



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

MEETING: Regular Meeting in May 2019

DATE: Tuesday, May 28, 2019, at 5:30 p.m.

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 4 & 5**
- e. **Consider Personnel block-vote items indicated by [] in Section 6**
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**
 - * **Honor Retirees**
 - * **Recognition of Student Trustees**
 - * **Honor Employees with 25+ Years of Service with the District**
 - * **North Star Award Recipients**
- g. **Comments:**
 - Resource Table Personnel**
 - Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of May 14, 2019.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**

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

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

3. **STUDY SESSION**

- a. It is recommended that the Board conduct a study session to discuss the District Bond Program, construction, and related topics.

4. **FINANCE & FACILITIES**

- [a] Authorization is requested to amend the agreement with Emsi to increase the agreement by \$4,000, from \$146,700 to \$150,700, for the purchase of additional Alumni Insight data user licenses for the California Adult Education Program.

5. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board ratify the Amendment of the 2018-2019 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [b] It is recommended that the Board ratify the Amendment of the 2018-2021 NOCCCD and Brea Olinda Unified School District CCAP Dual Enrollment Partnership Agreement.
- [c] It is recommended that the Board ratify the Amendment of the 2018-2021 NOCCCD and Fullerton Joint Union High School District CCAP Dual Enrollment Partnership Agreement.
- [d] It is recommended that the Board ratify the Amendment of the 2018-2021 NOCCCD and Placentia Yorba Linda Unified School District CCAP Dual Enrollment Partnership Agreement.
- [e] It is recommended that the Board approve the NOCCCD and Whittier Union High School District CCAP Dual Enrollment Partnership Agreement 2019-2022.

6. **HUMAN RESOURCES**

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

- Retirements
- Phase-In Retirements
- Resignation
- New Personnel
- Extension of Temporary Management Contract
- Leaves of Absence
- Temporary Academic Hourly

- [b] Request approval of the following items concerning classified personnel:
- New Personnel
 - Rehires
 - Professional Growth & Development
 - Stipend for Additional Administrative Duties
 - 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 to receive reopeners for 2019-2020 proposed by CSEA Chapter #167 to the District and to set a public hearing.
- g. Request approval to receive reopeners for 2019-2020 proposed by the District to CSEA Chapter #167 and to set a public hearing.
- [h] Request approval for a District Management Association amended salary adjustment of a one-time off-schedule salary payment from 1% to 2% for fiscal year 2019-2020.
- [i] Request approval for Confidential Employees amended salary adjustment of a one-time off-schedule salary payment from 1% to 2% for fiscal year 2019-2020.

7. GENERAL

- a. It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 2, 5, and 6.
- b. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 2.
- c. It is recommended that the Board adopt the proposed, new Board Policy and Administrative Procedure 6307, Debt Issuance and Management.
- d. It is recommended that the Board adopt the proposed, revised Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity.
- e. It is recommended that the Board receive the 2019 Board Assessment summaries.
- f. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: Study Session: District Bond Program, Construction, and Related Topics

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

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, there was strong interest in providing more opportunities for in-depth discussions on specific topics before action items are placed on the agenda. In addition, the Board wants to provide evidence of its growth to Accrediting Commission for Community and Junior Colleges (ACCJC). At the July 24, 2018 Board meeting, there was general consensus to move to a format where the first meeting of the month would be a business meeting, followed by a second discussion/study session meeting later in the month, in order to allow for effective meetings with meaningful dialogue and provide educational opportunities.

This item is presented to allow for discussion on the District Bond Program, construction, and related topics.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board conduct a study session to discuss the District Bond Program, construction, and related topics.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 28, 2019 Resolution
Information
SUBJECT: Amendment to Economic Modeling Enclosure(s)
Platform contract with Emsi

BACKGROUND: On June 13, 2017, the Board awarded a three-year contract for \$146,700 to Emsi for an Economic Modeling Platform to include an economic impact study, economic impact analysis, investment analysis, demand gap analysis, career coaches, and three (3) Alumni Insight data user licenses for Fullerton College, Cypress College, and North Orange Continuing Education.

The current contract is requested to be amended by \$4,000. The additional amount will cover two more Alumni Insight licenses to be used by the North Orange County Regional Consortium (NOCRC) staff and the North Orange County Regional Occupation Program (NOCROP).

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

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

How does this relate to Board Policy: N/A

FUNDING SOURCE AND FINANCIAL IMPACT: The Additional Alumni Insight data user license will be charged to the California Adult Education Program.

RECOMMENDATION: Authorization is requested to amend the agreement with Emsi to increase the agreement by \$4,000 from \$146,700 to \$150,700 for the purchase of additional Alumni Insight data user licenses for the California Adult Education Program. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amended agreement on behalf of the District.

Fred Williams

4.a

Recommended by

Approved for Submittal

Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2019**

As of May 28, 2019, 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 28, 2019

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

North Orange County Community College District Board Meeting: *May 28, 2019*
School District Board Meeting:

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

ADDENDUM A

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

PROGRAM YEAR: 2018-2019

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: **Counseling,**

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

HIGH SCHOOLS: **Loara and Savanna**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 students	TOTAL PROJECTED FTES: 2
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Career Motivation and Self Confidence	COUN 144 F	Summer 2019	9-11:05 am	Monday-Thursday	Lisa Macafee	<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 2019	9-11:05 am	Monday-Thursday	Brian Cuevas	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Savanna HS

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

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

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

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

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

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

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

As of May 28, 2019, 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 Brea Olinda Unified School District (“SCHOOL DISTRICT”) will be amended by adding three educational programs (ADDENDUM A).

This change is only the addition of three educational programs; 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 28, 2019

By: _____
Brea Olinda Unified School District
Brad Mason, Ed.D.
Superintendent of Schools

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** – 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: **2019-2020**

COLLEGE: **Fullerton College**

EDUCATIONAL PROGRAMS: **Counseling**

SCHOOL DISTRICT: **Brea Olinda Unified School District**

HIGH SCHOOLS: **Brea Canyon and Brea Olinda**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 330 students				TOTAL PROJECTED FTES: 8.5			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Career Motivation and Self Confidence	COUN 144 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Canyon HS
2. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS
3. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS
4. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS

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

5. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Canyon HS
6. Career Exploration	COUN 140 F	2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Canyon HS
7. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Canyon HS
8. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Canyon HS
9. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS
10. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS
11. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS

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

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

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

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Career Motivation and Self Confidence	N/A			
2. Career Exploration	N/A			
3. Educational Planning	N/A			

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: Amendment of Fullerton College NOCCCD
 FJUHSD CCAP Dual Enrollment Partnership
 Agreement 2018-2021

Action X
 Resolution _____
 Information _____
 Enclosure(s) X

BACKGROUND: At its August 14, 2018 meeting, the NOCCCD Board of Trustees approved the NOCCCD FJUHSD CCAP Dual Enrollment Partnership Agreement 2018-2021.

As of May 28, 2019, the CCAP agreement between NOCCCD - Fullerton College and FJUHSD will be amended by the addition of four educational programs: COUN 140 F “Educational Planning” at Fullerton, La Habra, La Vista/La Sierra, Buena Park, Sunny Hills, Sonora, and Troy High School, COUN 144 F “Career Motivation and Self-Confidence” at La Habra High School, COUN 141 F “Career Exploration” at Fullerton, La Habra, La Vista/La Sierra, Buena Park, Sunny Hills, Sonora, and Troy High School, and DART 101 “Photoshop for Digital Arts” at Sonora High School. This amendment was created in response to requests received from FJUHSD regarding expanding course offerings. This change is limited to the addition of four educational programs listed; the remainder of the original agreement remains in full force.

This 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 2018-2021 NOCCCD FJUHSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
 Recommended by

 Approved for Submittal

5.c.1
 Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

As of May 28, 2019, 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 four educational programs (ADDENDUM A).

This change is only the addition of four educational programs; 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 28, 2019

By: _____
Fullerton Joint Union High School District
Sylvia Kaufman, Ed.D.
Assistant Superintendent, Educational 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** – 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: **2019-2020**

COLLEGE: **Fullerton College**

EDUCATIONAL PROGRAMS: **Counseling and Digital Arts**

SCHOOL DISTRICT: **Fullerton Joint Union High School District**

HIGH SCHOOLS: **Fullerton, La Habra, La Vista/La Sierra, Buena Park, Sunny Hills, Sonora, and Troy**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 1020 students				TOTAL PROJECTED FTES: 31.5			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Career Motivation and Self Confidence	COUN 144 F	Summer 2019	9:00 - 11:05am	Monday – Thursday	Cassandra Terrazas	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
2. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
3. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
4. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
5. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
6. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
7. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
8. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS

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

9. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS
10. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
11. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Troy HS
12. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Vista/La Sierra HS
13. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
14. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
15. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
16. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
17. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
18. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Vista/La Sierra HS
19. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Vista/La Sierra HS
20. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
21. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
22. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
23. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
24. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS

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

25. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
26. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
27. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
28. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
29. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS
30. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS
31. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Troy HS
32. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Troy HS
33. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Troy HS
34. Photoshop for Digital Arts	DART 101	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS

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

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

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

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Career Exploration	N/A			
2. Photoshop for Digital Arts	TBD			
3. Career Motivation and Self Confidence	N/A			
4. Educational Planning	N/A			

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	May 28, 2019	Information	
		Enclosure(s)	X
SUBJECT:	Amendment of Fullerton College NOCCCD PYLUSD CCAP Dual Enrollment Partnership Agreement 2018-2021		

BACKGROUND: At its August 14, 2018 meeting, the NOCCCD Board of Trustees approved the NOCCCD PYLUSD CCAP Dual Enrollment Partnership Agreement 2018-2021.

As of April 23, 2019, the CCAP agreement between NOCCCD - Fullerton College and PYLUSD will be amended by the addition of nine educational programs: NUTR 210 F “Human Nutrition” at Yorba Linda High School, DART 104 F “Introduction to Maya 3D,” COMM 100 F “Public Speaking” at El Dorado High School, BIOL 190 F, BIOL 190LF “Introduction to Biotechnology and Biotechnology Lab,” CDES 115 F “Introduction to Early Childhood Education Curriculum,” CDES 120 F “Child Development” at Esperanza and Valencia High School, COUN 140 F “Educational Planning” and COUN 141 F “Career Exploration” at Yorba Linda, Valencia, El Dorado, Esperanza, and La Entrada High School. This amendment was created in response to requests received from PYLUSD regarding expanding course offerings. This change is limited to the addition of nine educational programs listed; the remainder of the original agreement remains in full force.

This 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 2018-2021 NOCCCD PYLUSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg Recommended by		5.d.1 Item No.
Approved for Submittal		

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

As of May 28, 2019, 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 Placentia-Yorba Linda Unified School District (“SCHOOL DISTRICT”) will be amended by adding nine educational programs (ADDENDUM A).

This change is only the addition of nine educational programs; 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 28, 2019

By: _____
Placentia-Yorba Linda Unified School District
David Giordano
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

North Orange County Community College District Board Meeting: April 23, 2019
School District Board Meeting:

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

5.d.2
Item No.

ADDENDUM A

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

PROGRAM YEAR: 2019-2020

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Digital Arts, Communication, Biotechnology, Child Development, Nutrition, and Counseling

SCHOOL DISTRICT: Placentia-Yorba Linda Union School District

HIGH SCHOOLS: Yorba Linda, El Dorado, Esperanza, Valencia, and La Entrada

TOTAL NUMBER OF STUDENTS TO BE SERVED: 750 students	TOTAL PROJECTED FTES: 47.5
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Human Nutrition	NUTR 210 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Yorba Linda HS
2. Introduction to Maya 3D	DART 104 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS El Dorado HS
3. Public Speaking	COMM 100 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS El Dorado HS
4. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
5. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS
6. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Yorba Linda HS
7. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS El Dorado HS
8. Educational Planning	COUN 140 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Entrada HS

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

9. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Yorba Linda HS
10. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Yorba Linda HS
11. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS El Dorado HS
12. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS El Dorado HS
13. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS
14. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS
15. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
16. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
17. Career Exploration	COUN 141 F	Fall 2019 & Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Entrada HS
18. Introduction to Biotechnology	BIOL 190 F	Fall 2019	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
19. Introduction to Biotechnology Lab	BIOL 190L F	Fall 2019	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
20. Introduction to Early Childhood Education Curriculum	CDES 115 F	Fall 2019	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS
21. Child Development	CDES 120 F	Fall 2019	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
22. Introduction to Early Childhood Education Curriculum	CDES 115 F	Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Esperanza HS
23. Child Development	CDES 120 F	Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS

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

24. Introduction to Biotechnology	BIOL 190 F	Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS
25. Introduction to Biotechnology Lab	BIOL 190L F	Spring 2020	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Valencia HS

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

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

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
1. Human Nutrition	Nutrition Concepts and Controversies 15th Edition. ISBN: 1337906379	Estimate \$171.75		
2. Introduction to Maya 3D	TBD			
3. Public Speaking	TBD			
4. Introduction to Biotechnology	TBD			
5. Introduction to Biotechnology Lab	TBD			
6. Introduction to Early Childhood Education Curriculum	TBD			
7. Child Development	TBD			
8. Career Exploration	N/A			
9. Educational Planning	N/A			

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

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2022**

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

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

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

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 and has received authorization from Rio Hondo College, its community college district service area, to partner with Fullerton College to offer the Bio Tech Program at Whittier high School; and

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

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

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

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

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

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for three years beginning on July 1, 2019 and ending on June 30, 2022, and requires renewal every three years by July 1, unless otherwise terminated in accordance with Section 21 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.4 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

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

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

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

concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

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

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school

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

graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)

- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

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

5. PARTICIPATING STUDENTS

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

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

- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

6. CCAP AGREEMENT COURSES

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

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

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

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD and become

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

NOCCCD employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the NOCCCD Board before the start of the course.

- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees that extends beyond the college schedule is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial

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

interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.

- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.12 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors.
- 7.13 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

8. ASSESSMENT OF LEARNING AND CONDUCT

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

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

- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

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

10. APPORTIONMENT

- 10.1 NOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

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

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

11. CERTIFICATIONS

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

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

11.7 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed of has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

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

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.

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

14. CCAP AGREEMENT DATA MATCH AND REPORTING

14.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

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

- 14.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1 15.

15. PRIVACY OF STUDENT RECORDS

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

16. REIMBURSEMENT

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

17. FACILITIES

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain,

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

and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

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

18. INDEMNIFICATION

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

19. INSURANCE

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

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

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

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

20. NON-DISCRIMINATION

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

21. TERMINATION

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1

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

agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. NOTICES

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

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

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

Whittier Union High School District
9401 S. Painter Ave
Whittier, CA 92870
Attn: Loring Davies, Deputy Superintendent, Educational Services

23. INTEGRATION

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

24. MODIFICATION AND AMENDMENT

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

25. GOVERNING LAWS

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

26. COMMUNITY COLLEGE DISTRICT BOUNDARIES

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

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

27. SEVERABILITY

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

28. COUNTERPARTS

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

Executed on _____ 2019

By: _____
WUHSD
Loring Davies
Deputy Superintendent,
Educational 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

North Orange County Community College District Board Meetings:

- (a) Information Board Meeting Date:
- (b) Public Comment Board Meeting Date:

School District Board Meetings:

- (a) Information Board Meeting Date:
- (b) Public Comment Board Meeting Date:

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

APPENDIX

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

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

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

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

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

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD:	W. Cherry Li-Bugg, Ph.D.	714-808-4787	clibugg@nocccd.edu
College:	José Ramón Núñez, Ph. D.	714-992-7031	jnunez@fullcoll.edu
School District:	Loring Davies	562-698-8121 Ext. 1020	loring.davies@wuhsd.k12.ca.us

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

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

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

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

PROGRAM YEAR: 2019-2020

COLLEGE: Fullerton College

EDUCATIONAL PROGRAM: Biotechnology

SCHOOL DISTRICT: Whittier Union High School District

HIGH SCHOOL: Whittier HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 30	TOTAL PROJECTED FTES: 6
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COURSE NAME	COURSE NUMBER	TERM	TIME
1. Introduction to Biotechnology	BIOL 190 F	Fall 2019 & Spring 2020	TBD
2. Introduction to Biotechnology Lab	BIOL 190 L F	Fall 2019 & Spring 2020	TBD

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

These course has been offered previously to college bound high school students. Courses helped those students to access college and be successful as they begin their college career.

3. **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
1. Introduction to Biotechnology	TBD	TBD		Lab Manuals	TBD
2. Introduction to Biotechnology Lab	TBD	TBD		Lab Manuals	TBD

5. FACILITIES USE

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

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

BUILDING	CLASSROOM	DAYS	HOURS
N/A			

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 28, 2019 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

6.a.1

Item No.

Academic Personnel
May 28, 2019

RETIREMENTS

Miller, Bruce	FC	Music Instructor Eff. 06/01/2019 PN FCF781
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PHASE-IN RETIREMENTS

Rivera Tweedie, Gina	NOCE	Counselor Change of phase-in retirement workload From: Fall Sem. 85%/Spring Sem. 85% To: Fall Sem. 90%/Spring Sem. 90% Eff. 07/01/2019 PN SCF991
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RESIGNATION

Nguyen, Sheila	CC	Chemistry Instructor Eff. 05/25/2019 PN CCF797
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NEW PERSONNEL

Galich, Jennifer	CC	Nursing Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN CCF717
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Garcia, Jessica	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2019 PN FCF726
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Kirby, Patricia	CC	Nursing Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN CCF774
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Morgan, Kaitlin	FC	Anatomy/Physiology Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN FCF975
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Academic Personnel
May 28, 2019

Politanoff, Ashton	CC	English Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN CCF703
Rasch, Kaylan	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2019 PN FCF806
Salcedo, Joel	FC	Communication Studies First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN FCF587
Shahin, Mohammad	FC	Chemistry Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN FCF582
Shyrokova, Anna	FC	Librarian First Year Probationary Contract Class B, Step 1 Eff. 08/22/2019 PN FCF585

TEMPORARY REASSIGNMENT

Ayon, Carols	FC	Director, Institutional Research & Planning
	To:	FC Interim Dean, Business, CIS & Economic Workforce Development 12 Month position (100%) Range 32, Step E Management Salary Schedule Eff. 07/01/2019-06/30/2020 PN FIM966

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Verduzco, Gisela	CC	Interim Director, Student Success and Support Programs Range 24, Column B Management Salary Schedule Eff. 07/01/2019-06/30/2020
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LEAVE OF ABSENCE

Bevec, Gina	FC	Physical Education Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/26/2019-05/24/2019
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 SUMMER
INTERSESSION

Carnahan, Alanna	FC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 FALL SEMESTER,
TRIMESTER

Bressie, Collin	FC	Column 1, Step 1
Carnahan, Alanna	CC	Column 1, Step 1
Haverstick, Jon	FC	Column 1, Step 1
Torres, Brian	FC	Column 1, Step 1
Towbin, David	FC	Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Alexander, Lindsey	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Altebarmakian, Tamar	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Barretto, Jacqueline	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019

Academic Personnel
May 28, 2019

Blumer, Collette	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Brody, Jaime	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Bustos, Idalith	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Damer, Mouminat	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Daugherty, Sarah	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Dymond, Danielle	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Edmund, Adira	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Farol, Ronald	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Fearn, Cynthia	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Ferreira, Vanessa	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Flores-Salcido, Dahlia	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019

Academic Personnel
May 28, 2019

Gabriel, Diane	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Garcia, Corinne	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Gavitt, Erika	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Gomez, Bruce	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Gray, Sarah	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Heller, Carla	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Ho, Jen Y.	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Jenkins, Jason	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Jure, Josiah	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Khan, Shazia	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Kilzer, Cassandra	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019

Academic Personnel
May 28, 2019

Knowles, Kevin	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Mark, Allison	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
McKennon, Anna	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Middleton, Donna	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Morrison, Anna	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Moulton, Renee	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Obrite, Patricia	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Osle, Janessa	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Powell, Laura	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Provenzano, Maureen	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Rasmussen, Amy	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019

Academic Personnel
May 28, 2019

Reeves, Mallory	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Richards, Heather	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Robles, Emily	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Salcedo, Joel	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Sharp, Cara	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Shiba, Lisa	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Simoese, Nora	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Snyder, Katie	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Villa, Beatriz	FC	AB705 Adjunct Training Stipend not to exceed \$100.00 Eff. 06/06/2019
Villarruel, Ruby	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019
Walker, Lynn	CC	English 60 Training Stipend not to exceed \$50.00 Eff. 04/26/2019

Academic Personnel
May 28, 2019

Weil, Alex

FC AB705 Adjunct Training
Stipend not to exceed \$100.00
Eff. 06/06/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 28, 2019 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

6.b.1

Item No.

Classified Personnel
May 28, 2019

NEW PERSONNEL

Cranz, Jon	FC	Groundskeeper 12-month position (100%) Range 29, Step E Classified Salary Schedule Eff. 05/29/2019 PN FCC995
Hagmaier, Maite	FC	Clerical Assistant II 11-month position (100%) Range 31, Step E + 5% Shift Classified Salary Schedule Eff. 05/29/2019 PN FCC706
Le, Tami	FC	Instructional Aide, Cosmetology 10-month position (50%) Range 30, Step B + 5% Shift Classified Salary Schedule Eff. 06/03/2019 PN FCC843
Lim, Irene	AC	Administrative Assistant II 12-month position (100%) Range 36, Step C Eff. 06/03/2019 PN DEC919
Navarro, David	CC	Groundskeeper 12-month position (100%) Range 29, Step E Classified Salary Schedule Eff. 05/29/2019 PN CCC887
Razo, Juan	FC	Groundskeeper 12-month position (100%) Range 29, Step E Classified Salary Schedule Eff. 05/29/2019 PN FCC871

Classified Personnel
May 28, 2019

Rodriguez, Hector CC Groundskeeper
12-month position (100%)
Range 29, Step E
Classified Salary Schedule
Eff. 05/29/2019
PN CCC907

Saeteurn, Nai CC Financial Aid Coordinator
12-month position (100%)
Range 40, Step E
Classified Salary Schedule
Eff. 06/03/2019
PN CCC698

REHIRES

Suhrid-Cherewick, Amita AC Special Project Director, Professional Dev.
Temporary Management Position (100%)
Range 3, Special Project Admin Daily Rate
Eff. 07/01/2019 – 09/30/2019
PN DET995

PROFESSIONAL GROWTH & DEVELOPMENT

Davis, Julia AC Administrative Assistant I (100%)
1st Increment (\$400)
Eff. 07/01/2019

Luminarias, Thaddeus FC Student Services Specialist (100%)
1st Increment (\$400)
Eff. 07/01/2019

Yiv, Muninando FC Administrative Assistant I (100%)
2nd Increment (\$400)
Eff. 07/01/2019

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Aikin, Carmen AC Executive Assistant II (100%)
Extension of 6% Stipend
Eff. 04/01/2019 – 06/30/2019

Cornell, Kerrie NOCE Administrative Assistant I (100%)
6% Stipend
Eff. 03/01/2019 – 06/30/2019

Classified Personnel
May 28, 2019

Luisa De Santiago AC Human Resources Technician (100%)
Extension of 6% Stipend
Eff. 05/01/2019 – 06/30/2019

LEAVES OF ABSENCE

Avila, Brandi FC Special Project Manager, Umoja
Family Medical Leave (FMLA/CFRA/PDL)
Paid Leave Using Regular Leave Until Exhausted
Unpaid Thereafter
Eff. 05/06/2019 – 06/17/2019 (Consecutive Leave)

Barriga, Sarah CC Learning Resource Coordinator (100%)
Unpaid Personal Leave
Eff. 06/05/2019 – 06/06/2019

Brown, Jonathan FC Campus Safety Officer (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/24/2019 – 05/21/2019 (Consecutive Leave)

Fante, April NOCE Manager, NOCE DSS (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/15/2019 – 04/30/2019 (Consecutive Leave)

Ho, Jenney AC District Director, Purchasing (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Family Illness and Personal
Necessity Leave Until Exhausted; Unpaid Thereafter
Eff. 05/10/2019 – 06/30/2019 (Intermittent Leave)

Lopez, Della CC Administrative Assistant I (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/08/2019 – 06/17/2019 (Consecutive Leave)

Stretch, Dixie FC Administrative Assistant I (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/29/2019 – 06/17/2019 (Consecutive Leave)

Classified Personnel
May 28, 2019

Udell, Robyn	CC	Laboratory Technician/Biology (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/07/2019 – 07/19/2019 (Consecutive Leave)
Vasquez, Norma	FC	Student Services Specialist (100%) Military Leave With Pay Eff. 05/03/2019
Wilson, Brandi	FC	Administrative Assistant II (100%) Unpaid Personal Leave Eff. 05/20/2019 – 05/21/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 28, 2019

SUBJECT: Professional Experts

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

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

6.c.1

Item No.

