



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

MEETING: Regular Meeting in June 2020

DATE: Tuesday, June 23, 2020, at 5:30 p.m.

PLACE: Zoom Teleconference

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

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

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

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

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

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

AGENDA:

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

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office.
- f. **Chancellor’s Report**
- g. **Comments:**

**Chancellor's Staff
Resource Table Personnel
Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of June 9, 2020.**

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

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

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

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

3. **FINANCE & FACILITIES**

a. It is recommended that the Board approve the Tentative Budget for Fiscal Year 2020-21 for all funds of the District and set a public hearing for October 27, 2020, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.

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

[c] Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2020-21 in the amount of \$202,644 for basic coverage and \$14,457 for catastrophic coverage, for Cypress College and Fullerton College, effective August 1, 2020.

[d] It is recommended that the Board adopt Resolution No. 19/20-23 to authorize the Districtwide Network Refresh Project for an increased cost of \$314,539.67 to the original amount of \$18,650,875.08 for a new total of \$18,965,414.75.

4. **INSTRUCTIONAL RESOURCES**

[a] It is recommended that the Board approve the 2020-2021 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement Addendum.

[b] It is recommended that the Board approve the 2020-2021 Cypress College and Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement Addendum.

- [c] It is recommended that the Board approve the 2020-2021 Cypress College and Los Alamitos Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement Addendum.
- [d] It is recommended that the Board approve the summary of curriculum changes for NOCE to be effective Fall 2020.

5. HUMAN RESOURCES

- [a] Request approval of the following items concerning academic personnel:
 - Resignation
 - New Personnel
 - Change in Salary Classification
 - Stipend for Additional Administrative Duties
 - Management Professional Growth & Development
 - Leaves of Absence
 - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
 - Rehires
 - Promotion
 - Voluntary Changes in Assignment
 - Professional Growth & Development
 - Stipend for Additional Administrative Duties
 - Leaves of Absence
 - Correction to June 9, 2020 Board Agenda – Title and Rate
- [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 for Confidential Employee salary adjustment of a one-time off-schedule salary payment equal to 1.0% for fiscal year 2020-2021.
- [g] Request approval for a District Management Association salary adjustment of a one-time off-schedule salary payment equal to 1.0% for fiscal year 2020-2021.
- h. Request approval for Executive Officer salary adjustments, extension of contracts, and a one-time off-schedule salary payment equal to 1.0% for fiscal year 2020-2021.
- i. Request approval for an extension of Chancellor Marshall's contract through June 30, 2024.

6. GENERAL

- a. It is recommended that the Board review the updates and revisions to the draft EFMP based on the Board's first reading.
- b. It is recommended that the Board adopt the proposed, revised Board Policies in Chapter 3.
- c. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 3.
- d. It is recommended that the Board receive the proposed, revised Board Policies in Chapter 3 and direct that they be placed on a future Board meeting agenda.
- e. It is recommended that the Board receive the proposed, revised Board Policies in Chapter 2 and direct that they be placed on a future Board meeting agenda.
- f. It is recommended that the Board adopt Resolution No. 19/20-24, Affirm that Black Lives Matter.
- g. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	June 23, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Fiscal Year 2020-2021 Tentative Budget		

BACKGROUND: Pursuant to California Code of Regulations §58301 and §58305, and in accordance with Board Policy 6200, Budget Preparation, the District shall develop a Tentative Budget on or before the first day of July. In addition, the Board shall identify the date, time, and location at which a public hearing on the Proposed Budget will be held.

With regards to the Proposed Budget and the timeline for public hearing, Chancellor's Office Executive Order 2020-06 has temporarily suspended regulations related to community college district fiscal reporting due dates. This was issued in response to the economic uncertainty we're facing as a result of the current pandemic crisis. In response, we will implement the revised timelines outlined in the executive order as it relates to the preparation, publication, approval, and submission of the 2020-21 Proposed Budget, permitting us to move the deadline from September 15, 2020 to October 27, 2020.

As a result of the COVID-19 pandemic, the development of the California State Budget is expected to be a work-in-progress for the next few months. Even though we expect to have a signed budget by the Governor by July 1, 2020, we know that there will most likely be revisions to the Budget Bill in August and possibly September/October. There are several reasons for this: 1) the deadline to file for personal income taxes was moved to July 15, so the State is not sure of their revenues at this time; and, 2) the legislature is counting on relief money from the Federal government to avoid substantial cuts to the budget. It is to be determined when and if relief money from the Federal government will be provided, 3) we do not know yet the total COVID-19 costs to the State.

As in previous years, this year's Tentative Budget is a rollover budget in order to continue operations in the 2020-21 fiscal year. For the ongoing General Fund budget, the Tentative Budget has incorporated, implemented and anticipated changes in revenues and expenditures, including estimates contained in the Governor's May Revise Budget.

For the rest of the general funds as well as the other District funds, some carryover estimates have been included; however, final carryover balances will be computed as part of the year-end closing process and will be reflected in the Proposed Budget which will be presented in October. The District's Proposed Budget will also incorporate any changes which occurred in the finalized State Budget.

Following is a comparative summary of revenues, transfers in, appropriations, and other uses for general fund of the District contained in the 2019-2020 Approved and 2020-2021 Tentative Budgets. All other funds are presented in the attached enclosures.

	<u>2019-2020</u> <u>Approved Budget</u>	<u>2020-2021</u> <u>Tentative Budget</u>
General Fund:		
Revenues	\$ 295,481,517	\$ 282,685,558
Transfers In	1,055,891	1,874,245
Appropriations	(304,721,715)	(302,677,911)
Transfers Out	(7,844,841)	(2,096,205)
Contingencies	(86,328,373)	(94,598,424)
Inc/(Dec) to Beg Bal	\$ <u>(102,357,521)</u>	\$ <u>(114,812,737)</u>

In the above table and within the summaries in the attached enclosures, revenues consist of all revenue sources. Within the General Fund, revenues include apportionment income, taxes, categorical funding, lottery funds, etc. Transfers in are resources coming into the General Fund from other funds such as redevelopment revenues from the Capital Outlay Fund. Appropriations are the accumulation of expenditure line item budgets such as salary and benefits and operating expenses. Transfers out are funds transferred to other funds such as to the Capital Outlay Fund for scheduled maintenance and additional support to the Child Development Fund. Contingency is a category where dollars are held in reserve and/or have not been applied to specific line item budgets. In the case where there is a negative number in the "Inc/(Dec) to Beg Bal," this represents the allocation or use of carryover funds.

At this time, targeted FTES for 2020-21 have been estimated at the 2019-20 reported FTES. The Student Centered Funding Formula (SCFF) rates have been reduced to reflect the changes from the Governor's May Revised Budget, which includes a reduction in the FTES funding rate, as well as an overall 8% decrease in the total revenue, including a reduction to the allocated total hold harmless funding. To offset the reduction in the earned portion of the SCFF, we are also recommending that we use the estimated 2020-21 hold harmless funds to supplement the earned SCFF revenue. This will temporarily buffer each of the sites from having to make immediate reductions and will provide an opportunity to discuss the longer term impact of these reductions on budgets.

Also important to note is the 2020-21 Tentative Budget was prepared using the new internal Resource Allocation Model which has been developed and vetted by the Council on Budget and Facilities (CBF) and by the District Consultation Council (DCC) and Chancellor's Staff. This model has been in continuous discussions with CBF and DCC since October 2017 and was presented to the Board during the study session of November 26, 2019. This new model was developed to ensure a fair and equitable distribution of earned revenue for each of the campuses; in order for the campuses to have maximum agency over their budgets; to ensure complete transparency in accounting procedures; and in accordance with the restructuring goals highlighted in the Chancellor's Goals as set by the NOCCCD Board of Trustees. This model will continue to be developed as we work through implementation challenges. This model focuses on ongoing unrestricted general fund activities and also shows information by site, which includes the campuses, District Services and Districtwide activity.

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

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6200, Budget Preparation.

FUNDING SOURCE AND FINANCIAL IMPACT: After Board approval of the 2020-21 Tentative Budget, the budget balances will be rolled into Banner and will become the preliminary budget for the 2020-21 fiscal year. After the close of the 2019-20 fiscal year, final carryover balances and any necessary budget revisions will be incorporated and presented to the Board in October as the 2020-21 Proposed Budget.

RECOMMENDATION: It is recommended that the Board approve the Tentative Budget for Fiscal Year 2020-21 for all funds of the District. It is also recommended that the Board set a public hearing for October 27, 2020, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.

Fred Williams

Recommended by

Approved for Submittal

3.a.3

Item No.

Comparison of 2020-21 Tentative Budget vs. 2019-20 Approved Budget by Major fund

General Fund Categories

Ongoing	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ 210,331,924.00	\$ 199,249,716.00
Hold Harmless Supplement	\$ -	\$ 9,484,923.00
Transfers In	1,000,000.00	3,352,020.00
Appropriations	(204,832,294.00)	(209,231,096.00)
Transfers Out	1,547,193.00	(416,260.00)
Contingencies	(994,505.00)	(2,439,303.00)
Inc/(Dec) to Beg Bal	<u>7,052,318.00</u>	<u>-</u>

Methodology Applied to Develop Tentative Budget

Ongoing costs comprise the structure of the entire District. These are the expected ongoing resources we expect to earn and the ongoing expenditures that we have built into our operations. We have updated the assumptions underlying these amounts and have provided those in the supporting documents herein.

