page 17) as objectives:

- Development of mentorship programs, skill building and other career pathways
- Participate in the statewide “AA to MA” program.

Currently NOCCCD offers three Grow-Your-Own programs for potential faculty. Two are specific to certain disciplines. One is within the North Orange Continuing Education in the ESL program and the second is in Basic Skills at Fullerton College. Both provide an internship experience co-teaching community college students for individuals receiving a degree in these areas.

The third “Grow you Own” program was approved and developed as a pilot project in fall 2017 – spring 2018. This program is broader than the first two and covers all disciplines, entitled, “Future Instructor Training Internship and Mentorship Program.” The internship program is designed to recruit diverse future faculty and emphasizes equity-minded pedagogy. The first cohort of interns and mentors will begin fall of 2018.