Professional Experts
May 28, 2019

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Bhari, Sony	NOCE	Project Expert	Career Pathways Specialist	26	05/15/2019	06/30/2019
Cobler, Timothy	FC	Technical Expert II	Promise Career Pathways	4	05/20/2019	06/30/2019
Edwards, Arnette	FC	Technical Expert II	Distance Education Division Representative	12	03/01/2019	05/25/2019
Flores, Jose	CC	Project Expert	Dual Enrollment	26	05/15/2019	06/30/2019
Guardado, Cynthia	FC	Project Coordinator	BSSOT/PTI Community of Practice for Embedded Support in Enhanced College Writing	25	04/22/2019	06/14/2019
Gyurindak, Katalin	NOCE	Technical Expert II	Data Management	20	05/06/2019	06/30/2019
Harge, Tracy	NOCE	Technical Expert I	SASS Professional Expert – Supporting Adults for Student Success	26	04/22/2019	05/03/2019
Henderson, Angela	FC	Technical Expert II	Distance Education Division Representative	10	03/01/2019	06/30/2019
Hernandez, Isabella	NOCE	Project Expert	Support Specialist/Student Equity and Achievement Program	26	04/24/2019	06/28/2019
Ishibashi, Jane	FC	Technical Expert II	Distance Education Division Representative	25	03/01/2019	05.25.2019
Mangan, Michael	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	3.333	05/28/2019	05/30/2019
Piazza, Stephanie	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	3.333	05/28/2019	05/30/2019
Price, Rene	FC	Technical Expert II	Promise Career Pathways	4	05/22/2019	06/30/2019
Reynolds, Ashlyn	NOCE	Project Coordinator	Basic Skills, Outreach	26	05/20/2019	06/30/2019
Rodriguez, Jeannette	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	2	05/28/2019	05/30/2019
Rosen, Ellen	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	10	05/28/2019	05/30/2019
Sabau, Bianca	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	3.333	05/28/2019	05/30/2019
Samano, Jeffrey	FC	Project Coordinator	Humanities Division Professional Learning Day – Summer 2019	8	05/28/2019	05/30/2019
Schumann, Sonya	FC	Technical Expert II	Accompanist for Opera	2	04/26/2019	04/26/2019
Tucker, Alba	AC	Technical Expert II	District Services Staff Appreciation-Employee Chair Massage	16	05/13/2019	05/14/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: May 28, 2019 Information _____
Enclosure(s) X
SUBJECT: Hourly Personnel

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

6.d.1

Item No.

Hourly Personnel
May 28, 2019

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arauz, Kimberly	FC	Clerical/Secretarial - Assist with the Promise Career Pathway Grant	05/29/19	06/30/19	TE A 4
Barnes, Kamron	CC	Clerical/Secretarial - Assist in Counseling Division Office	05/29/19	06/30/19	TE A 1
Camarillo, Evan	CC	Tech/Paraprof - Assist with STEM program and outreach recruitment	05/29/19	06/20/19	TE A 4
Carbajal, Gabriella	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE A 1
Castillo, Alyssa	FC	Clerical/Secretarial - Assist with the Promise Career Pathway Grant	05/29/19	06/30/19	TE A 2
Cruz, Nataly	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Culhno, Dominique	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Diebold, Andrew	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	05/29/19	06/30/19	TE A 2
Fajardo, DeShields	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Garcia, Brianna	FC	Clerical/Secretarial - Assist in the Bookstore	06/11/19	06/28/19	TE A 1
Garcia, Natalie	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Hamamoto, Jordan	CC	Direct Instr Support - Assist with men's basketball summer camp	06/01/19	06/30/19	TE H 4
Hong, Lauren	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Imaku, Brittany	CC	Clerical/Secretarial - Assist Summer basketball camp	05/29/19	06/29/19	TE A 1
Kobular, John	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	05/29/19	06/30/19	TE A 2
Kuan, Stephanie	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	05/29/19	06/30/19	TE A 2
McArthur, Hannah	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE A 1
Miller, Nicole	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Monahan, Kevin	CC	Direct Instr Support - Assist with softball program	06/18/19	06/29/19	TE A 1
Munoz, Stephanie	FC	Tech/Paraprof - Assist swim coach with diving instruction	06/17/19	06/30/19	TE A 1
Ray, Kerry	FC	Tech/Paraprof - Art Model	05/15/19	06/30/19	TE F 3
Rosales Jimenez, Nayeli	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	05/29/19	06/30/19	TE A 2
Tareq, Labeeb	CC	Tech/Paraprof - Assist with STEM program and outreach recruitment	05/29/19	06/20/19	TE A 4
Torres, Teresa	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/21/19	TE H 1
Tran, Dana	NOCE	Non-Direct Instr Support - Assist with Kids College program	05/29/19	06/29/19	TE A 3
Veloso, Rae Ashley	CC	Direct Instr Support - Assist with women's basketball summer camp	06/17/19	06/28/19	TE A 1
Waneis, Gina	FC	Clerical/Secretarial - Assist with the Promise Career Pathway Grant	06/01/19	06/30/19	TE A 4
White, Bennett	FC	Clerical/Secretarial - Assist in the Bookstore	05/29/19	06/30/19	TE A 1

Hourly Personnel
 May 28, 2019

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Castle, Brandi	FC	Direct Instr Support - Tutor for the FC Miles Program	06/13/19	06/30/19	TE A 2
Garcia, Laura	FC	Direct Instr Support - Tutor for the FC Miles Program	06/13/19	06/30/19	TE A 2
Huynh, Alice	FC	Direct Instr Support - Tutor for the FC Miles Program	06/13/19	06/30/19	TE A 2
Lee, Chanel	FC	Direct Instr Support - Tutor for the FC Miles Program	06/13/19	06/30/19	TE A 2
Munoz, Ashley	FC	Direct Instr Support - Tutor for the FC Miles Program	06/13/19	06/30/19	TE A 2
Sanchez, Melissa	FC	Direct Instr Support - Tutor for the Hornet Tutoring Program	05/29/19	06/30/19	TE A 1

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Barnes, Kamron	CC	Full-time Student – Clerical assistance for the Counseling department	05/29/19	06/30/19	TE A 1
Fernandez, Milena	FC	Work Study Student - Clerical assistance for the Athletic department	05/29/19	06/30/19	TE A 2
McCay, Ashley	CC	Full-time Student- Clerical assistance for Campus Safety	05/25/19	06/30/19	TE A 4
Stephenson, Chris.	FC	Work Study Student - Clerical assistance for the Music department	05/15/19	06/30/19	TE B 4
Strang, Jessica	FC	Work Study Student - Clerical assistance for Financial Aid	05/28/19	06/30/19	TE A 2

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 28, 2019 Resolution _____
Information _____
SUBJECT: Volunteers Enclosure(s) X

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

How does this relate to the five District Strategic Directions? 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

6.e.1

Item No.

Volunteer Personnel
May 28, 2019

Name	Site	Program	Begin	End
Alvarez, Vincente	CC	Physical Education -Women's Soccer	7/15/2019	12/8/2019
Bergado, Christian	FC	Veterans Administration Work Study	2/27/2019	7/30/2019
Cano, Carlos	FC	Internship-Counseling & Student Dev	5/29/2019	9/22/2019
Macedo, Michel Alvarez	CC	Physical Education - Women's Soccer	7/15/2019	12/8/2019
Macias, Renato	CC	Physical Education - Women's Soccer	7/15/2019	12/8/2019
Maitland, Jennifer	Cc	Internship- Counseling & Student Dev	8/1/2019	6/30/2020
Negro, Roni	CC	Physical Education - Women's Soccer	6/1/2019	6/30/2020
Painter, Allyson	CC	Physical Education - Softball Program	6/1/2019	6/29/2019
Snodgrass, Joshua	CC	Physical Education - Kinesiology/Athletics	6/1/2019	6/30/2020
Taylor-Brown, Christopher	CC	Physical Education - Softball Program	6/1/2019	6/29/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: CSEA Chapter #167 Reopeners for 2019/2020

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between CSEA Chapter #167 and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year on one article of the agreement. For the 2019-2020 fiscal year, reopeners exclude wages, health and welfare benefits and fringe benefits. CSEA Chapter #167 has submitted the attached reopeners.

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

How does this relate to Board Policy: This item is in compliance with Board and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal by CSEA Chapter #167 to the District be received by the Board and that a public hearing on this proposal be set for June 11, 2019.

Irma Ramos

Recommended by

Approved for Submittal

6.f.1

Item No.

Initial Contract Reopener Proposal of
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And Its
North Orange County Community College District Chapter 167
2019-2020
March 20, 2019

The California School Employees Association (CSEA) and its North Orange County Community College District Chapter 167, in accordance with Article 26 Negotiations of the Collective Bargaining Agreement notifies the North Orange County Community College District (District) of CSEA's intent to modify or amend the contract and negotiate per Article 26.5. Per the agreement for the 2018-2021 Successor Contract between CSEA and the District, reopener negotiations for the 2019-2020 year will exclude salary, health and welfare benefits, and fringe benefits. CSEA desires to alter or amend the following articles as indicated and is presenting our proposal for public discussion in accordance with Government Code §3547:

Article 15 – Leaves

15.1

- CSEA has an interest in establishing parameters defining abuse of sick leave.
- CSEA has an interest in clarifying managerial verification on the usage of sick leave.

15.11

- CSEA has an interest in expanding bereavement leave to include stepparents.
- CSEA has an interest in establishing parameters on managerial verification of bereavement leave.

CSEA reserves the right to open additional articles mutually agreed upon by CSEA and the District.

Should you have any questions or concerns please contact me.

Sincerely,



Dawnmarie Neate
President, CSEA Chapter 167

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: District Reopeners to CSEA Chapter #167 for 2019/2020

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between CSEA Chapter #167 and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year on one article of the agreement. For the 2019-2020 fiscal year, reopeners exclude wages, health and welfare benefits and fringe benefits. The District has submitted the attached reopeners.

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

How does this relate to Board Policy: This item is in compliance with Board and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal by the District to CSEA Chapter #167 be received by the Board and that a public hearing on this proposal be set for June 11, 2019.

Irma Ramos

Recommended by

Approved for Submittal

6.g.1

Item No.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Greatness. Achieved.

Office of Human Resources

INTRADISTRICT CORRESPONDENCE

To: Dawnmarie Neate, President, CSEA Chapter 167

From: Irma Ramos, Vice Chancellor, Human Resources *IRamos*

Date: May 20, 2019

Subject: District Contract Reopeners for 2019-2020

Pursuant to the provisions of Article 26 of the Agreement between CSEA Chapter 167 and the District, this will serve as notice of the District's proposed contract reopeners on any one article of the agreement excluding wages, health and welfare benefits, and fringe benefits. The District proposes the following:

Article 19 – Unit Members Evaluations

Modify current language to improve/streamline the evaluation process.

The District reserves the right to make proposals concerning other articles and issues as it deems necessary and appropriate. Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code section 3547(d).

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: Salary Adjustment for District Management Association

Action X
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: On June 12, 2018, the Board approved the 2018-2019 and 2019-2020 fiscal year's salary and benefits agreement between the District and District Management Association. The Agreement provided for a one time off-schedule salary payment equal to 1.0% for fiscal year 2019-2020.

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

How does this relate to Board Policy: This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

FUNDING SOURCE AND FINANCIAL IMPACT: Implementation of the salary adjustment is within budget.

RECOMMENDATION: It is recommended that the Board approve an amended salary adjustment from a 1% one-time off-schedule salary payment to a 2% one-time off-schedule salary payment for fiscal year 2019-2020.

Irma Ramos

Recommended by

Approved for Submittal

6.h.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 28, 2019
SUBJECT: Salary Adjustment for Confidential Employees

Action X
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: On June 12, 2018, the Board approved the 2018-2019 and 2019-2020 fiscal year's salary and benefits agreement between the District and Confidential Employees. The Agreement provided for a one time off-schedule salary payment equal to 1.0% for fiscal year 2019-2020.

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

How does this relate to Board Policy: This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

FUNDING SOURCE AND FINANCIAL IMPACT: Implementation of the salary adjustment is within budget.

RECOMMENDATION: It is recommended that the Board approve an amended salary adjustment from a 1% one-time off-schedule salary payment to a 2% one-time off-schedule salary payment for fiscal year 2019-2020.

Irma Ramos

Recommended by

Approved for Submittal

6.i.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	May 28, 2019	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant, and/or grammar corrections. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on April 22.