Self-Supported	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ 22,357,085.00	\$ 6,065,863.00
Transfers In	29,944.00	38,432.00
Appropriations	(4,445,740.00)	(3,793,463.00)
Transfers Out	(542,448.00)	(610,832.00)
Contingencies	(100,000.00)	(1,700,000.00)
Inc/(Dec) to Beg Bal	<u>17,298,841.00</u>	<u>-</u>

Self-Supported activities are those that each budget center participates in that are expected to bring in sufficient revenues to cover the expected costs. At Tentative, these are budgeted to balance revenues and expenses.

Carryover/ Designated/Committed	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ -	\$ -
Transfers In	-	-
Appropriations	(26,899,040.00)	(17,263,605.00)
Transfers Out	(8,510,316.00)	(2,528,500.00)
Contingencies		
Restricted	(171,636.00)	(171,636.00)
Committed	(6,337,728.00)	(6,337,728.00)
Assigned	(44,704,559.00)	(31,575,370.00)
Uncommitted	(33,428,460.00)	(51,843,529.00)
Total Contingencies	<u>(84,642,383.00)</u>	<u>(89,928,263.00)</u>
Inc/(Dec) to Beg Bal	<u>(120,051,739.00)</u>	<u>(109,720,368.00)</u>

Carryover funds are those that we often refer to as "one-time funds". We do a detailed analysis of all settle-up costs and specifically allocated costs once we have closed the books for the current fiscal year. Consequently, for Tentative, we do not adjust these much, but balance the total to the current fund balance in Banner.

Categorical/Restricted	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ 62,792,508.00	\$ 67,886,380.00
Transfers In	25,947.00	835,813.00
Appropriations	(68,544,641.00)	(72,363,071.00)
Transfers Out	(339,270.00)	(892,632.00)
Contingencies	(591,485.00)	(530,859.00)
Inc/(Dec) to Beg Bal	<u>(6,656,941.00)</u>	<u>(5,064,369.00)</u>

Categorical and Restricted funds are those that generally come with restrictions on what they can be used for. For Tentative, for grants, we will budget these so they balance. The remaining differences are the result of carryover funds that are restricted for Health Services, Instructional Equipment, Parking, Lottery, Veterans Services funds and Administrative Allowances.

Total	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ 295,481,517.00	\$ 282,686,882.00
Transfers In	1,055,891.00	4,226,265.00
Appropriations	(304,721,715.00)	(302,651,235.00)
Transfers Out	(7,844,841.00)	(4,448,224.00)
Contingencies	(86,328,373.00)	(94,598,425.00)
Inc/(Dec) to Beg Bal	<u>(102,357,521.00)</u>	<u>(114,784,737.00)</u>

Comparison of 2020-21 Tentative Budget vs. 2019-20 Approved Budget by Major fund

Other District Funds

	<u>2019-2020</u>	<u>2020-2021</u>
<u>Capital Outlay Funds</u>	<u>Approved</u>	<u>Tentative</u>
Revenues	\$ 1,795,809.00	\$ 575,961.00
Transfers In	4,000,000.00	-
Appropriations	(47,821,161.00)	(42,017,492.00)
Transfers Out	(1,000,000.00)	(1,000,000.00)
Contingencies	(20,271,299.00)	(20,074,076.00)
Inc/(Dec) to Beg Bal	<u>(63,296,651.00)</u>	<u>(62,515,607.00)</u>

Methodology Applied to Develop Tentative Budget

Capital Outlay Funds are budgeted to fully expend the available funds on appropriate projects. At Tentative, the remaining balances for various projects are used to calculate the budget for those items. Any remaining available funds are designated in contingency for future capital outlay or scheduled maintenance projects.

<u>Bond Funds</u>		
Revenues	\$ 2,000,000.00	\$ 3,000,000.00
Appropriations	(223,545,895.00)	(187,797,460.00)
Inc/(Dec) to Beg Bal	<u>(221,545,895.00)</u>	<u>(184,797,460.00)</u>

Bond Funds are budgeted to fully expend the available funds on approved Bond Measure projects. At Tentative, the remaining balances for various projects are used to calculate the budget for those items. Any remaining available funds are designated in contingency for scheduled future bond measure project costs.

<u>Student Financial Aid Fund</u>		
Revenues	\$ 62,161,444.00	\$ 63,268,724.00
Appropriations	(62,161,444.00)	(63,268,724.00)
Contingencies	(50,000.00)	-
Inc/(Dec) to Beg Bal	<u>(50,000.00)</u>	<u>-</u>

Student Financial Aid Funds are budgeted for the revenues to be expended for student aid disbursements.

<u>Child Development Fund</u>		
Revenues	\$ 538,810.00	\$ 542,921.00
Transfers In	400,000.00	400,000.00
Appropriations	(936,251.00)	(862,889.00)
Contingencies	(46,707.00)	(80,032.00)
Inc/(Dec) to Beg Bal	<u>(44,148.00)</u>	<u>-</u>

Child Development Fund is budgeted with expected revenues and expenditures that are part of the program. The shortfall in revenues is supplemented with funds designated by the Board plus additional funding from the campus as needed.

<u>Retiree Benefit Fund</u>		
Revenues	\$ 1,335,463.00	\$ 1,378,465.00
Appropriations	(2,644,200.00)	(1,378,465.00)
Inc/(Dec) to Beg Bal	<u>(1,308,737.00)</u>	<u>-</u>

Retiree Benefits Fund is budgeted to move any available fund balances to the Irrevocable Retiree Benefits Trust. At Tentative, this is estimated, but will be updated for Proposed once the final accounting entries for 2019-2020 are complete.

<u>Self-Insurance Fund</u>		
Revenues	\$ 7,053,642.00	\$ 7,371,877.00
Appropriations	(8,880,817.00)	(9,212,132.00)
Contingencies	(29,165,199.00)	-
Inc/(Dec) to Beg Bal	<u>(30,992,374.00)</u>	<u>(1,840,255.00)</u>

Self-Insurance Fund is budgeted at Tentative to reflect estimated revenues and expenses only.

Comparison of 2020-21 Tentative Budget vs. 2019-20 Approved Budget by Major fund

Auxiliary Funds

Methodology Applied to Develop Tentative Budget

Auxiliary Funds are generally budgeted at Tentative with revenues equal to expenses.

The campuses also may determine that carryover available balances for the auxiliary activities will be used and will budget additional expenditures or a contingency expecting to use those funds.

	<u>2019-2020</u>	<u>2020-2021</u>
<u>Bookstore Funds</u>	<u>Approved</u>	<u>Tentative</u>
Revenues	\$ 3,576,403.00	\$ 2,180,160.00
Transfers In	-	728,398.00
Appropriations	(3,583,882.00)	(2,908,558.00)
Transfers Out	-	-
Contingencies	-	-
Inc/(Dec) to Beg Bal	<u>(7,479.00)</u>	<u>-</u>

Revenues	\$ 210,000.00	\$ 160,000.00
Appropriations	(135,000.00)	(110,000.00)
Transfers Out	(75,000.00)	(50,000.00)
Contingencies	-	(2,097,860.00)
Inc/(Dec) to Beg Bal	<u>-</u>	<u>(2,097,860.00)</u>

Revenues	\$ 390,800.00	\$ 298,500.00
Appropriations	(376,474.00)	(298,500.00)
Transfers Out	(15,000.00)	-
Inc/(Dec) to Beg Bal	<u>(674.00)</u>	<u>-</u>

Revenues	\$ 499,982.00	\$ 500,573.00
Transfers In	228,533.00	228,533.00
Appropriations	(959,555.00)	(937,486.00)
Contingencies	(85,835.00)	(85,835.00)
Inc/(Dec) to Beg Bal	<u>(316,875.00)</u>	<u>(294,215.00)</u>

Revenues	\$ 65,000.00	\$ 80,000.00
Appropriations	(65,000.00)	(80,000.00)
Inc/(Dec) to Beg Bal	<u>-</u>	<u>-</u>

North Orange County Community College District
 2020-21 Tentative Resource Allocation Model Budget Summary
 June 11, 2020

	<u>DW</u>	<u>DS</u>	<u>CC</u>	<u>FC</u>	<u>NOCE</u>	<u>Total</u>
Revenue	8,779,302.00	18,730,381.00	65,913,517.00	91,352,706.00	21,604,782.00	206,380,688.00
Add'l Hold Harmless	-	877,356.00	3,157,085.00	4,410,891.00	1,039,591.00	9,484,923.00
	<u>8,779,302.00</u>	<u>19,607,737.00</u>	<u>69,070,602.00</u>	<u>95,763,597.00</u>	<u>22,644,373.00</u>	<u>215,865,611.00</u>
Expenses	8,654,302.00	18,159,498.00	71,099,925.00	93,040,822.00	20,771,761.00	211,726,308.00
Contingency	125,000.00	2,117,404.00	(1,921,959.00) *	2,919,122.00	899,736.00	4,139,303.00
	<u>8,779,302.00</u>	<u>20,276,902.00</u>	<u>69,177,966.00</u>	<u>95,959,944.00</u>	<u>21,671,497.00</u>	<u>215,865,611.00</u>
Difference	-	(669,165.00)	(107,364.00)	(196,347.00)	972,876.00	-
Chargeback Expense Est.	-	(180,234.00)	(152,182.00)	-	(1,193,794.00)	(1,526,210.00)
Chargeback Revenue Est.	-	849,399.00	259,546.00	196,347.00	220,918.00	1,526,210.00
Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

* Cypress College is showing a negative contingency as a result of a change in their budgeting method. They have budgeted all departmental activity in the ongoing fund, thus requiring a negative contingency to "true up" the total to reflect the actual available resources for ongoing and self-supporting activity shown in our new resource allocation model.



**North Orange County Community College District:
2020-21 Tentative Budget Revenue Allocation
General Fund Ongoing (11200) & Self-Supported/Local Revenues**



Total

	Districtwide	% of Total	District Services	% of Total	Allocation	% of Total	Allocation	% of Total	Allocation	% of Total	
Revenues											
Apportionment											
Total SCFF 2020-21 State Apportionment	\$ -	0.00%	\$ -	0.00%	\$ 68,833,188	36.68%	\$ 96,169,633	51.24%	\$ 22,665,991	12.08%	\$ 187,668,812
Total Other Unrestricted Revenue	\$ -	0.00%	\$ 520,492	2.78%	\$ 7,025,778	37.55%	\$ 8,966,949	47.92%	\$ 2,198,657	11.75%	\$ 18,711,876
Total Revenue, 1	\$ -	0.00%	\$ 520,492	0.25%	\$ 75,858,966	36.76%	\$ 105,136,582	50.94%	\$ 24,864,648	12.05%	\$ 206,380,688
Revenue to District Office for District Services, 9.25%	\$ -	0.00%	\$ 19,042,068	9.25%	\$ (7,016,954)	36.85%	\$ (9,725,134)	51.07%	\$ (2,299,980)	12.08%	\$ -
Total Revenue, 2	\$ -	0.00%	\$ 19,562,560	9.48%	\$ 68,842,012	33.36%	\$ 95,411,448	46.23%	\$ 22,564,668	10.93%	\$ 206,380,688
Districtwide Expenses	\$ 8,779,302	4.25%	\$ (832,179)	9.48%	\$ (2,928,495)	33.36%	\$ (4,058,742)	46.23%	\$ (959,886)	10.93%	\$ -
Final Revenue Allocation	\$ 8,779,302	4.25%	\$ 18,730,381	9.08%	\$ 65,913,517	31.94%	\$ 91,352,706	44.26%	\$ 21,604,782	10.47%	\$ 206,380,688
Expenditures											
Expenditures											
Total General Fund Expenditures	\$ 8,779,302	4.07%	\$ 20,276,902	9.39%	\$ 69,177,966	32.05%	\$ 95,959,944	44.45%	\$ 21,671,497	10.04%	\$ 215,865,611
Total Expenditures	\$ 8,779,302	4.07%	\$ 20,276,902	9.39%	\$ 69,177,966	32.05%	\$ 95,959,944	44.45%	\$ 21,671,497	10.04%	\$ 215,865,611
Total Available Revenue	\$ -	0.00%	\$ (1,546,521)	16.31%	\$ (3,264,449)	34.42%	\$ (4,607,238)	48.57%	\$ (66,715)	0.70%	\$ (9,484,923)
Chargebacks (Based on Budget)											
Fullerton College Chargebacks to NOCE							\$ 196,347		\$ (196,347)		\$ -
Cypress College Chargebacks to NOCE					\$ 259,546				\$ (259,546)		\$ -
NOCE Chargebacks to CC and Anaheim Campus			\$ (180,234)		\$ (40,684)				\$ 220,918		\$ -
Anaheim Campus Chargebacks to CC and NOCE			\$ 849,399		\$ (111,498)				\$ (737,901)		\$ -
Total			\$ 669,165		\$ 107,364		\$ 196,347		\$ (972,876)		\$ -
Final Revenue	\$ -	0.00%	\$ (877,356)	9.25%	\$ (3,157,085)	33.29%	\$ (4,410,891)	46.50%	\$ (1,039,591)	10.96%	\$ (9,484,923)
Districtwide SCFF Hold Harmless	-		-		3,478,881	36.68%	4,860,486	51.24%	1,145,556	12.08%	\$ 9,484,923
Revenue to District Services 9.25%			877,356		(321,796)		(449,595)		(105,965)		\$ -
			877,356		3,157,085		4,410,891		1,039,591		9,484,923
Adjusted Net Surplus (Deficit)	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -
Additional Contributions from Campus OTF											\$ -
Additional Contributions from DW OTF											\$ -
	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -

Item No. 3.a.5 Page 2 of 10



North Orange County Community College District:
College Level SCFF Data



Fullerton College
Excellence. Elevated.



District Total

* SCFF values used for State Apportionment Funding are projected based on the most recently certified FTES, Headcount, and Outcome data as of 02/28/2020. 19-20 Institution-specific data for Supplemental and Success Allocations based on "All Contributions" model (GS calculated, 4/27/2020)

		SCFF Data for District Funding														
		Data	Funding Rate	2020-21 State Apportionment Funding	Data	2020-21 Estimated Funding	% of District Funding	Data	2020-21 Estimated Funding	% of District Funding	Data	2020-21 Estimated Funding	% of District Funding	Reported Data	Total Estimated Funding (not a final allocation)	
Basic Allocation (\$)		\$ 9,924,968			\$ 4,342,174			\$ 4,342,174			\$ 1,240,620			\$ 9,924,968		
Base Allocation	FTES		FTES			FTES			FTES			2019-20 P1 FTES				
	Traditional Credit 3-Year Average	27,868.07	\$ 3,688	\$ 102,785,243												
	Actual Traditional Credit	-	\$ -	\$ -	11,535.52	\$ 42,546,228	40.4%	17,052.49	\$ 62,894,358	59.6%		\$ -	0.0%	28,588.01	\$ 105,440,586	
	Special Admit Credit	504.03	\$ 5,172	\$ 2,606,934	243	\$ 1,258,288	48.3%	260.75	\$ 1,348,646	51.7%		\$ -	0.0%	504.03	\$ 2,606,934	
	Incarcerated Credit	-	\$ -	\$ -		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%	-	\$ -	
	Non-Credit	2,517.46	\$ 3,110	\$ 7,829,757	65.22	\$ 202,846	2.6%	82.42	\$ 256,341	3.3%	2,369.82	\$ 7,370,567	94.1%	2,517.46	\$ 7,829,754	
	Non Credit CDCP	2,630.20	\$ 5,172	\$ 13,603,868		\$ -	0.0%		\$ -	0.0%	2,630.20	\$ 13,603,868	100.0%	2,630.20	\$ 13,603,868	
	Non-Credit Incarcerated	-	\$ 5,172	\$ -		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%	-	\$ -	
*Total	33,520		\$ 136,750,770	11,844	\$ 48,349,536	34.7%	17,396	\$ 68,841,519	49.4%	5,000	\$ 22,215,055	15.9%	34,240	\$ 139,406,109		
Supplemental Allocation	19-20 Headcounts		19-20 Headcounts			19-20 Headcounts			19-20 Headcounts			19-20 Headcounts				
	Pell Grant Recipients	11,468	\$ 872	\$ 10,001,965	5,179	\$ 4,516,917	45.0%	6,329	\$ 5,519,901	55.0%	-	\$ -	0.0%	11,508	\$ 10,036,817	
	AB540 Students	1,607	\$ 872	\$ 1,401,561	554	\$ 483,177	34.5%	1,053	\$ 918,384	65.5%	-	\$ -	0.0%	1,607	\$ 1,401,561	
	California Promise Grant Recipients	25,696	\$ 872	\$ 22,411,101	11,923	\$ 10,398,764	43.5%	15,484	\$ 13,504,525	56.5%	-	\$ -	0.0%	27,407	\$ 23,903,289	
Total	38,771		\$ 33,814,627	17,656	\$ 15,398,857	43.6%	22,866	\$ 19,942,811	56.4%	-	\$ -	0.0%	40,522	\$ 35,341,668		
All Students	19-20 Outcomes		19-20 Outcomes			19-20 Outcomes			19-20 Outcomes			19-20 Outcomes				
	Associate Degrees	1,422	\$ 1,543	\$ 2,194,788	584	\$ 901,165	40.0%	877	\$ 1,353,290	60.0%		\$ -	0.0%	1,461	\$ 2,254,454	
	Associate Degrees for Transfer	1,551	\$ 2,057	\$ 3,191,105	647	\$ 1,331,170	40.5%	949	\$ 1,952,520	59.5%		\$ -	0.0%	1,596	\$ 3,283,690	
	Baccalaureate Degrees	7	\$ 1,543	\$ 13,888	9	\$ 13,888	100.0%	-	\$ -	0.0%		\$ -	0.0%	9	\$ 13,888	
	Credit Certificates	457	\$ 1,029	\$ 469,787	283	\$ 291,131	56.0%	222	\$ 228,378	44.0%		\$ -	0.0%	505	\$ 519,509	
	Nine or More CTE Units	4,746	\$ 514	\$ 2,441,153	2,106	\$ 1,083,242	45.2%	2,552	\$ 1,312,647	54.8%		\$ -	0.0%	4,658	\$ 2,395,889	
	Transfer	1,987	\$ 772	\$ 1,533,307	710	\$ 547,793	35.9%	1,268	\$ 978,313	64.1%		\$ -	0.0%	1,978	\$ 1,526,106	
	Transfer Level Math and English	1,194	\$ 1,029	\$ 1,228,304	375	\$ 385,774	30.9%	840	\$ 864,133	69.1%		\$ -	0.0%	1,215	\$ 1,249,907	
	Achieved Regional Living Wage	3,296	\$ 514	\$ 1,695,271	1,064	\$ 547,205	30.3%	1,583	\$ 814,121	45.2%	859	\$ 441,775	24.5%	3,506	\$ 1,803,101	
	Total	14,661		\$ 12,765,031	5,778	\$ 5,101,367	39.1%	8,291	\$ 7,503,402	57.5%	859	\$ 441,775	3.4%	14,928	\$ 13,046,544	
	Student Success Allocation	19-20 Outcomes		19-20 Outcomes			19-20 Outcomes			19-20 Outcomes			19-20 Outcomes			
		Associate Degrees	744	\$ 583	\$ 434,072	330	\$ 192,532	43.1%	436	\$ 254,375	56.9%		\$ -	0.0%	766	\$ 446,907
		Associate Degrees for Transfer	817	\$ 778	\$ 635,812	348	\$ 270,713	41.9%	482	\$ 374,953	58.1%		\$ -	0.0%	830	\$ 645,665
Baccalaureate Degrees		3	\$ 583	\$ 1,750	4	\$ 2,334	100.0%	-	\$ -	0.0%		\$ -	0.0%	4	\$ 2,334	
Credit Certificates		196	\$ 389	\$ 76,234	135	\$ 52,508	62.8%	80	\$ 31,116	37.2%		\$ -	0.0%	215	\$ 83,624	
Nine or More CTE Units		2,081	\$ 194	\$ 404,778	1,017	\$ 197,786	49.3%	1,046	\$ 203,426	50.7%		\$ -	0.0%	2,063	\$ 401,212	
Transfer		987	\$ 292	\$ 287,956	363	\$ 105,869	37.0%	618	\$ 180,240	63.0%		\$ -	0.0%	981	\$ 286,109	
Transfer Level Math and English		464	\$ 389	\$ 180,343	156	\$ 60,676	32.0%	331	\$ 128,742	68.0%		\$ -	0.0%	487	\$ 189,419	
Achieved Regional Living Wage	706	\$ 194	\$ 137,303	325	\$ 63,206	41.9%	415	\$ 80,709	53.5%	36	\$ 7,001	4.6%	776	\$ 150,916		
Total	5,999		\$ 2,158,248	2,678	\$ 945,624	42.9%	3,408	\$ 1,253,562	56.8%	36	\$ 7,001	0.3%	6,122	\$ 2,206,187		
California Promise Grant Recipients Bonus	19-20 Outcomes		19-20 Outcomes			19-20 Outcomes			19-20 Outcomes			19-20 Outcomes				
	Associate Degrees	1,079	\$ 389	\$ 419,677	460	\$ 178,917	41.5%	649	\$ 252,429	58.5%		\$ -	0.0%	1,109	\$ 431,346	
	Associate Degrees for Transfer	1,162	\$ 519	\$ 602,440	472	\$ 244,779	39.9%	711	\$ 368,725	60.1%		\$ -	0.0%	1,183	\$ 613,504	
	Baccalaureate Degrees	7	\$ 389	\$ 2,723	9	\$ 3,501	100.0%	-	\$ -	0.0%		\$ -	0.0%	9	\$ 3,501	
	Credit Certificates	323	\$ 259	\$ 83,840	203	\$ 52,638	57.2%	152	\$ 39,414	42.8%		\$ -	0.0%	355	\$ 92,052	
	Nine or More CTE Units	3,278	\$ 130	\$ 424,993	1,533	\$ 198,753	47.7%	1,679	\$ 217,682	52.3%		\$ -	0.0%	3,212	\$ 416,436	
	Transfer	1,408	\$ 194	\$ 273,893	517	\$ 100,546	36.8%	887	\$ 172,504	63.2%		\$ -	0.0%	1,404	\$ 273,050	
	Transfer Level Math and English	705	\$ 259	\$ 182,720	235	\$ 60,936	32.1%	497	\$ 128,872	67.9%		\$ -	0.0%	732	\$ 189,808	
Achieved Regional Living Wage	1,464	\$ 130	\$ 189,851	650	\$ 84,273	40.8%	849	\$ 110,073	53.3%	93	\$ 12,057	5.8%	1,592	\$ 206,403		
Total	9,426		\$ 2,180,137	4,079	\$ 924,342	41.5%	5,424	\$ 1,289,698	57.9%	93	\$ 12,057	0.5%	9,596	\$ 2,226,098		
Total	30,086		\$ 17,103,415	12,535	\$ 6,971,333	39.9%	17,123	\$ 10,046,661	57.5%	988	\$ 460,834	2.6%	30,646	\$ 17,478,828		
Total SCFF 2020-21 State Apportionment		\$ 187,668,812			\$ 70,719,726			\$ 98,830,990			\$ 22,675,888			District Data Total \$ 192,226,604		
3 Year Average Adjustment		\$ (2,655,339)			\$ (1,071,453)			\$ (1,583,886)			\$ -			Adjustment \$ (2,655,339)		
Supplemental Adjustment		\$ (1,527,041)			\$ (665,353)			\$ (861,688)			\$ -			Adjustment \$ (1,527,041)		
Student Success Adjustment		\$ (375,413)			\$ (149,731)			\$ (215,784)			\$ (9,898)			Adjustment \$ (375,413)		
Total Apportionment		\$ 187,668,812			\$ 68,833,188			\$ 96,169,633			\$ 22,665,991			College Apportionment \$ 187,668,812		
Hold Harmless Funding		\$ 197,153,735														