The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 2, Board of Trustees

AP 2610, Presentation of Initial Collective Bargaining Proposals: This procedure was reviewed as part of the 6-year review cycle, and no revisions were made.

AP 2710, Conflict of Interest: This procedure was reviewed as part of the 6-year review cycle, and revised to include update the “Reference” section, update Sections 1.0, 6.0, and 8.4.1.2, minor edits throughout, and to cite the corresponding board policies and administrative procedures.

AP 2714, Distribution of Tickets or Passes: This procedure was reviewed as part of the 6-year review cycle, and revised to update the “Reference” section.

AP 2715, Code of Ethics/Standards of Practice: This procedure was reviewed as part of the 6-year review cycle, and revised to make a minor edit to Section 1.0.

AP 2740, Board Education: This procedure was reviewed as part of the 6-year review cycle, and no revisions were made.

AP 2745, Board Self-Evaluation: This procedure was reviewed as part of the 6-year review cycle, and revised to reflect the change to an annual review process.

Chapter 5, Student Services

AP 5040, Student Records, Directory Information, and Privacy: This procedure was reviewed and revised to update Section 2.2.1.2 to clarify “addresses” as mailing addresses and to include email addresses.

Chapter 6, Board of Trustees

AP 6620, Naming Facilities & Properties: This procedure was reviewed and revised to add a new Section 3.0 to add parameters for monetary contributions, renumber accordingly, and to make minor edits throughout.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the following revised Administrative Procedures:

- **AP 2610, Presentation of Initial Collective Bargaining Proposals**
- **AP 2710, Conflict of Interest**
- **AP 2714, Distribution of Tickets or Passes**
- **AP 2715, Code of Ethics/Standards of Practice**
- **AP 2740, Board Education**
- **AP 2745, Board Self-Evaluation**
- **AP 5040, Student Records, Directory Information, and Privacy**
- **AP 6620, Naming Facilities & Properties**

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

AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

1.0 Procedures for Initial Negotiating Proposals

- 1.1 Prior to meeting and negotiating, initial negotiating proposals of an exclusive representative, or of the District, within the meaning of Government Code Sections 3543.2 and 3547, shall be presented at a public meeting of the Board of Trustees.
- 1.2 At a subsequent public meeting, the Board of Trustees shall provide the public an opportunity to comment regarding the initial proposals. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies and procedures regarding speakers.
- 1.3 After the public has had an opportunity to respond to an initial proposal presented by the District, the Board of Trustees, at the same meeting or at a subsequent public meeting, shall adopt the District's initial proposal.

2.0 Procedures for New Subjects of Meeting and Negotiating After Presentation of Initial Negotiating Proposals

- 2.1 New subjects of meeting and negotiating, within the meaning of Government Code Sections 3543.2 and 3547, arising after the presentation of initial negotiating proposals, shall be made public within twenty-four (24) hours by filing copies available for inspection at the Chancellor's Office.
- 2.2 If any vote is taken by the Board of Trustees on a new subject of negotiations, the Board shall make a roll-call vote available as a matter of public record within twenty-four (24) hours of the time of the vote.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council

AP 2710 Conflict of Interest

Reference:

Government Code Sections 1090 et seq., 1126, 87105, 81000 et seq., 87103(e), 87200-87210, 89501, 89502, and 89503;
Title 2 Section 18700 et seq.;
2 Code of Federal Regulations Part 200.318(c)(1); and other citations as listed below

- 1.0 **Incompatible Activities (Government Code Sections 1099 and 1126):** Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the District.
 - 1.1 A Board member shall not simultaneously hold two public offices that are incompatible.
 - 1.2 When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.
- 2.0 **Financial Interest (Government Code Sections 1090 et seq.):** Board members and designated employees shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as members of the Board or as designated employees.
 - 2.1 A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).
 - 2.2 A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.
- 3.0 **No Employment Allowed (Education Code Section 72103(b)):** An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board of Trustees, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).
- 4.0 **Financial Interest in a Decision (Government Code Sections 87100 et seq.):** If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board of

AP 2710 Conflict of Interest

Trustees. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- 4.1 Publicly identify the financial interest in detail sufficient to be understood by the public.
 - 4.2 Excuse himself/herself from discussing and voting on the matter.
 - 4.3 Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.
- 5.0 **Gifts (Government Code Section 89503):** Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
- 5.1 Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.
 - 5.2 The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
 - 5.3 Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.
 - 5.3.1 A gift of travel does not include travel provided by the District for Board members and designated employees.
 - 5.4 Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).
 - 5.5 Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:
 - 5.5.1 Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.

AP 2710 Conflict of Interest

5.5.2 Any honorarium that is not used and, within thirty (30) days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction for income tax purposes.

6.0 **Representation (Government Code Section 87406.3):** Elected officials and the Chancellor shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

7.0 **Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1)):** No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest.

7.1 Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

7.2 The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

7.3 Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

8.0 CONFLICT OF INTEREST CODE

8.1 **Legal Requirements:** The Political Reform Act (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the North Orange County Community College District.

8.2 **Filing of Statements:** Individuals holding designated positions shall file statements with the North Orange County Community College District who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements will be retained by the North Orange County Community College District.

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8.3 Officials Who Manage Public Investments

8.3.1 It has been determined that the following positions manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200:

8.3.1.1 Elected members of the Board of Trustees;

8.3.1.2 Student trustees.

8.3.1.3 An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations, if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

8.4 Designated Positions and Disclosure Categories

8.4.1 It has been determined that the following positions within the District involve the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of a person holding the position and will file a Statement of Economic Interests pursuant to Government Code Section 87302:

8.4.1.1 <u>District Positions</u>	<u>Disclosure Categories</u>
Chancellor	1, 2
Vice Chancellor, Educational Services and Technology	1, 2
Vice Chancellor, Finance and Facilities	1, 2
Vice Chancellor, Human Resources	1, 2
District Director, Facilities Planning/Construction	1, 2
District Director, Fiscal Affairs	1, 2
District Director, Printing and Design	2
District Director, Information Services	2
District Director, Public & Governmental Affairs	2
District Director, Purchasing	2
District Director, Human Resources	2
District Manager, Fiscal Affairs	2
Administrative Assistant/Purchasing	2
District Director, Risk Management	2
Manager, District Facilities Planning/Maintenance	2
Manager, District Facilities and Construction Contracts	2
Buyer	2

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8.4.1.2 **Campus Positions**

President	1, 2
Provost, North Orange Continuing Education	1, 2
Vice President, Administrative Services	1, 2
Vice President, Instruction	1, 2
Vice President, Student Services	1, 2
Director, NOCE Administrative Services	1, 2
Project Manager, Campus Capital Projects	1, 2
Dean, Counseling/Student Development	3
Dean, Library/Learning Resources	3
Dean, Student Support Services	3
Dean, Instructional and Student Services	3
Director Bookstore	3
Manager, Campus Communications	3
Manager, Campus Accounting	3
Manager, Maintenance and Operations	1, 3
Director, Physical Plant/Facilities	1, 3
Director, Student Activities	3
Dean, Divisions	3
Director, Budget/Finance	1, 2
Director, Academic Computing Technologies	3
Manager, Systems Technology Services	3
Manager, Instructional Technology Services	3
Executive Director, Foundation and Community Relations	3

8.4.1.3 **Consultants**

8.4.1.3.1 Consultants/New Positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations:

8.4.1.3.2 With respect to consultants or new positions, the Chancellor may determine in writing that a particular Consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008)

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8.4.2 Disclosure Categories

8.4.2.1 Category 1: Designated positions assigned to this category must report:

8.4.2.1.1 Interests in real property located within the jurisdiction of the District that are used by the District as well as real property within two miles of the use or potential use.

8.4.2.1.2 Business positions or investments in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

8.4.2.2 Category 2: Designated positions assigned to this category must report:

8.4.2.2.1 Investments and business positions in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

8.4.2.3 Category 3: Designated positions assigned to this category must report:

8.4.2.3.1 Investments and business positions in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

See Board Policy 2200, Board Duties and Responsibilities; Board Policy 2710, Conflict of Interest; Board Policy and Administrative Procedure 2715, Code of Ethics/Standards of Practice; Board Policy 2716, Board Political Activity; Board Policy, 2717, Personal Use of Public Resources; and Board Policy and Administrative Procedure 3050, Institutional Code of Ethics.

AP 2710 Conflict of Interest

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 25, 2017 District Consultation Council
May 23, 2016 District Consultation Council
November 18, 2015 Chancellor's Staff
February 23, 2015 District Consultation Council
November 30, 2011 Chancellor's Staff
December 12, 2006
July 25, 2006
June 1, 2004

AP 2714 Distribution of Tickets and Passes

Reference:

Title 2 Section 18944.1

- 1.0 From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for entertainment, amusement, recreational, or similar purpose. The District may distribute these tickets or passes at the behest of an official of the District.
 - 1.1 The distribution of any ticket or pass by the District shall accomplish a public purpose of the District including, but not limited to, furtherance of the District's mission, enhancement of District programs, or contribution to the professional development of an employee or member of the Board of Trustees.
 - 1.2 A ticket or pass distributed to an official of the District pursuant to this procedure shall not be transferred to any other person.
- 2.0 A ticket or pass provided by the District to an official of the District is not subject to the provisions of this procedure provided that the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income.

Date of Adoption: September 26, 2011 Chancellor's Cabinet

Date of Last Revision: April 22, 2019 District Consultation Council

AP 2715 Code of Ethics/Standards of Practice

Reference:

ACCJC Accreditation Standard IV.C.11;
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 Each member of the Board of Trustees will reaffirm adherence to the Code of Ethics by signing a Code of Ethics statement at the annual organizational meeting.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff

AP 2740 Board Education

Reference:

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

- 1.0 All new trustees elected/appointed to the governing board of the North Orange County Community College District (NOCCCD) may elect to receive an orientation packet of materials that includes:
 - 1.1 A copy of the Community College League of California (CCLC) publication, *“Orientation and Development for Community College Trustees.”*
 - 1.2 A list of the following available documents, which are strongly recommended and readily available for review:
 - 1.2.1 Summary of the California Administrative Code, Title 5, Part 6, including sections related to faculty role in shared governance.
 - 1.2.2 A copy of the Brown Act.
 - 1.2.3 A copy of the Community College League of California (CCLC) summary and analysis of AB1725.
 - 1.2.4 A description of Parliamentary Procedure.
 - 1.2.5 College catalogs, class schedules, and other major District publications.
 - 1.2.6 A summary of the roles and responsibilities of the District and statewide Academic Senates.
 - 1.2.7 Copies of the United Faculty Association (UFA), California School Employees Association (CSEA), and Adjunct Faculty United (ADFAC) contracts with the NOCCCD.
 - 1.2.8 A summary of the interest-based bargaining process.
 - 1.2.9 The NOCCCD Master Plan and the District-wide Strategic Plan.
 - 1.2.10 An index of adopted Board Policies and correlating Administrative Procedures, which may be found on the District’s website at www.nocccd.edu.
 - 1.2.11 Copies of all college and North Orange Continuing Education (NOCE) shared governance procedures.
 - 1.2.12 A glossary of NOCCCD acronyms and terms.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

AP 2740 Board Education

- 1.2.13 A list of all District-wide committees and their meeting schedules, including acknowledgment that Board members may periodically attend such meetings.
 - 1.2.14 A list and description of student organizations, including the Associated Students of each college.
 - 1.2.15 A summary of the role and participation level of Student Members on the governing board.
 - 1.2.16 Enrollment reports reflecting student demographics and enrollment patterns.
- 2.0 In addition to reviewing the printed materials, the new trustee orientation process may include the opportunity to:
- 2.1 Review the District budget with the Vice Chancellor of Finance and Facilities.
 - 2.2 Meet with Chancellor's Staff and current members of the Board Meeting Resource Table, either collectively or individually.
 - 2.3 Tour the Anaheim Campus, Cypress College, Fullerton College, and North Orange Continuing Education centers.
 - 2.4 Meet with student leaders from the colleges.
- 3.0 The new trustee orientation process may also include, as appropriate:
- 3.1 Participation in the CCLC Trustee Orientation.
 - 3.2 A retreat with the NOCCCD Board of Trustees or as an alternative, an in-depth meeting with the Board President.
 - 3.3 Meetings with employee constituency groups (Academic Senates, United Faculty Association, Adjunct Faculty United, CSEA, Confidentials Group, District Management Association).
- 4.0 Trustees are encouraged to attend professional organization conferences for employee groups, trustees, and students.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
September 23, 2008

AP 2745 Board Self-Evaluation

Reference:

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

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

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
November 25, 2003

AP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Section 71091 and 76200 et seq.;
Title 5, 54600, et seq.;
20 U.S. Code Section 1232g(i) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8;
WASC/ACS Criterion 7, Indicator 7.5

1.0 Definitions

- 1.1 “Student” means any person with respect to whom the District maintains education records or personally identifiable information, but does not include a person who has not been in attendance at the District.
- 1.2 “Student record” means any item of information directly related to an identifiable student, other than directory information, which is maintained by the District or required to be maintained by any employee in the performance of his or her duties, whether recorded by handwriting, print, tapes, film, microfilm, or other means.
- 1.3 “Access” means a personal inspection and review of a record, an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record.