**North Orange County Community College District:
2020-21 Tentative Budget Revenue Allocation**
General Fund Ongoing (11200) & Self-Supported/Local Revenues



Total

Local and Other (Unrestricted) Revenue		Districtwide	District Services	Allocation	% of Total	Allocation	% of Total	Allocation	% of Total	Total Estimated Funding (not a final allocation)
State Revenue	Source of Revenue									
	Enrollment Fee Waiver	\$ -	\$ -	\$ 211,088	34.7%	\$ 300,553	49.4%	\$ 96,988	15.9%	\$ 608,629
	Full-Time Faculty Hiring Funds 2018-19	\$ -	\$ -	\$ 499,854	34.7%	\$ 711,707	49.4%	\$ 229,667	15.9%	\$ 1,441,228
	Part-Time Faculty Compensation	\$ -	\$ -	\$ 423,750	34.7%	\$ 603,348	49.4%	\$ 194,699	15.9%	\$ 1,221,797
	Lottery	\$ -	\$ -	\$ 1,826,581	34.7%	\$ 2,600,741	49.4%	\$ 839,255	15.9%	\$ 5,266,577
	Mandated Costs	\$ -	\$ -	\$ 358,157	34.7%	\$ 509,955	49.4%	\$ 164,562	15.9%	\$ 1,032,673
	Total	\$ -	\$ -	\$ 3,319,430	34.7%	\$ 4,726,304	49.4%	\$ 1,525,171	15.9%	\$ 9,570,904
Local/Dedicated Revenue	Source of Revenue									
	Class Audit Fees	\$ -	\$ -	\$ 1,000	100%	\$ -	0%	\$ -	0%	\$ 1,000
	Coin Operated Copier	\$ -	\$ -	\$ -	0%	\$ 35,000	99%	\$ 500	1%	\$ 35,500
	Community Service Classes	\$ -	\$ -	\$ -	0%	\$ 25,000	100%	\$ -	0%	\$ 25,000
	Continuing Education Tuition Classe	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 250,000	100%	\$ 250,000
	Contract Instructional Services	\$ -	\$ -	\$ 10,069	9%	\$ 100,000	91%	\$ -	0%	\$ 110,069
	Contractor Commission	\$ -	\$ -	\$ 200,000	100%	\$ -	0%	\$ -	0%	\$ 200,000
	Contrib, Gifts, Grants, & Endowment	\$ -	\$ -	\$ 46,113	100%	\$ -	0%	\$ -	0%	\$ 46,113
	Enrollment Status Verification	\$ -	\$ -	\$ 2,600	100%	\$ -	0%	\$ -	0%	\$ 2,600
	ERAF	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	Graduation Application Fee	\$ -	\$ -	\$ 100	100%	\$ -	0%	\$ -	0%	\$ 100
	Health Services	\$ -	\$ -	\$ 20,000	33%	\$ 40,000	67%	\$ -	0%	\$ 60,000
	Instructional Materials Fees	\$ -	\$ -	\$ 162,700	100%	\$ -	0%	\$ 500	0%	\$ 163,200
	Interest & Investment Income*	\$ -	\$ -	\$ 346,825	34.7%	\$ 493,820	49.4%	\$ 159,355	15.9%	\$ 1,000,000
	International Student Appl. Fee	\$ -	\$ -	\$ 6,300	100%	\$ -	0%	\$ -	0%	\$ 6,300
	Miscellaneous DW	\$ -	\$ -	\$ 3,468	35%	\$ 4,938	49%	\$ 1,594	16%	\$ 10,000
	Miscellaneous	\$ -	\$ 446,314	\$ 124,200	11%	\$ 560,449	49%	\$ 2,000	0%	\$ 1,132,963
	Non-Resident Tuition	\$ -	\$ -	\$ 983,600	31%	\$ 2,216,400	69%	\$ -	0%	\$ 3,200,000
	Other Contract Services	\$ -	\$ 13,428	\$ -	0%	\$ 10,000	14%	\$ 50,000	68%	\$ 73,428
	Other Student Fees & Charges	\$ -	\$ -	\$ 64,500	68%	\$ 30,000	32%	\$ -	0%	\$ 94,500
	Miscellaneous District Services	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	Parking Meters & Fines	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	RDA Liquidation Revenue	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	RDA Pass-Through Payments	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	RDA Residual Revenue	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	Refund Processing Fees	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
	Rentals & Leases	\$ -	\$ 60,750	\$ 1,300,000	88%	\$ 112,425	8%	\$ -	0%	\$ 1,473,175
Return Check Charges	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 250	100%	\$ 250	
Student Records	\$ -	\$ -	\$ 60,000	33%	\$ 118,793	66%	\$ 2,500	1%	\$ 181,293	
Vending Commissions	\$ -	\$ -	\$ 28,048	76%	\$ -	0%	\$ 9,000	24%	\$ 37,048	
	Total	\$ -	\$ 520,492	\$ 3,359,523	41%	\$ 3,746,825	46%	\$ 475,699	6%	\$ 8,102,539
Carry Over Revenue/Prior Year Adj.	Source of Revenue									
	Interfund Transfers-In	\$ -	\$ -	\$ 346,825	35%	\$ 493,820	49%	\$ 159,355	16%	\$ 1,000,000
	Intrafund Transfers-In	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 38,432	100%	\$ 38,432
	Total	\$ -	\$ -	\$ 346,825	33.4%	\$ 493,820	47.6%	\$ 197,787	19.05%	\$ 1,038,432
Total Unrestricted Revenue		\$ -	\$ 520,492	\$ 7,025,778	37.5%	\$ 8,966,949	47.9%	\$ 2,198,657	11.8%	\$ 18,711,876



**North Orange County Community College District:
2020-21 Tentative Budget Expenditure Allocation**



Total

Expense Budget		Districtwide	District Services	Allocation	% of Total	Allocation	% of Total	Allocation	% of Total	
Source of Expenditure										
GF Expenses	01 Academic Salaries	\$ 650,000	\$ 845,522	\$ 37,379,911	39%	\$ 47,681,208	50%	\$ 9,369,795	10%	\$ 95,926,436
	02 Classified Salaries	\$ -	\$ 9,843,840	\$ 14,312,339	29%	\$ 18,805,482	39%	\$ 5,826,442	12%	\$ 48,788,103
	03 Benefits	\$ 5,901,877	\$ 3,825,777	\$ 15,691,934	32%	\$ 19,969,604	40%	\$ 4,407,902	9%	\$ 49,797,094
	04 Supplies	\$ -	\$ 171,778	\$ 1,413,010	52%	\$ 955,906	36%	\$ 151,053	6%	\$ 2,691,747
	05 Other Operating	\$ 1,712,425	\$ 2,923,534	\$ 2,318,928	19%	\$ 4,429,204	37%	\$ 600,459	5%	\$ 11,984,550
	06 Capital Outlay	\$ -	\$ 28,555	\$ 307,193	49%	\$ 257,966	41%	\$ 36,667	6%	\$ 630,381
	08 Other Outgo/Contingencies	\$ 515,000	\$ 2,117,404	\$ (4,270,979)	-202%	\$ 2,828,907	134%	\$ 925,997	44%	\$ 2,116,329
	Total	\$ 8,779,302	\$ 19,756,410	\$ 67,152,336	32%	\$ 94,928,277	45%	\$ 21,318,315	10%	\$ 211,934,640
Source of Expenditure										
Self Supporting Expenses	01 Academic Salaries	\$ -	\$ -	\$ -	0%	\$ 7,000	100%	\$ -	0%	\$ 7,000
	02 Classified Salaries	\$ -	\$ 78,709	\$ 274,473	30%	\$ 369,234	41%	\$ 189,003	21%	\$ 911,419
	03 Benefits	\$ -	\$ 34,876	\$ 101,258	41%	\$ 68,241	27%	\$ 45,289	18%	\$ 249,664
	04 Supplies	\$ -	\$ 136,479	\$ 71,282	16%	\$ 189,474	42%	\$ 53,308	12%	\$ 450,543
	05 Other Operating	\$ -	\$ 204,428	\$ 967,785	69%	\$ 174,378	12%	\$ 59,082	4%	\$ 1,405,673
	06 Capital Outlay	\$ -	\$ 11,000	\$ -	0%	\$ 114,340	87%	\$ 6,500	5%	\$ 131,840
	08 Other Outgo	\$ -	\$ 55,000	\$ 610,832	79%	\$ 109,000	14%	\$ -	0%	\$ 774,832
	Total	\$ -	\$ 520,492	\$ 2,025,630	52%	\$ 1,031,667	26%	\$ 353,182	9%	\$ 3,930,971
Total Expenditures		\$ 8,779,302	\$ 20,276,902	\$ 69,177,966	32.0%	\$ 95,959,944	44.5%	\$ 21,671,497	10.0%	\$ 215,865,611

North Orange County Community College District
 2020-21 Tentative Budget Assumptions
 Districtwide Expenses in Fund 11200 (Ongoing Budget only)
 June 11, 2020

	Budget 2019-20	Budget 2020-21
Sabbatical	\$ 300,000	\$ 300,000
Related Activity	350,000	350,000
Subtotal 10000's	<u>650,000</u>	<u>650,000</u>
Retiree Benefits	5,368,642	5,686,877
Part-time Faculty Insurance	215,000	215,000
Subtotal 30000's	<u>5,583,642</u>	<u>5,901,877</u>
Other (Memberships)	6,000	6,000
Recruiting Budget	40,000	40,000
Fingerprinting	25,000	25,000
Sabbatical Bond Reimbursements	3,000	3,000
Districtwide Memberships	149,000	149,000
Audit Expenses	121,300	121,300
Information & Emergency Communication System	45,000	45,000
Sewer Expenses	99,000	99,000
Additional Attorney Expenses	350,000	350,000
Waste Disposal	160,000	160,000
Election Expense	150,000	150,000
Ride Share	120,000	120,000
Utility Expenses	3,800,000	-
CC Cogen Maintenance	450,000	-
Student Insurance	214,125	214,125
Employee Assistance Program	30,000	30,000
Interest	50,000	50,000
Life insurance	150,000	150,000
Subtotal 50000's	<u>5,962,425</u>	<u>1,712,425</u>
Child Care Contribution - Per Board action 4/14/09	250,000	250,000
Hospitality	140,000	140,000
Subtotal 70000's	<u>390,000</u>	<u>390,000</u>
EEO Plan Implementation	25,000	25,000
Student Success	100,000	100,000
Subtotal 79000's (Contingencies)	<u>125,000</u>	<u>125,000</u>
Total Districtwide Expenses	<u>\$ 12,711,067</u>	<u>\$ 8,779,302</u>

*: Utility Expense and CC Cogen Maintenance will be budgeted at the Campus Level in the new Resource Allocation Model.

11200 Ongoing Funds

	POSCTL					NONPOS				
	DS	CC	FC	NOCE	Totals	DS	CC	FC	NOCE	Totals
1000	845,522.00	26,881,112.00	36,855,537.00	4,248,566.00	68,830,737.00	-	10,498,799.00	10,825,671.00	5,121,229.00	26,445,699.00
2000	9,752,459.00	14,189,639.00	17,948,388.00	5,760,762.00	47,651,248.00	91,381.00	122,700.00	857,094.00	65,680.00	1,136,855.00
3000	4,012,834.00	13,524,542.00	17,688,413.00	3,557,726.00	38,783,515.00	(187,057.00)	2,167,392.00	2,281,191.00	850,176.00	5,111,702.00
4000	-	-	-	-	-	171,778.00	1,413,010.00	955,906.00	151,053.00	2,691,747.00
5000	-	-	-	-	-	2,923,534.00	2,318,928.00	4,429,204.00	600,459.00	10,272,125.00
6000	-	-	-	-	-	28,555.00	307,193.00	257,966.00	36,667.00	630,381.00
7000	-	-	-	-	-	-	(2,349,020.00)	9,785.00	26,261.00	(2,312,974.00)
7900	-	-	-	-	-	2,117,404.00	(1,921,959.00)	2,819,122.00	899,736.00	3,914,303.00
	<u>14,610,815.00</u>	<u>54,595,293.00</u>	<u>72,492,338.00</u>	<u>13,567,054.00</u>	<u>155,265,500.00</u>	<u>5,145,595.00</u>	<u>12,557,043.00</u>	<u>22,435,939.00</u>	<u>7,751,261.00</u>	<u>47,889,838.00</u>

Self-Supporting Funds (Unrestricted GF Not 11100 or 11200)

	POSCTL					NONPOS				
	DS	CC	FC	NOCE	Totals	DS	CC	FC	NOCE	Totals
1000	-	-	-	-	-	-	-	7,000.00	-	7,000.00
2000	78,709.00	274,473.00	111,133.00	91,153.00	555,468.00	-	-	258,101.00	97,850.00	355,951.00
3000	34,876.00	101,258.00	44,948.00	35,432.00	216,514.00	-	-	23,293.00	9,857.00	33,150.00
4000	-	-	-	-	-	136,479.00	71,282.00	189,474.00	53,308.00	450,543.00
5000	-	-	-	-	-	204,428.00	967,785.00	174,378.00	59,082.00	1,405,673.00
6000	-	-	-	-	-	11,000.00	-	114,340.00	6,500.00	131,840.00
7000	-	-	-	-	-	55,000.00	610,832.00	9,000.00	-	674,832.00
7900	-	-	-	-	-	-	-	100,000.00	-	100,000.00
	<u>113,585.00</u>	<u>375,731.00</u>	<u>156,081.00</u>	<u>126,585.00</u>	<u>771,982.00</u>	<u>406,907.00</u>	<u>1,649,899.00</u>	<u>875,586.00</u>	<u>226,597.00</u>	<u>3,158,989.00</u>

11200 Ongoing Funds

	Total Budget				
	DS	CC	FC	NOCE	Totals
1000	845,522.00	37,379,911.00	47,681,208.00	9,369,795.00	95,276,436.00
2000	9,843,840.00	14,312,339.00	18,805,482.00	5,826,442.00	48,788,103.00
3000	3,825,777.00	15,691,934.00	19,969,604.00	4,407,902.00	43,895,217.00
4000	171,778.00	1,413,010.00	955,906.00	151,053.00	2,691,747.00
5000	2,923,534.00	2,318,928.00	4,429,204.00	600,459.00	10,272,125.00
6000	28,555.00	307,193.00	257,966.00	36,667.00	630,381.00
7000	-	(2,349,020.00)	9,785.00	26,261.00	(2,312,974.00)
7900	2,117,404.00	(1,921,959.00)	2,819,122.00	899,736.00	3,914,303.00
	<u>19,756,410.00</u>	<u>67,152,336.00</u>	<u>94,928,277.00</u>	<u>21,318,315.00</u>	<u>203,155,338.00</u>