2.0 Access to Student Records

- 2.1 The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. Such consent must be signed and dated by the student.
- 2.2 Access to student records to any person without the written consent of the student shall not be authorized except under the following circumstances:
 - 2.2.1 The District may release directory information regarding any former or current student of the District, provided that no directory information shall be released regarding any student or former student when the student or former student has notified the District that the information shall not be released. To do so, the student or former student must submit the appropriate form to the college Admissions and Records Office, in accordance with college policy, requesting that some or all of the categories of directory information not be released.

Pursuant to Board Policy 5040, the District has designated the following student information as directory information:

- 2.2.1.1 For purposes of general publication, information that may be released shall be limited to the student’s name, major field of study,

AP 5040 Student Records, Directory Information, and Privacy

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

- 2.2.1.2 At the discretion of the Chancellor, information may be released to an auxiliary college or District foundation for college-related or District-related activities. Information that may be released for this purpose shall be limited to students' names, mailing addresses, and email addresses. The release of this information shall be conditioned upon the foundation's agreement that student privacy rights under federal and state law will be protected and that the information will not be released to third parties.
- 2.2.2 Student records shall be furnished in compliance with a judicial order or a lawfully issued subpoena. The District shall make a reasonable effort to notify the student in advance of compliance with a lawfully issued subpoena and, in the case of compliance with a court order, if lawfully possible within the requirements of the order.
- 2.2.3 Officials and employees of the District may be permitted access to student records when they have a legitimate educational interest to inspect such record.
- 2.2.4 Access to student records may be permitted to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. When the collection of personally identifiable information is specifically authored by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.
- 2.2.5 Access to student records may be permitted to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll subject to the provisions of Education Code 76225.
- 2.2.6 Access to student records may be permitted to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes

AP 5040 Student Records, Directory Information, and Privacy

as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.

2.2.7 Access to student records may be permitted to accrediting organizations in order to carry out their accrediting functions.

2.2.8 Access to student records may be permitted to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

2.2.9 Access to student records may be permitted to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

2.2.10 The following student information shall be released to federal military recruiters for purposes of military recruitment: student names, addresses, telephone listings, date and place of birth, levels of education, academic majors, degrees received, and the most recent educational institution enrolled in by the student. No student recruiting information shall be released regarding any student when the student has notified the District that this information shall not be released, or when the student has notified the District that directory information regarding the student shall not be released.

3.0 The District may provide, in its discretion, statistical data from which no student may be identified to any public agency or entity or private nonprofit college, university, or educational research and development organization when such actions would be in the best interests of students.

Date of Adoption: June 14, 2005

Date of Last Revision: April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
March 23, 2009 Chancellor's Cabinet

AP 6620 Naming Facilities & Properties

The following procedures must be followed when submitting a proposal for naming a District facility or property:

- 1.0 Recommendations shall be made to the Chancellor, College President or Provost (known as the CEOs) in writing detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any department, campus groups, or entities within the District and should be directed to the appropriate CEO.
- 2.0 The recommendation must succinctly state the reasons for the proposed recognition, identify the group making the proposal, the extraordinary circumstances justifying the request, and complete biographical data of the individual or background information on the group, company, or organization being proposed for honor.
- 3.0 The guidelines for naming new and existing unnamed facilities and properties based on monetary contributions shall be:
 - 3.1

<u>Category</u>	<u>Amount</u>
Offices, Classrooms, Labs, Conference Rooms	\$5,000 – \$25,000
Athletic Facilities	\$50,000 – \$500,000
Areas in Buildings	\$100,000 – \$500,000
Exterior Areas	\$100,000 – \$1,000,000
Buildings	\$1,000,000 – \$10,000,000
- 4.0 In cases involving a gift and recommendation to name a facility or property after construction is complete, a rationale and description for the proposed use of the gift proceeds also must be part of the recommendation. The CEO of the campus involved will use the appropriate campus consultation processes and, in consultation with the Chancellor, determine approval of the recommendation regarding the use of the proceeds. This information will be shared with the Board of Trustees when the recommendation for naming is presented to the Board of Trustees for approval.
- 5.0 When the above procedures have been completed and deemed appropriate to advance the naming proposal, the President or Provost will submit the proposal to the Chancellor for review and presentation to the Board of Trustees. If deemed inappropriate, the President or Provost will provide in writing a rationale for denial to the group making the proposal.
- 6.0 If instead it is within the authority of the Chancellor to act on behalf of the Board of Trustees on the recommendation for naming a facility or property, the Chancellor shall make a decision after the above steps have been followed.
- 7.0 It is the intent of this procedure and related policy that:
 - 7.1 Individuals, groups, companies, and organizations may receive recognition through the naming of facilities and properties.
 - 7.2 Proposals for recognition may originate from departments, campus groups, or

AP 6620 Naming Facilities & Properties

District entities, but not from individuals.

- 7.3 An individual need not be deceased to be honored.
- 7.4 While each proposal for naming a college facility or property shall be considered on its own merits, consultative committees will consider previous decisions to name facilities and properties in the District as part of their review of each proposal.
- 7.5 Except under extraordinary circumstances, the process for proper consideration of a naming recommendation may require a period of several months.
- 7.6 The naming of any District facility implies no continuing obligation to the named individual, group, company, or organization other than maintaining the commemorative identification of the facility.
- 7.7 The naming of any District facility does not imply nor constitute legal ownership.

Date of Adoption: February 12, 2002

Date of Last Revision: April 22, 2019 District Consultation Council
March 28, 2006

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	May 28, 2019	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Jane Wright, CCLC Consultant.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on April 22, 2019:

Chapter 2, Board of Trustees

BP 2610, Presentation of Initial Collective Bargaining Proposals: This policy was reviewed as part of the 6-year review cycle, and revised to correct the “Reference” section, make a minor edit to Section 1.0, and cite the corresponding administrative procedure.

BP 2710, Conflict of Interest: This policy was reviewed as part of the 6-year review cycle, and revised to correct the “Reference” section, update Section 1.0, minor edits throughout, and to cite the corresponding board policies and administrative procedures.

BP 2716, Political Activity: This policy was reviewed as part of the 6-year review cycle, and revised to correct the “Reference” section and make minor edits throughout the policy.

BP 2717, Personal Use of Public Resources: This policy was reviewed as part of the 6-year review cycle, and no revisions were made.

BP 2720, Communications Among Board Members: This policy was reviewed as part of the 6-year review cycle, and revisions included minor edits.

BP 2725, Board Members Compensation: This policy was reviewed as part of the 6-year review cycle, and revisions included minor edits throughout.

BP 2730, Board Member Health Benefits: This policy was reviewed as part of the 6-year review cycle, and revised to correct the “Reference” section and make minor edits.

BP 2750, Board Member Absence from the State: This policy was reviewed as part of the 6-year review cycle, and revisions included minor edits throughout.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on the June 11, 2019 Board meeting agenda for action:

- **BP 2610, Presentation of Initial Collective Bargaining Proposals**
- **BP 2710, Conflict of Interest**
- **BP 2716, Political Activity**
- **BP 2717, Personal Use of Public Resources**
- **BP 2720, Communications Among Board Members**
- **BP 2725, Board Members Compensation**
- **BP 2730, Board Member Health Benefits**
- **BP 2750, Board Member Absence from the State**

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

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

BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

~~Education Code Section~~ **Government Code Section 3547**

- 1.0 The Chancellor shall enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board [of Trustees](#) of initial proposals for collective bargaining.
- 2.0 Collective bargaining begins when either an exclusive representative, or the District, presents an initial proposal for consideration in accordance with the provisions of the collective bargaining agreements between the exclusive representative and the District.

See Administrative Procedure 2610, [Presentation of Initial Collective Bargaining Proposals](#).

Date of Adoption: June 24, 2003

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

BP 2710 Conflict of Interest

Reference:

**Government Code Sections 1090~~7~~, et seq.~~7~~, 1126~~7~~, and 87200~~7~~, et seq.;
Title 2~~7~~ Sections 18730 et seq.**

- 1.0 Board members shall not have a financial interest in any contract made by the Board of Trustees in their official capacity, or in any body or board of which they are members ~~or in any contract they make in their capacity as board members.~~
- 2.0 A ~~B~~board member shall not be considered to have a financial interest in a contract if his/~~er~~ her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.
- 3.0 A ~~B~~board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his/~~er~~ her interest during a ~~B~~board meeting and have the disclosure noted in the official ~~B~~board minutes. The ~~B~~board member shall not vote or debate on the matter or attempt to influence any other ~~B~~board member to enter into the contract.
- 4.0 A ~~B~~board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical (as defined in Government Code Section 1126) to his/~~er~~ her duties as an officer of the District. A ~~B~~board member shall not simultaneously hold two public offices that are incompatible.
- 5.0 Upon leaving the ~~B~~board of Trustees, former members shall not, for a period of one year act as an attorney, agent, or otherwise represent for compensation others appearing before the ~~B~~board. (Government Code Section 87406.3)
- 6.0 In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of ~~B~~board decisions which may foreseeably have a material effect on their financial interest.
 - 6.1 Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.
- 7.0 Board members are encouraged to seek counsel from the District's legal advisor, per Administrative Procedure 6364, Coordination and Direction of Legal Services, in every case where any question arises.

See [Board Policy 2200, Board Duties and Responsibilities](#); Administrative Procedure 2710, [Conflict of Interest](#); [Board Policy and Administrative Procedure 2715, Code of Ethics/Standards of Practice](#); [Board Policy 2716, Board Political Activity](#); [Board Policy, 2717, Personal Use of Public Resources](#); and [Board Policy and Administrative Procedure 3050, Institutional Code of Ethics](#).

Date of Adoption: June 24, 2003
Date of Last Revision: July 25, 2006

BP 2716 Political Activity

Reference:

Education Code Sections 7054, 7054.1, and 7056;
Government Code [Section](#) 8314

- 1.0 Members of the Board [of Trustees](#) shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.
- 2.0 Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board [of Trustees](#) may, by resolution, express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

Date of Adoption: June 24, 2003

Date of Last Revision: September 24, 2013
June 14, 2005
June 1, 2004

BP 2717 Personal Use of Public Resources

Reference:

Government Code Section 8314;

Penal Code Section 424

- 1.0 No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Date of Adoption: June 24, 2003

BP 2720 Communications Among Board Members

Reference:

Government Code Section 54952.2

- 1.0 A majority of the members of the ~~Governing~~ Board of Trustees shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board of Trustees, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Date of Adoption: June 24, 2003

Date of Last Revision: November 23, 2010

BP 2725 Board Member Compensation

Reference:

Education Code Section 72024

- 1.0 In accordance with provisions of the Education Code stipulating compensation based on average daily attendance between 25,000 and 60,000, members of the Board of Trustees who attend all Board meetings in a given month shall receive \$787.50 per month and the student member, \$393.75 per month. A member of the Board of Trustees who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
- 2.0 A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.
- 3.0 The Board of Trustees may, on an annual basis, increase the compensation of board members by up to five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Date of Adoption: June 24, 2003

Date of Last Revision: June 16, 2013 Chancellor's Staff
June 26, 2007
June 13, 2006
July 22, 2003

BP 2730 Board Member Health Benefits

Reference:

Government Code Sections 53201 and 53208.5

- 1.0 The District is a participating agency in the CalPERS Hospital and Medical Care plan, which allows eligible participants to select from several plans for their hospitalization and medical care.
- 2.0 Members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan.
 - 2.1 The District will pay the full cost of the premium for coverage of each member of the Board of Trustees who elects to participate in the District's hospitalization and medical care plan.
 - 2.2 Each Board member who participates in the District's hospitalization and medical care plan may elect coverage for eligible dependents, at the Board member's expense, providing payment for the dependent coverage is made in advance.
- 3.0 Former elective members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan.
 - 3.1 The District will pay the full cost of the premium for coverage of former elective members of the Board of Trustees who elect to participate in the District's hospitalization and medical care plan who meet the following criteria:
 - 3.1.1 The member must have served in office after January 1, 1981.
 - 3.1.2 The member must have been first elected to a term of office that began prior to January 1, 1995.
 - 3.1.3 The member's total service at the time of termination is not less than twelve (12) years.
 - 3.2 All other former elective members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan on a self-pay basis, providing payment for the coverage is made in advance.
 - 3.3 Each former elective member of the Board who participates in the District's hospitalization and medical care plan may elect coverage for eligible dependents, at the Board member's expense, providing payment for the dependent coverage is made in advance.
- 4.0 Hospitalization and medical care plan benefits do not include dental or vision coverage.
- 5.0 The hospitalization and medical care benefits of any member of the Board of Trustees or former elective member of the Board, in accordance with state law, shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

BP 2730 Board Member Health Benefits

Date of Adoption: June 24, 2003

Date of Last Revision: November 13, 2012

BP 2750 Board Member Absence from the State

Reference:

Government Code Section 1064

- 1.0 No member of the Board of Trustees shall be absent from the state for more than sixty (60) days, except in any of the following situations:
 - 1.1 Upon business of the community college district with the approval of the Board of Trustees.
 - 1.2 With the consent of the Board of Trustees for an additional period not to exceed a total absence of ninety (90) days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board of Trustees.
 - 1.3 For federal military deployment, not to exceed an absence of a total of six (6) months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six (6) months, the Board may approve an additional six (6)-month absence upon a showing that there is a reasonable expectation that the member will return within the second six (6)-month period, and the Board may appoint an interim member to serve in his/her absence. If two (2) or more members of the Board of Trustees are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board of Trustees may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
 - 1.4 The term of an interim member of the Board of Trustees appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Date of Adoption: July 24, 2012

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 28, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	New Board Policy and Administrative Procedure 6307, Debt Issuance and Management	Enclosure(s)	<u> X </u>

BACKGROUND: California law requires public agencies to provide information to the California Debt and Investment Advisory Commission (“CDIAC”) no later than 30 days prior to the sale of the debt. Senate Bill 1029 (“S.B. 1029”), signed into law by the Governor of the State of California on September 12, 2016, amended this law to place additional reporting obligations on issuers of debt. In part, S.B. 1029 requires that an issuer certify that it has adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with the local debt policies. S.B. 1029 lists certain topics to be covered in the local debt policies.

The District expects to issue a tax and revenue anticipation note, and therefore must adopt a debt issuance and management policy. Board Policy and Administrative Procedure 6307, Debt Issuance and Management, are legally advised by District Bond counsel.

Subsequent to the last District Consultation Council meeting of the year, the proposed, new BP/AP 6307 were shared electronically with the body for review and approval.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the proposed, new Board Policy and Administrative Procedure 6307, Debt Issuance and Management in compliance with S.B. 1029.

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

BP 6307 Debt Issuance and Management

Reference

Government Code Section 8855

- 1.0 The Chancellor shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.
- 2.0 The procedures developed shall include:
 - 2.1 The purpose for which the debt proceeds may be used.
 - 2.2 The types of debt that may be issued.
 - 2.3 The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
 - 2.4 Policy goals related to the District's planning goals and objectives.
 - 2.5 The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

See Administrative Procedure 6307, Debt Issuance and Management

Date of Adoption: TBD

AP 6307 Debt Issuance and Management

Reference

Government Code Section 8855;

1.0 Purpose for Which Debt Proceeds May be Used

1.1 The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, and issue bonds for college improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

1.2 Section 18 of Article XVI of the State Constitution contains the "debt limitation" formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds ("GO Bonds") by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 et seq. Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 et seq. An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 et seq.

The statutory authority for issuing Tax and Revenue Anticipation Notes ("TRANS") is contained in Government Code Section 53850 et seq. Certain lease financings may be undertaken pursuant to Government Code 4217.10 et seq.

1.3 The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget.

The District's Chancellor or Vice Chancellor, Finance and Facilities, will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include but are not limited to tax and revenue anticipation notes, temporary borrowing from the Orange County Treasurer-Tax Collector, and temporary interfund borrowing.

2.0 Types of Debt that May be Issued

2.1 Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes ("BANs") to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

AP 6307 Debt Issuance and Management

- 2.2 Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions.

The District may also enter into long-term leases and/or participate in the sale of certificates of participation or lease revenue bonds for public facilities, property, and equipment.

- 2.3 Lease/Equipment Financing: Lease-purchase obligations or appropriation leases are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may have an impact on budget flexibility.
- 2.4 Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

3.0 Relationship of Debt to and the Integration with District's Capital Improvement Program or Budget

- 3.1 In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.
- 3.2 The Vice Chancellor, Finance and Facilities and the facilities staff have responsibility for the planning and management of the District's capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable facilities master plan in keeping with the District's current needs for the acquisition, development and/or improvement of District's real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.
- 3.3 Considerations for Refunding:

AP 6307 Debt Issuance and Management

- 3.3.1 Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
- 3.3.2 The District shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.
- 3.3.3 The District shall time the refinancing of debt to maximize the District's expected net savings over the life of the debt.
- 3.3.4 The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

4.0 Goals Related to District's Planning Goals and Objectives

- 4.1 In the following this procedure, the District shall pursue the following goals:
 - 4.1.1 The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.
 - 4.1.2 To the extent applicable, the District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
 - 4.1.3 The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
 - 4.1.4 The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the school district and the tax burden needed to meet long-term capital requirements.
 - 4.1.5 The District shall consider market conditions and District cash flows when timing the issuance of debt.
 - 4.1.6 The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.
 - 4.1.7 The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economical, while considering repair and replacement costs of those assets to be incurred in the future.

AP 6307 Debt Issuance and Management

- 4.1.8 The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.
- 4.1.9 The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.
- 4.1.10 The District shall monitor (i) agreements or other obligations entered into by the District, and any modifications to such agreements or other obligations, to determine whether they constitute "financial obligations" under Rule 15c2-12 of the Securities and Exchange Commission promulgated under the Securities Exchange Act of 1934, as amended (the "Rule") , and (ii) agreements to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect Bondholders, and, if material, shall file a notice of the events described in (i) or (ii) within 10 business days on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System ("EMMA"). In addition, the District shall file a notice on EMMA within 10 business days, of a default, event of acceleration, termination event, modification to terms, or other similar events under the terms of a "financial obligation" (as defined by the Rule), any of which reflect financial difficulties.

5.0 Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

5.1 Structure of Debt Issues

- 5.1.1 Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. In addition, with respect to debt issued on a tax-exempt basis the average life of tax-exempt financing shall not exceed 120% of the average life of the assets being financed. The District shall also consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

5.1.2 Debt Structure

5.1.2.1 General Obligation (GO) Bonds

- 5.1.2.1.1 New Money Bond Issuances: For tax-exempt new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit

AP 6307 Debt Issuance and Management

issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.

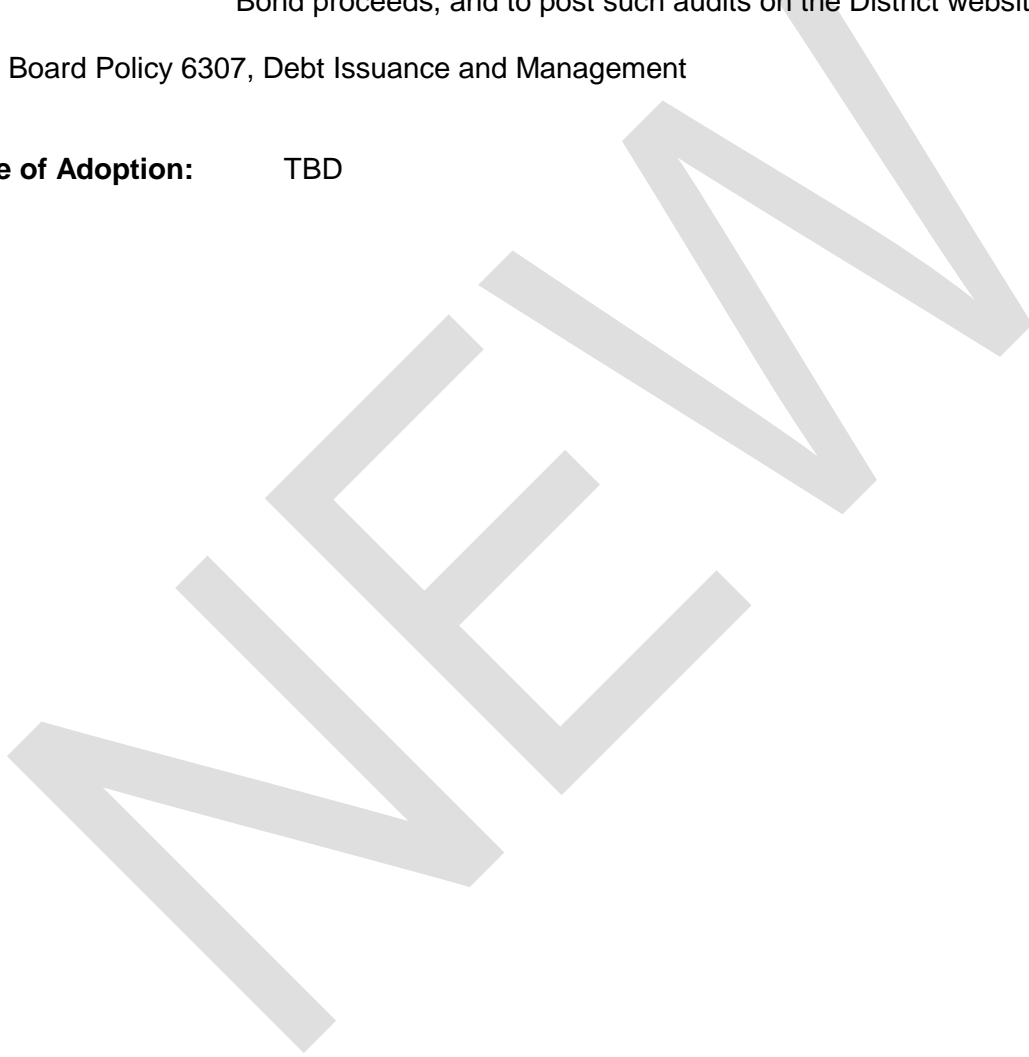
- 5.1.2.1.2 Refunding Bond Issuances: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.
- 5.1.2.1.3 Maximum Maturity: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of tax-exempt bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.
- 5.1.2.1.4 Taxable Bonds: Taxable bonds shall be considered for funding projects which do not satisfy the "spend-down" requirements of the Internal Revenue Code.
- 5.1.2.2 Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.
- 5.1.3 The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.
- 5.2 The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the procedure, and in connection with the issuance of all GO Bonds:
 - 5.2.1 As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and
 - 5.2.2 The Vice Chancellor, Finance and Facilities shall have the responsibility, no less often than annually, to provide to the District's Board of Trustees a written report which shall contain at least the following information:
 - 5.2.2.1 The amount of the debt proceeds received and expended during the applicable reporting period; and
 - 5.2.2.2 The status of the acquisition, construction or financing of the school facility projects, as identified in any applicable bond measure, with the proceeds of the debt.

AP 6307 Debt Issuance and Management

- 5.2.3 The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of school facilities, and not used for teacher or administrator salaries or other operating expenses.
- 5.2.4 The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

See Board Policy 6307, Debt Issuance and Management

Date of Adoption: TBD



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 28, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity	Enclosure(s)	<u>X</u>

BACKGROUND: Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity was revised by staff to reflect changes to the “Reference” section, to include revised language in Section 1.0 and the new Section 5.0; to add language to new Sections 4.0, 7.0, and 8.0, and to renumber throughout. The proposed changes were reviewed, discussed and approved by the District Consultation Council on February 25, 2019.

The Board received BP 7100 for a first reading on March 12, 2019, and for a second reading on March 26, 2019. During the discussion on March 26, trustees discussed the proposed revisions to Sections 4.0 and 5.0 and ultimately voted in favor of tabling BP 7100 to a future meeting. It was agreed that BP 7100 would return for the Board’s consideration after the language in Sections 4.0 and 5.0 had been reviewed by the Academic Senates and that the language derived from Title 5 would be properly cited.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the proposed, revised Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity.