Self-Supporting Funds (Unrestricted GF Not 11100 or 11200)

	Total Budget				
	DS	CC	FC	NOCE	Totals
1000	-	-	7,000.00	-	7,000.00
2000	78,709.00	274,473.00	369,234.00	189,003.00	911,419.00
3000	34,876.00	101,258.00	68,241.00	45,289.00	249,664.00
4000	136,479.00	71,282.00	189,474.00	53,308.00	450,543.00
5000	204,428.00	967,785.00	174,378.00	59,082.00	1,405,673.00
6000	11,000.00	-	114,340.00	6,500.00	131,840.00
7000	55,000.00	610,832.00	9,000.00	-	674,832.00
7900	-	-	100,000.00	-	100,000.00
	<u>520,492.00</u>	<u>2,025,630.00</u>	<u>1,031,667.00</u>	<u>353,182.00</u>	<u>3,930,971.00</u>

North Orange County CCD

Chargeback Methodology

		Budget		Chargebacks				
		20-21		% Rates	Anaheim	Cypress	Fullerton	NOCE
11200 Anaheim Campus to CC and NOCE								
1320	Maintenance & Operations (Custodial 19-20 POSCTL)		826,025.00					
1xxx	Electricity (52510 - estimated budget based on PY actual)		411,160.00					
1xxx	Gas (52520 - estimated budget based on PY actual)		23,931.00					
1xxx	Water (52530 -used PY actual)		82,231.00					
			<u>1,343,347.00</u>					
	ASF - 2014 Space Inventory							
	District Services	50,976.00	36.77%					
	CC - Culinary Arts	11,500.00	8.30%	8.30%	(111,498.00)	111,498.00		
	NOCE	76,154.00	54.93%	54.93%	(737,901.00)			737,901.00
	Total	<u>138,630.00</u>	<u>100.00%</u>		<u>(849,399.00)</u>	<u>111,498.00</u>	<u>-</u>	<u>737,901.00</u>
11200 NOCE to Anaheim Campus and CC								
9706	Security Operating Budget		490,165.00					
			<u>490,165.00</u>					
	ASF - 2014 Space Inventory							
	District Services	50,976.00	36.77%	36.77%	180,234.00			(180,234.00)
	CC - Culinary Arts	11,500.00	8.30%	8.30%		40,684.00		(40,684.00)
	NOCE	76,154.00	54.93%					
	Total	<u>138,630.00</u>	<u>100.00%</u>		<u>180,234.00</u>	<u>40,684.00</u>	<u>-</u>	<u>(220,918.00)</u>
11200 Cypress College to NOCE								
	Maintenance & Operations (19-20 POSCTL) Prog 6500-6590		6,312,782.00					
4340	Security (19-20 POSCTL)		113,519.00					
2xxx-4xxx	Electricity (52510 - estimated budget based on PY actual)		795,545.00					
2xxx-4xxx	Gas (52520 - estimated budget based on PY actual)		416,766.00					
2xxx-4xxx	Water (52530 -used PY actual)		314,920.00					
	Cogen (est. based on PY Actual) (11200-1000-52230-6570)		327,249.00					
			<u>8,280,781.00</u>					
	OGSF - 2014 Space Inventory							
	CC	811,193.00	95.77%					
	Tech Ed II NOCE & NOCE Cypress	35,826.00	4.23%	4.23%		(350,277.00)		350,277.00
	Total	<u>847,019.00</u>	<u>100.00%</u>					
8390	Less custodial costs paid by NOCE (POSCTL)		(90,731.00)			90,731.00		(90,731.00)
	Net Costs					<u>-</u>	<u>(259,546.00)</u>	<u>-</u>
								<u>259,546.00</u>
11200 Fullerton College to NOCE								
	Maintenance & Operations (19-20 POSCTL) Prog 6500-6590		6,294,562.00					
	Less 36.9 FTE Facilities Custodians in Prog 6530		(3,391,665.00)					
	Less 5.5 FTE Groundskeepers in Prog 6550		(526,033.00)					
	M&O personnel whose work is not supplemented by NOCE		2,376,864.00					
7250	Security (19-20 POSCTL)		361,687.00					
5xxx-7xxx	Electricity (52510 - estimated budget based on PY actual)		1,621,753.00					
5xxx-7xxx	Gas (52520 - estimated budget based on PY actual)		326,543.00					
5xxx-7xxx	Water (52530 -used PY actual)		180,117.00					
			<u>4,866,964.00</u>					
	OGSF - 2014 Space Inventory							
	FC	815,734.00	96.91%					
	Wilshire	26,000.00	3.09%	3.09%			(150,389.00)	150,389.00
	Total	<u>841,734.00</u>	<u>100.00%</u>					
	<u>Addback for Supplemental Facilities Custodial Time by FC</u>							
	Facilities Custodians		3,391,665.00					
	Average Facilities Custodian (Total /36.9 FTE)		91,915.04					
	50% time supplementing NOCE's Direct Custodial Staff's time		45,958.00				(45,958.00)	45,958.00
	<u>Addback for Supplemental Groundskeeping Time by FC</u>							
	Groundskeepers		526,033.00					
	Average Groundskeeper (Total /5.5 FTE)		95,642.36					
	0% time supplementing NOCE's Direct Groundkeeping Staff's time		-					
	Net Costs						<u>(196,347.00)</u>	<u>196,347.00</u>

SCFF Calculation

North Orange County Community College District

Original 19-20 rates

Updated 19-20 rates

19-20 Rates reduced by 8%

		2020-21		
		FTES	Rate	Total
Base Allocation	Basic Allocation			\$ 10,788,009
	Credit FTES			
	3-Year Average Credit	27,868.07	\$ 4,014	\$ 111,851,562
	Special Admit	504.03	\$ 5,622	\$ 2,833,626
	Incarcerated Credit	-	\$ 5,622	\$ -
	Subtotal	28,372.10		\$ 114,685,188
Non-Credit FTES	Traditional Non Credit	2,517.46	\$ 3,381	\$ 8,510,604
	CDCP	2,630.20	\$ 5,622	\$ 14,786,827
	Incarcerated Non-Credit	-	\$ 5,622	\$ -
	Subtotal	5,147.66		\$ 23,297,431
Total	33,519.76		\$ 148,770,628	
		Headcount	Rate	
Supplemental Allocation	Pell Grant Recipients	11,468	\$ 949	\$ 10,883,972
	State Nonresident Fee Waiver	1,607	\$ 949	\$ 1,525,155
	California Promise Grant Recipients	25,696	\$ 949	\$ 24,387,387
	Total	39,338		\$ 36,796,514
		Outcomes	Rate	
All Students	Associate Degrees	1,422	\$ 1,677	\$ 2,385,637
	Baccalaureate Degrees	7	\$ 1,677	\$ 12,300
	Associate Degrees for Transfer	1,551	\$ 2,236	\$ 3,468,594
	Credit Certificates	457	\$ 1,118	\$ 510,636
	Nine or More CTE Units	4,746	\$ 559	\$ 2,653,441
	Transfer	1,987	\$ 839	\$ 1,666,637
	Transfer Level Math and English	1,194	\$ 1,118	\$ 1,335,107
	Achieved Regional Living Wage	3,296	\$ 559	\$ 1,842,680
Subtotal	14,661		\$ 13,875,032	
Equity: Pell Grant Recipients	Associate Degrees	744	\$ 634	\$ 471,815
	Baccalaureate Degrees	3	\$ 634	\$ 1,902
	Associate Degrees for Transfer	817	\$ 846	\$ 691,096
	Credit Certificates	196	\$ 423	\$ 82,863
	Nine or More CTE Units	2,081	\$ 211	\$ 439,973
	Transfer	987	\$ 317	\$ 312,993
	Transfer Level Math and English	464	\$ 423	\$ 196,024
	Achieved Regional Living Wage	706	\$ 211	\$ 149,241
Subtotal	5,999		\$ 2,345,908	
Equity: California Promise Grant Recipients	Associate Degrees	1,079	\$ 423	\$ 456,169
	Baccalaureate Degrees	7	\$ 423	\$ 2,959
	Associate Degrees for Transfer	1,162	\$ 564	\$ 654,832
	Credit Certificates	323	\$ 282	\$ 91,132
	Nine or More CTE Units	3,278	\$ 141	\$ 461,936
	Transfer	1,408	\$ 211	\$ 297,708
	Transfer Level Math and English	705	\$ 282	\$ 198,610
	Achieved Regional Living Wage	1,464	\$ 141	\$ 206,354
Subtotal	9,426		\$ 2,369,699	
	Preliminary Total	30,086		\$ 18,590,639
Success Growth	Available Growth			
	Maximum Growth		no limit	
	Funded Growth			
Total				\$ 18,590,639
Total SCFF before Hold Harmless				\$ 204,157,781
Hold Harmless Funding				\$ 10,139,757
Total SCFF				\$ 214,297,538

		2020-21		
		FTES	Rate	Total
Base Allocation	Basic Allocation			\$ 10,788,009
	Credit FTES			
	3-Year Average Credit	27,868.07	\$ 4,009	\$ 111,723,090
	Special Admit	504.03	\$ 5,622	\$ 2,833,626
	Incarcerated Credit	-	\$ 5,622	\$ -
	Subtotal	28,372.10		\$ 114,556,716
Non-Credit FTES	Traditional Non Credit	2,517.46	\$ 3,381	\$ 8,510,604
	CDCP	2,630.20	\$ 5,622	\$ 14,786,827
	Incarcerated Non-Credit	-	\$ 5,622	\$ -
	Subtotal	5,147.66		\$ 23,297,431
Total	33,519.76		\$ 148,642,156	
		Headcount	Rate	
Supplemental Allocation	Pell Grant Recipients	11,468	\$ 948	\$ 10,871,701
	State Nonresident Fee Waiver	1,607	\$ 948	\$ 1,523,436
	California Promise Grant Recipients	25,696	\$ 948	\$ 24,359,892
	Total	39,338		\$ 36,755,029
		Outcomes	Rate	
All Students	Associate Degrees	1,422	\$ 1,677	\$ 2,385,637
	Baccalaureate Degrees	7	\$ 1,677	\$ 12,300
	Associate Degrees for Transfer	1,551	\$ 2,236	\$ 3,468,594
	Credit Certificates	457	\$ 1,118	\$ 510,636
	Nine or More CTE Units	4,746	\$ 559	\$ 2,653,441
	Transfer	1,987	\$ 839	\$ 1,666,637
	Transfer Level Math and English	1,194	\$ 1,118	\$ 1,335,107
	Achieved Regional Living Wage	3,296	\$ 559	\$ 1,842,680
Subtotal	14,661		\$ 13,875,032	
Equity: Pell Grant Recipients	Associate Degrees	744	\$ 634	\$ 471,815
	Baccalaureate Degrees	3	\$ 634	\$ 1,902
	Associate Degrees for Transfer	817	\$ 846	\$ 691,096
	Credit Certificates	196	\$ 423	\$ 82,863
	Nine or More CTE Units	2,081	\$ 211	\$ 439,973
	Transfer	987	\$ 317	\$ 312,993
	Transfer Level Math and English	464	\$ 423	\$ 196,024
	Achieved Regional Living Wage	706	\$ 211	\$ 149,241
Subtotal	5,999		\$ 2,345,908	
Equity: California Promise Grant Recipients	Associate Degrees	1,079	\$ 423	\$ 456,169
	Baccalaureate Degrees	7	\$ 423	\$ 2,959
	Associate Degrees for Transfer	1,162	\$ 564	\$ 654,832
	Credit Certificates	323	\$ 282	\$ 91,132
	Nine or More CTE Units	3,278	\$ 141	\$ 461,936
	Transfer	1,408	\$ 211	\$ 297,708
	Transfer Level Math and English	705	\$ 282	\$ 198,610
	Achieved Regional Living Wage	1,464	\$ 141	\$ 206,354
Subtotal	9,426		\$ 2,369,699	
	Preliminary Total	30,086		\$ 18,590,639
Success Growth	Available Growth			
	Maximum Growth		no limit	
	Funded Growth			
Total				\$ 18,590,639
Total SCFF before Hold Harmless				\$ 203,987,824
Hold Harmless Funding				\$ 10,309,714
Total SCFF				\$ 214,297,538

		2020-21		
		FTES	Rate	Total
Base Allocation	Basic Allocation			\$ 9,924,968
	Credit FTES			
	3-Year Average Credit	27,868.07	\$ 3,688	\$ 102,785,243
	Special Admit	504.03	\$ 5,172	\$ 2,606,934
	Incarcerated Credit	-	\$ 5,172	\$ -
	Subtotal	28,372.10		\$ 105,392,177
Non-Credit FTES	Traditional Non Credit	2,517.46	\$ 3,110	\$ 7,829,757
	CDCP	2,630.20	\$ 5,172	\$ 13,603,868
	Incarcerated Non-Credit	-	\$ 5,172	\$ -
	Subtotal	5,147.66		\$ 21,433,625
Total	33,519.76		\$ 136,750,770	
		Headcount	Rate	
Supplemental Allocation	Pell Grant Recipients	11,468	\$ 872	\$ 10,001,965
	State Nonresident Fee Waiver	1,607	\$ 872	\$ 1,401,561
	California Promise Grant Recipients	25,696	\$ 872	\$ 22,411,101
	Total	39,338		\$ 33,814,627
		Outcomes	Rate	
All Students	Associate Degrees	1,422	\$ 1,543	\$ 2,194,788
	Baccalaureate Degrees	7	\$ 1,543	\$ 11,316
	Associate Degrees for Transfer	1,551	\$ 2,057	\$ 3,191,105
	Credit Certificates	457	\$ 1,029	\$ 469,787
	Nine or More CTE Units	4,746	\$ 514	\$ 2,441,153
	Transfer	1,987	\$ 772	\$ 1,533,307
	Transfer Level Math and English	1,194	\$ 1,029	\$ 1,228,304
	Achieved Regional Living Wage	3,296	\$ 514	\$ 1,695,271
Subtotal	14,661		\$ 12,765,031	
Equity: Pell Grant Recipients	Associate Degrees	744	\$ 583	\$ 434,072
	Baccalaureate Degrees	3	\$ 583	\$ 1,750
	Associate Degrees for Transfer	817	\$ 778	\$ 635,812
	Credit Certificates	196	\$ 389	\$ 76,234
	Nine or More CTE Units	2,081	\$ 194	\$ 404,778
	Transfer	987	\$ 292	\$ 287,956
	Transfer Level Math and English	464	\$ 389	\$ 180,343
	Achieved Regional Living Wage	706	\$ 194	\$ 137,303
Subtotal	5,999		\$ 2,158,248	
Equity: California Promise Grant Recipients	Associate Degrees	1,079	\$ 389	\$ 419,677
	Baccalaureate Degrees	7	\$ 389	\$ 2,723
	Associate Degrees for Transfer	1,162	\$ 519	\$ 602,440
	Credit Certificates	323	\$ 259	\$ 83,840
	Nine or More CTE Units	3,278	\$ 130	\$ 424,993
	Transfer	1,408	\$ 194	\$ 273,893
	Transfer Level Math and English	705	\$ 259	\$ 182,720
	Achieved Regional Living Wage	1,464	\$ 130	\$ 189,851
Subtotal	9,426		\$ 2,180,137	
	Preliminary Total	30,086		\$ 17,103,415
Success Growth	Available Growth			
	Maximum Growth		no limit	
	Funded Growth			
Total				\$ 17,103,415
Total SCFF before Hold Harmless				\$ 187,668,812
Hold Harmless Funding				\$ 9,484,923
Total SCFF				\$ 197,153,735

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
2020-21 Tentative Budget Assumptions
Unrestricted General Fund - Ongoing Budget only
June 16, 2020

I. State Revenue

- A. Estimated Funded FTES in 2020-21 of 33,659.43 (28,007.74 Credit; 504.03 Special Admit; 2,517.46 Non-Credit; 2,630.20 CDCP)
- B. FTES Workload Measure Assumptions:

SCFF-based calculations

<u>Credit FTES</u>	Actual	Applied 1	3-Yr Avg of App 1	Paid	Over(Under)
Fiscal Year	(less Special Admit)		Applied 2		Actual FTES
2015-16	30,332.14				
2016-17	31,787.32	31,787.32			
2017-18	26,956.52	26,956.52			
2018-19	27,612.90	27,612.90	28,785.58	28,785.58	1,172.68
2019-20 (est)	28,205.16	28,205.16	27,591.53	27,591.53	(613.63)
2020-21 (est)	28,205.16	28,205.16	28,007.74	28,007.74	(197.42)

Paid FTES

<u>Fiscal Year</u>	<u>Credit FTES</u>	<u>Special Admit</u>	<u>NC</u>	<u>CDCP</u>	<u>Total</u>
2018-19	28,785.58	506.61	2,903.05	2,245.49	34,440.73
2019-20 (Est)	27,591.53	504.03	2,517.46	2,630.20	33,243.22
2020-21 (Est)	28,007.74	504.03	2,517.46	2,630.20	33,659.43

- C. Apportionment Base:

	<u>2020-21</u>	<u>2019-20 (new)</u>	<u>2019-20 (orig)</u>	<u>2019-20 Diff</u>
Basic Allocation	\$ 9,924,968	\$ 10,788,010	\$ 10,787,952	\$ 58
Credit FTES	102,785,243	110,741,627	106,333,760	4,407,867
Special Admit	2,606,934	2,152,360	2,854,524	(702,164)
Non-Credit FTES	7,829,757	8,510,604	10,564,986	(2,054,382)
CDCP	13,603,868	14,786,827	12,652,348	2,134,479
Subtotal - 2020-21 Funding from Base Allocation	136,750,770	146,979,428	143,193,570	3,785,858
Supplemental Allocation	33,814,627	36,899,969	37,330,188	(430,219)
Student Success Incentive Allocation	17,103,415	17,624,032	18,074,939	(450,907)
SCFF Earned Allocation	187,668,812	201,503,429	198,598,697	2,904,732
Hold Harmless Allocation	9,484,923	12,794,109	15,698,841	(2,904,732)
Total SCFF Apportionment	197,153,735	214,297,538	214,297,538	-
2018-19 Full-Time Faculty Hiring Apportionment Allocation	1,441,228	1,441,228	1,441,228	-
Reduction for One-time Components				
Hold Harmless Allocation	(9,484,923)	(12,794,109)	(15,698,841)	2,904,732
On-going Apportionment Allocation 2020-21	\$ 189,110,040	\$ 202,944,657	\$ 200,039,925	\$ 2,904,732

- D. Unrestricted lottery is projected at \$153 per FTES: \$ 5,266,577
 Restricted lottery at \$54 per FTES: \$ 1,858,792
- E. Estimated reimbursement for part-time faculty office hours and benefits: \$ 654,500
 Estimated SB 739 funding for part-time faculty compensation: \$ 567,297
- F. All Federal, State, and Locally funded categorical programs will continue to be budgeted separately; matching revenues and expenditures.
- G. 2% fee waiver administration allocation estimate: \$ 608,629

II. Local Revenue

- H. Non-Resident Tuition for General Fund Ongoing Revenue will continue to be budgeted at: \$ 1,000,000
 The campuses will budget additional revenue, as appropriate, at the campus level.
- I. Interest earnings estimate: \$ 1,000,000
- J. Other miscellaneous income estimate: \$ 10,000
- K. The budget proposal included a Mandated Block Grant to be funded at \$30.85/FTES.
 Potential mandated cost revenues are estimate: \$ 1,032,673
 District will annually reevaluate whether it is prudent to continue selecting this option.
- M. Transfer In from Redevelopment Funds: \$ 1,000,000

III. Appropriations and Expenditures

- A. No salary increase assumptions have been incorporated for 2020-21 as an ongoing expense for any group.
 Additionally, for Faculty, no salary increase assumptions for 2018-19 and 2019-20 either.
 Increases attributable to step increases and longevity have been incorporated.