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

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;

Title 5 Sections 53000 et seq.;

Accreditation Standards III.A.4411 and 12;

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

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity in the academic environment fosters s cultural awareness, ~~promote~~ mutual understanding and respect, and provides s suitable role models for all students. **A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.**
- 2.0 The Board is committed to employment processes that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- ~~4.0~~**3.4 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.**
- ~~5.0~~ District employees ~~are encouraged to be involved in the~~ **shall** actively **promote** promotion of diversity in recruitment and employment within the District.
- ~~6.0~~ The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.**
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.**

Date of Adoption: March 13, 2012

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 28, 2019	Resolution	_____
SUBJECT:	2019 Board of Trustees Assessment	Information	X
		Enclosure(s)	X

BACKGROUND: In accordance with the accreditation standards recommended by the Accrediting Commission for Community and Junior Colleges, the Board of Trustees adopted an assessment process on August 26, 1997, which includes the distribution of an assessment instrument to all Board members and those District staff members who regularly participate at Board meetings. The assessment instrument was last revised at the Board meeting of March 26, 2019.

The assessment instrument was distributed at the April 9, 2019, Board meeting, and 20 completed instruments were submitted to the Chancellor's Office.

Attached are the following documents:

1. Summary of seven Trustees responses (pages 7.e.2 – 7.e.14)
2. Summary of nine Resource Table and four Audience responses (pages 7.e.15 – 7.e.27)

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive and review the 2019 Board Assessment summaries.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.					
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.	3	43%	Excellent	<ul style="list-style-type: none"> We are better at short-term goals and outcomes.
		4	57%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
2.	The Board's highest priority is student learning and student success.	5	71%	Excellent	<ul style="list-style-type: none"> Some board members are excellent about this. Others seem to have other agendas. This priority has come to the forefront with implementation of Pathways, Dual Enrollment, and the Promise programs.
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		
3a.	The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years.	3	43%	Excellent	<ul style="list-style-type: none"> This will be updated with a new Educational and Facilities Master Plan. During the preparation of the 10 year Educational and Facilities Master Plan I am hopeful we will have a clearer picture of what we will be like in 10 years. We're in the process of doing this.
		4	57%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
3b.	The Board reviews the mission and vision statements every three years.	6	86%	Excellent	<ul style="list-style-type: none"> I think it's time we renew these again. Unsure we are in the cycle. It's on the schedule.
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
3c.	The Board regularly reviews its policies to be consistent with its mission.	4	57%	Excellent	<ul style="list-style-type: none"> • There is an established schedule for this. • We have made a concerted effort with this. Awaiting an update from the subcommittee. • Thanks to Alba – It is on the docket! • The review process is staff-driven. The Board should play a more active role in reviewing its own policies. • Making strides with the subcommittee.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
4.	The Chancellor’s goals, as affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration.	5	71%	Excellent	<ul style="list-style-type: none"> • The Chancellor’s goals are always more than can be accomplished in any given year. • We need to review what is “manageable.”
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
5.	The Board upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code.	6	86%	Excellent	<ul style="list-style-type: none"> • Our Code of Ethics is a basic document for all Board of Trustee members.
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
6.	To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.	4	57%	Excellent	<ul style="list-style-type: none"> • This is done, but not “regularly.” But the Board has made it clear that one of our priorities is that the academic units and management focus their attention on these indicators and plans for improvement. • Institutional effectiveness reports; student success reports on success measures.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.	3	43%	Excellent	
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
8.	The Board regularly evaluates its processes to support continuous improvement.	3	43%	Excellent	<ul style="list-style-type: none"> • With this assessment done annually, we are in a better position to evaluate ourselves. • The Board should evaluate its legislative process and its process for approving large expenditures.
		2	29%	Acceptable	
		2	29%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	101%		

Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.”

- Student learning and success are primary concerns. This is clear from the Board's actions.
- 4 - Our Board has made several improvements in the last year in the area of reviewing and updating board policies and to ensure there is an ongoing cycle of reviews scheduled for the future to ensure our policies are up to date and relevant. We also had our district's administrative policies reviewed and updated by stakeholders and these reviews and updates will help our accreditation follow-up reports and future renewals. Our Board has further held a highly effective Board retreat annually where we've reflected on newly implemented programs to improve student success and affirm the Chancellor's goals. Although there can always be room for improvement, our Board appears to be excellent in this category overall.
- I still feel that we have some growing pains with newer members.
- 3.7 – With regard to the Board's processes, some items that should come to the Board for legislative approval do not, and the Board approves new positions and other major expenditures throughout the year that should be considered in the context of the budget process.
- 2.9 average. Needs improvement.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
As an independent policy-making body that reflects the public interest, the Board acts as a whole. The Board advocates for and defends the institution and protects it from undue influence or political pressures.					
9.	Directions to staff are based on a consensus of a majority of the Board. Individual Board members do not assume authority.	5	71%	Excellent	• (See note at the end of the section.)
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
10.	Board members respect each other's opinions.	2	29%	Excellent	<ul style="list-style-type: none"> • This was a concern last year and has had definite improvement since then. • While we recognize different perspectives, we are collegial toward each other. • Some Board members are at times condescending to others and do not always respect opinions different from their own.
		4	57%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
11.	Discussions are structured so that all have an opportunity to contribute to the decision.	6	86%	Excellent	• Jeff Brown does an excellent job ensuring that all have an opportunity to contribute, including student trustees.
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
12.	Board members have adequate information upon which to base decisions.	4	57%	Excellent	<ul style="list-style-type: none"> • Probably it is never 100% complete, but "adequate" does not require that. • The opportunity to pose questions for additional information/clarification on agenda items works well. All Board members need to take advantage of it. • I believe District staff does this but external factors may impede this.
		2	29%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
13.	The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.	5	71%	Excellent	<ul style="list-style-type: none"> The Board supports evidence-based decision making, and the Chancellor's recommendations are respected and valued. One trustee seems to not be open to changing their opinion regardless of clear data that does not support their opinion. The opportunity to pose questions for additional information/clarification on agenda items works well. All Board members need to take advantage of it.
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		
14.	The Board's delegation of administrative authority to the Chancellor is clear to all parties.	2	33%	Excellent	<ul style="list-style-type: none"> It is easy to slip into micromanagement if trustees want to get involved in every decision. We have the ultimate responsibility, but day-to-day operations have been delegated to the professionals who are hired for this. Some seem to believe that the delegation includes legislative authority, which it does not.
		3	50%	Acceptable	
		1	17%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		6	100%		* One respondent did not answer this question.

Overall rating for "The Board acts as a whole."

- Civility, and thus the Board's effectiveness, is greatly improved since this time last year.
- 4 - Over the last year, our Board has done an excellent job of acting as a whole. We have a diverse group of trustee leaders and can rely on the strengths of our fellow trustees when it is clear that the subject matter is in their area of expertise. The trust we have in our fellow trustees overall has allowed us to learn from each other over time in a way that makes us stronger individually going forward to the point that we can become one of the strongest boards in the CA community college system.
- This phrase, "the Board acts as a whole," is an important reminder to all parties, but especially for the Board of Trustees. Board Policy 2430 Delegation of Authority to the Chancellor 5.0 also affirms this.
- 3.3
- 3.1 average. Acceptable.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
Board meetings run effectively:					
15.	Board members are punctual to and attend all Board meetings to conclusion.	5	71%	Excellent	•
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
16.	The Board reviews agenda materials and is prepared for Board meetings.	4	57%	Excellent	<ul style="list-style-type: none"> • The Board is very good at this. Submitting questions and getting the answers before meetings is a great help. • I have noticed one Board member reads the agenda during reports.
		2	29%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
17a.	New Board members, including student trustees, receive an orientation to rules and responsibilities and District mission and policies.	5	71%	Excellent	• Perhaps it should be phased or it can be overwhelming.
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		
17b.	The Board members engage in ongoing professional development.	3	43%	Excellent	<ul style="list-style-type: none"> • This always has been done, but it has become more intentional during the past year. • CCLC Conferences provide excellent training. • The Board study sessions and retreat have been excellent educational opportunities although I believe ongoing trustee education should be continuous and ongoing. • Not sure what <u>everyone</u> is doing.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	14%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
18.	The Board agendas focus on policy issues that are relates to Board responsibilities.	3	43%	Excellent	<ul style="list-style-type: none"> • “Include” would be a better description, though, because routine items also have to be dealt with. • Yes, but some items that relate to Board responsibilities do not come to the Board.
		4	57%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.	4	57%	Excellent	<ul style="list-style-type: none"> • A study session was held to make sure everyone had the same information about the requirements. • The training we received was very helpful. • The retreat was originally planned as a closed session. Some items discussed in closed session should be discussed in open session.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
20.	Agendas include legislative and state policy issues that impact the District.	3	43%	Excellent	<ul style="list-style-type: none"> • Information often is included in reports from the Chancellor and others. • Agendas provide some of this, but most frequently in Board letters and other communications. • Yes, but in the past legislative priorities have been established without Board approval.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
21.	Board meetings include some education or information time.	5	71%	Excellent	<ul style="list-style-type: none"> • Having some meetings designated primarily as study sessions shows this is a priority. • Top notch! • Some study sessions require more time. They are not the “deep dive” they were intended to be.
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
22.	Board meetings provide adequate time for discussion.	6	86%	Excellent	<ul style="list-style-type: none"> We take the time that is needed. I think people, including Chancellor's Staff and Resource Table feel included.
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

Overall rating for “Board meetings run effectively.”

- We try for “efficiently” as much as possible, but “effectively” takes precedence.
- 4 - Overall rating for our board is excellent in this category and even though it's not scored above, our board presidents have done a great job of running our meetings in a highly professional way. The one category that we have made great improvement in but that we could still see more improvement is the engagement of ongoing professional development. On one hand, we have added a lot of informational sessions that can count towards the excellence in trusteeship certificate, leaving only a little self-study and the attending of 1-2 trustee conferences to complete the certificate. We have 3-4 of our trustees who have completed this and we made a goal for all 7 to finish as soon as they are able to so hopefully those remaining can enroll in the program, fill-out the form, and determine what will be needed to check-off the course completions in the upcoming year.
- Wordsmithing is not appropriate during the Board meeting. These inquiries should be done via email ahead of the meeting.
- 3.3
- 3.2 average. Acceptable.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
Board members are actively knowledgeable about and engaged in the District community:					
23a.	Board members are knowledgeable about community college and state related issues.	3	43%	Excellent	<ul style="list-style-type: none"> • Through personal involvement and through reports we receive. • Some more than others.
		4	57%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.	3	43%	Excellent	<ul style="list-style-type: none"> • One Board member is knowledgeable. • Some are more knowledgeable than others. Trustee Handbook gives good direction. • The online course was helpful, but this should be covered in the orientation process for new trustees.
		3	43%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
24.	The Board acts as an advocate for community colleges.	3	43%	Excellent	<ul style="list-style-type: none"> • Active advocacy often is delegated to District staff and to advocacy organizations (such as the O.C. Legislative Task Force). • We act for the benefit of our colleges, but I'm not sure we are playing an advocacy role.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
25.	Board members are available to District employees for comments and suggestions.	4	57%	Excellent	<ul style="list-style-type: none"> • Trustees are very available to everyone through multiple communication channels. • I sense an openness. I hope District employees feel the same.
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
26.	The Board shows its support for the District through members attending various events.	3	43%	Excellent	<ul style="list-style-type: none"> • I think trustees do this as much as they can. Some are able to do more than others. • Most do attend District events as time permits – one does not. • While most attend events, work schedules take precedence. However, I think we can do better. The weekly calendar listing is helpful.
		2	29%	Acceptable	
		1	14%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
27.	The Board is knowledgeable about the District's history, values, strengths, and weaknesses.	1	14%	Excellent	<ul style="list-style-type: none"> • Still a learning curve for newer members. • More could be done in the orientation. Also, we don't really discuss any weaknesses.
		4	57%	Acceptable	
		1	14%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.	3	43%	Excellent	<ul style="list-style-type: none"> • I was surprised that the Board voted against urging Congress to pass the DREAM Act, but that decision was later reversed.
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.	4	57%	Excellent	<ul style="list-style-type: none"> • Public comment opportunities at every Board meeting; special public meetings for some topics; various advisory committees for academic and vocational programs. • I would like for us to develop new innovative processes.
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
30.	The Board helps promote the image of the District in the community.	4	57%	Excellent	<ul style="list-style-type: none"> We could do more in the area of promotion. Perhaps we should advertise.
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
31.	The Board understands the collective bargaining process and its role in the process.	5	71%	Excellent	<ul style="list-style-type: none"> Trustees are conscious of not being drawn into negotiations inappropriately. We need some professional development regarding the Board's role. Also, should be covered in orientation.
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	99%		
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.	2	29%	Excellent	<ul style="list-style-type: none"> The Board should focus on the overall fiscal health of the District. Not one component. I think the Board understands it but the process should be evaluated.
		3	43%	Acceptable	
		2	29%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	101%		
33.	The Board gives adequate attention to the mission and goals of the District.	5	71%	Excellent	
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
34.	The Board has a procedure for annual evaluations of the Chancellor.	5	71%	Excellent	<ul style="list-style-type: none"> • In the process. • The third year is more comprehensive.
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.	2	29%	Excellent	<ul style="list-style-type: none"> • We need to acknowledge more often that when those who are impacted by a decision are involved in the early discussion and the outcome has buy in.
		5	71%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		
36.	In general, what rating does the Board as a whole deserve?	3	43%	Excellent	
		3	43%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		7	100%		

Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”

- 4 - Our board is excellent overall in this category. We have some board members who are outstanding at attending as many events as possible. Everyone has different schedules which make it difficult to attend events as often as we would like so we appreciate those who are able to regularly represent our board and be accessible to students, staff, faculty, and managers within our district and members of the communities we serve. The members of our board take our mission and the decisions we make very seriously. Our board is well-researched and works hard to ensure the information being presented to us is accurate and that we fully understand it prior to making critical decisions. On occasion, we debate issues to gain understanding and consider the insights of others and our collegiality has been very healthy over the last year as we have made very sound decisions.
- Overall, we have an engaged Board. Bringing training to the Board so that all members hear and we engaged in the same information has been a good addition.
- 3.1
- 2.1 average. Needs improvement.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
37. General Comments/Suggestions:				
				<ul style="list-style-type: none"> • Our board is on a great and healthy path that has helped us become stronger year over year. We are continually increasing our knowledge and working to be more and more accessible and engaged with our stakeholders. We have a good relationship with our Chancellor and that has allowed for an incredible amount of accomplishments to be achieved in the last year. We have been and will continue to be good stewards of taxpayer dollars while focusing strongly on our mission to ensure academic excellence and student success. With the success achieved in the last year and our ongoing success, our district has already gained notoriety across the state and although our district is very good at learning best practices from others, it is more likely that others are learning more and more from our district thanks to our board, chancellor, presidents, managers, faculty, & staff. • Overall 2.8 average. Needs improvement. • The Board is in a period of transition.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.					
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.	8	62%	Excellent	<ul style="list-style-type: none"> The Board could use more clearly articulated outcomes for the institutional goals.
		5	38%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
2.	The Board's highest priority is student learning and student success.	7	54%	Excellent	
		6	46%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
3a.	The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years.	7	54%	Excellent	<ul style="list-style-type: none"> Master planning process that is done to start will add this planning effort.
		5	38%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
3b.	The Board reviews the mission and vision statements every three years.	6	50%	Excellent	
		5	42%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		12	100%		* One respondent did not answer this question.

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
3c.	The Board regularly reviews its policies to be consistent with its mission.	7	54%	Excellent	
		5	38%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	100%		
4.	The Chancellor's goals, as affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration.	11	85%	Excellent	
		2	15%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
5.	The Board upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code.	4	33%	Excellent	<ul style="list-style-type: none"> • I think our Board excels in this area. • The majority of the Board demonstrates outstanding character, integrity, and ethics. • This rating [2] is due to one Board member.
		4	33%	Acceptable	
		2	17%	Needs Improvement	
		0	0%	Unsatisfactory	
		2	17%	No Knowledge of	
Totals		12	100%		* One respondent did not answer this question.
6.	To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.	7	54%	Excellent	
		6	46%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.	7	54%	Excellent	
		3	23%	Acceptable	
		3	23%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
8.	The Board regularly evaluates its processes to support continuous improvement.	4	31%	Excellent	
		8	62%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	101%		

Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.”

- 4
- 4
- I think our Board mostly stays at the policy level and mostly asks questions to better understand operations.
- 3
- The Board is effective in establishing general directions to the District for student success.
- 4
- 3
- 3
- 3.5

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
As an independent policy-making body that reflects the public interest, the Board acts as a whole. The Board advocates for and defends the institution and protects it from undue influence or political pressures.					
9.	Directions to staff are based on a consensus of a majority of the Board. Individual Board members do not assume authority.	4	31%	Excellent	<ul style="list-style-type: none"> • Every once in a while a Board member will ask for information that does not provide real value. For example, a modification to the travel report. • There have been occasions in which individual Board members tried to establish authority on their own.
		5	38%	Acceptable	
		4	31%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
10.	Board members respect each other's opinions.	4	31%	Excellent	<ul style="list-style-type: none"> • At times a board member has been disrespectful to others when discussing policy or action taken. • There is something to be desired with respect to differences of opinions and collegiality among trustees.
		3	23%	Acceptable	
		4	31%	Needs Improvement	
		2	15%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
11.	Discussions are structured so that all have an opportunity to contribute to the decision.	6	46%	Excellent	<ul style="list-style-type: none"> • Study sessions rely heavily on Chancellor's Staff – input from Resource table needs to be more structured, robust.
		5	38%	Acceptable	
		2	15%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	99%		
12.	Board members have adequate information upon which to base decisions.	8	62%	Excellent	<ul style="list-style-type: none"> • Related to #11, resource table input needs to be a larger part of this process.
		4	31%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	101%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
13. The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.	4	31%	Excellent	<ul style="list-style-type: none"> Previously, yes, but lately, no. Some trustees – really one trustee – remain adamant about issues even when presented with information to the contrary.
	6	46%	Acceptable	
	3	23%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals		13	100%	
14. The Board's delegation of administrative authority to the Chancellor is clear to all parties.	5	38%	Excellent	
	5	38%	Acceptable	
	2	15%	Needs Improvement	
	1	8%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals		13	99%	
<p>Overall rating for “The Board acts as a whole.”</p> <ul style="list-style-type: none"> 3 4 3 3 2. One trustee brings the scores down for the entire Board, both in his interactions with them and with staff. He is condescending, demeaning, and rude. 2 3 				

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
Board meetings run effectively:					
15.	Board members are punctual to and attend all Board meetings to conclusion.	9	69%	Excellent	
		3	23%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
16.	The Board reviews agenda materials and is prepared for Board meetings.	4	31%	Excellent	<ul style="list-style-type: none"> Most Board members do, however, there are times when some of the materials are not reviewed. Meeting time is occasionally spent covering info the board could have studied ahead of time. Overall, the majority of the Board members seem well prepared. It is obvious which trustees are prepared and which are not; especially when questions are asked and the information is included in the printed agenda.
		8	62%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	101%		
17a.	New Board members, including student trustees, receive an orientation to rules and responsibilities and District mission and policies.	4	31%	Excellent	<ul style="list-style-type: none"> Not sure if this happens for student trustees.
		4	31%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		5	38%	No Knowledge of	
Totals		13	100%		
17b.	The Board members engage in ongoing professional development.	5	38%	Excellent	<ul style="list-style-type: none"> The opportunities are there, but not all Board members participate. Some Board members appear to be much more active than others.
		6	46%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
18. The Board agendas focus on policy issues that are relates to Board responsibilities.	7	58%	Excellent	<ul style="list-style-type: none"> We are doing better in this regard. There appears to be discrepancies in opinion about what “Board responsibilities” are and some trustees want operational influence over matters that are the CEOs purview.
	3	25%	Acceptable	
	2	17%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals	12	100%		* One respondent did not answer this question.
19. The Board conducts its meetings in compliance with state laws, including the Brown Act.	9	69%	Excellent	
	3	23%	Acceptable	
	1	8%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals	13	100%		
20. Agendas include legislative and state policy issues that impact the District.	6	46%	Excellent	<ul style="list-style-type: none"> This needs to be a bigger focus!
	6	46%	Acceptable	
	1	8%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals	13	100%		
21. Board meetings include some education or information time.	11	85%	Excellent	<ul style="list-style-type: none"> Occasionally too much. (see #16) The study sessions have been a good change. Not previously, but definitely this year.
	2	15%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
Totals	13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
22.	Board meetings provide adequate time for discussion.	9	69%	Excellent	• Resource table needs more structured opportunity for feedback.
		4	31%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		

Overall rating for “Board meetings run effectively.”

- 4
- 4
- Overall I think the meetings are effective. Talking with my counterparts, I am appreciative of our Board of Trustees. Especially when they send questions on items in advance. This gives us an opportunity to research answers and provide information to the Board as well as the Resource table.
- 3
- Bringing back the informational Board meeting once a month is a good idea. It has tangible outcomes in Board members becoming even more educated on critical items facing our students and the District.
- 3
- 3
- 3
- 4

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
Board members are actively knowledgeable about and engaged in the District community:					
23a.	Board members are knowledgeable about community college and state related issues.	3	69%	Excellent	<ul style="list-style-type: none"> We have several Board members that are new.
		10	31%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.	6	46%	Excellent	<ul style="list-style-type: none"> We have a Board member on the ACCJC Board and provides guidance when necessary. Only one trustee appears well versed in this area and the others rely on her.
		5	38%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	100%		
24.	The Board acts as an advocate for community colleges.	5	38%	Excellent	<ul style="list-style-type: none"> 6 of 7 trustees do. One trustee seems to only want to advocate for his own legislative agenda and that of part-time faculty. Most.
		7	54%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
25.	Board members are available to District employees for comments and suggestions.	2	15%	Excellent	
		10	77%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
26.	The Board shows its support for the District through members attending various events.	7	54%	Excellent	• Some Board members actively attend events and activities, while others do not.
		6	46%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
27.	The Board is knowledgeable about the District's history, values, strengths, and weaknesses.	1	8%	Excellent	
		11	85%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	101%		
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.	7	54%	Excellent	
		4	31%	Acceptable	
		2	15%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.	5	38%	Excellent	
		8	62%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
30.	The Board helps promote the image of the District in the community.	7	54%	Excellent	• Most.
		4	31%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	101%		
31.	The Board understands the collective bargaining process and its role in the process.	5	38%	Excellent	
		7	54%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	100%		
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.	3	23%	Excellent	
		9	69%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	8%	No Knowledge of	
Totals		13	100%		
33.	The Board gives adequate attention to the mission and goals of the District.	6	46%	Excellent	
		7	54%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
34.	The Board has a procedure for annual evaluations of the Chancellor.	12	92%	Excellent	
		1	8%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.	6	46%	Excellent	• Again resource table would benefit from more structured opportunities.
		6	46%	Acceptable	
		1	8%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
36.	In general, what rating does the Board as a whole deserve?	5	38%	Excellent	
		8	62%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
Totals		13	100%		
<p>Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”</p> <ul style="list-style-type: none"> • 3 • 4 • 4 • 3 • 3 • 4 					

BOARD ASSESSMENT SUMMARY

Evaluation Year:	April 2019
Respondents:	9 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
37. General Comments/Suggestions:				
				<ul style="list-style-type: none"> • Overall, the Board has been able to stay focused on its mission, remain professional, and develop their knowledge. I appreciate their dedication and time. • I understand that three Board members are “new” to the community college system. They should continue their training regarding community college issues and accreditation. • As a whole, I think our Board is great to work with, and as a Board they work well together, even when they have different opinions. • Overall, our Board of Trustees are effective in establishing policy and providing support for the faculty and staff to serve the students in our community. At times, one of the trustees has been disrespectful to staff in public meetings. I believe that all Board members have our students and the community in mind as they provide leadership and make decisions. • It appears that this Board is still learning to govern as a unit. In the past, the Board was able to come to consensus and work past their differences of opinion, but that is no longer the case. One of newer trustees believes he is a policy/subject matter expert and is rude to his fellow trustees when they disagree with him, and dismissive and disrespectful of staff when their information contradicts his viewpoint. Perhaps his behavior would be tolerable if it was because he was advancing student success efforts or driving our institutions forward, but unfortunately, it comes across as ego driven. • One Board member is not very collegial and at times is disrespectful. • In general, we have a very strong, collegial, and involved board. Most members are supportive of the Chancellor and her role in operations, the colleges and their work, support the events occurring at the campuses, and are fiercely student focused. We do have some board members, however, who wish to focus on their own political agendas, and who, to the detriment of their relationship with the Chancellor and other board members, negatively impact the collegial conversations for reasons that have little to do with the students we serve.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 28, 2019

SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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