- B. Each 1% salary increase is estimated to have the following Increase:

	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Faculty	\$ 578,181	\$ 129,695	\$ 707,876
Academic Management	76,202	18,921	95,123
Classified	354,371	112,919	467,290
Classified Management	67,788	21,643	89,431
Confidential	12,193	3,891	16,084
Adjunct Faculty	249,064	45,828	294,892
	<u>\$ 1,337,799</u>	<u>\$ 332,897</u>	<u>\$ 1,670,696</u>

- C. Salary and Benefit Costs (excluding categorical, extended day and self-supporting positions) are estimated at \$155,265,500. This also includes an average 6% increase in medical. A 3.08% increase to PERS and 1.30% increase in STRS is included. WC rate of .50%
 The cost of each 10% increase in medical costs is approximately \$949,000.
 The cost of each 1% increase in the STRS and PERS rate is approximately \$603,000 and \$489,000 respectively.

Estimated PERS & STRS Cost Associated with Increased Rate vs. Base Year Rate

FY		PERS		STRS		Total Increased Cost in FY
2014/15		127,500		433,800		561,300
2015/16		169,600		1,815,000		1,984,600
2016/17		1,055,300		3,361,400		4,416,700
2017/18		1,838,900		4,991,100		6,830,000
2018/19		2,898,200		6,035,900		8,934,100
2019/20	(est)	3,967,000		7,450,300		11,417,300
2020/21	(est)	4,686,300		7,834,000		12,520,300
2021/22	(est)	5,054,000		7,834,000		12,888,000
2022/23	(est)	5,175,500		7,834,000		13,009,500
2023/24	(est)	5,258,300		7,834,000		13,092,300
2024/25	(est)	5,290,600		7,834,000		13,124,600
2025/26	(est)	5,242,000		7,834,000		13,076,000

- D. Retiree medical cost is estimate: \$ 5,686,877
- E. The full-time faculty obligation for Fall 2020 is estimated at 575.4. The District currently has 567 positions filled with 26 active recruitments. 21 of these positions are not creditable towards the FON Obligation, which puts us at 572 positions counting toward the obligation. Since that puts us below the FON, we will be reporting 5 vacant positions that are creditable even though they're not actively being recruited at this time. These 5 positions are for late resignations and are positions that the District still intends to fill. The inclusion of these 5 positions puts us at 577 positions counting toward the obligation. Therefore, the District expects to be 1.6 positions above the obligation.
- F. Extended Day budgets have been estimated by each campus based on their anticipated needs for the 2020-21 academic year. It is anticipated that once FTES targets for 2020-21 are established, extended day budgets will be adjusted.
- H. Districtwide expenses include budget for recruiting, memberships, sabbatical bond reimbursements, emergency notification, sewer, attorney, waste disposal, election, hospitality, ride share (AQMD), student insurance, Employee Assistance Program, One Call Emergency Communication System, EEO Plan Implementation and interest expenses. Districtwide expenses also include a \$250,000 contribution to the Fullerton College Child Care fund per Board action on 4/14/09. Also included are budgets for sabbatical costs, related activity expense (which covers additional duty days for faculty), and memberships for contract employees.
- Total Districtwide expenses are budgeted at: \$ 8,779,302
- N. The total OPEB liability is estimated at \$108.9 million based on the 2019 roll-forward actuarial study. With the creation of the Irrevocable Trust, the Trust assets offset that liability, which results in the unfunded liability for retiree medical being estimated at \$3.97 million. At June 12, 2020, the value of the portfolio in the irrevocable trust was \$105.94 million.

North Orange County Community College District
2020-21 Tentative Budget Assumptions
Resource Summary Comparison - Unrestricted General Fund On-going Budget only
June 16, 2020

Revenues	New Resource Allocation Model	Prior Allocation Model
C. Apportionment/Taxes/Enrollment Fees	\$ 187,668,812	\$ 187,668,812
C. Full-Time Faculty Allocation	1,441,228	1,441,228
D. Unrestricted Lottery	5,266,577	5,266,577
E. Part-Time Faculty Office Hours/Benefits	654,500	654,500
E. Part-time Faculty Compensation	567,297	567,297
G. Fee Waiver Admin	608,629	608,629
H. Non-Resident Tuition	1,000,000	1,000,000
I. Interest	1,000,000	1,000,000
J. Misc Income	10,000	10,000
K. Mandated Cost	1,032,673	1,032,673
M. Redevelopment Funds	1,000,000	1,000,000
	\$ 200,249,716	\$ 200,249,716
Expenditures		
C. Unrestricted General Fund Personnel	\$ 155,265,500	\$ 155,265,500
D. Retiree Benefits	5,686,877	5,686,877
F. Extended Day Budgets	24,906,440	24,361,831
F. Extended Day/Hourly Benefits	5,506,418	5,386,014
G. Operating Allocation	17,603,239	10,266,660
Expected Decreases in STRS & PERS Rates	(2,325,460) *	
H. Districtwide	2,435,625	6,685,625
K. Sabbatical	300,000	300,000
L. Related Activity	350,000	350,000
M. Other (Memberships)	6,000	6,000
Total	\$ 209,734,639	\$ 208,308,507
 Revenue less Expenditures	 \$ (9,484,923)	 \$ (8,058,791)
 Expected Decreases in STRS & PERS Rates Resulting in Temporary Reduction in Costs		 2,325,460 *
 Using Estimated Hold Harmless to Supplement	 \$ 9,484,923	
 Net Revenue less Expenditures	 \$ (0)	 \$ (5,733,331)

* In the new resource allocation model, the expected decreases in STRS & PERS rates have been taken into account by each budget center in their total budgets. In the former model, this adjustment would have been shown at the Districtwide level.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	June 23, 2020	Resolution	<u> </u>
SUBJECT:	Surplus and Obsolete Supplies and Equipment	Information	<u> </u>
		Enclosure(s)	<u> X </u>

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

In response to COVID-19, District staff have also made every attempt to repurpose or redistribute any electronic devices or supplies that may benefit the District. In particular, the surplus computers and laptops were previously upgraded in 2017-2018 to extend their useful life, but are past warranty support and district guidelines. Staff are not able to provide any additional upgrades to improve the computers performance. Any parts that could be salvaged from these computers have been removed.

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

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

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

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

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

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

Fred Williams

3.b.1

Recommended by

Approved for Submittal

Item No.

SURPLUS ITEMS

Qty.	Description	Location
1	Air Purifier	AC
1	Audio Receiver	AC
1	Bench	AC
1	Booklet Maker	AC
11	Cabinets	AC
1	Carpet Machine	AC
2	Carts	AC
218	Chairs	AC
113	Classroom Chairs	AC
3	Collators	AC
8	Computer Brackets	AC
550	Small Cubicle Parts	AC
2	Desks	AC
1	Fan	AC
1	Ladder	AC
1	Laminator	AC
2	Microwaves	AC
2	Printers	AC
1	Printing Press	AC
4	Projectors	AC
13	Tables	AC
1	Television	AC
1	Trimmer	AC
1	Water Dispenser	AC
1	Whiteboard	AC
58	Computers	FC
1	Demo Desk	FC
2	Mini Trailers	FC
1	Printer	FC
1	Projector	FC
4	Televisions	FC
99	Computers	NOCE
1	Cart	NOCE
6	Chairs	NOCE
24	Laptops	NOCE
3	Printers	NOCE
1	Scanner	NOCE
1	Shelf	NOCE
1	Smartboard	NOCE
3	Tables	NOCE
80	Tablets	NOCE

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	June 23, 2020	Information	<u> </u>
		Enclosure(s)	<u> </u>
SUBJECT:	Student Accident and Intercollegiate Athletic Accident Insurance for 2020-2021		

BACKGROUND: Student accident insurance provides coverage for injuries to students participating in a class or District sponsored activities while on campus and athletes during practice and competition. The District participates in Student and Athlete Insurance Network (S.A.I.N.) program, a medical insurance plan underwritten by Anthem Blue Cross. This is a risk pool plan with approximately forty (40) other colleges, and the premium is based on the number of enrolled students/athletes rather than the claims/loss experience. This program offers spread of risk, more stability, and is slower to react to adverse claims experience and fluctuating market conditions. The number of participating physicians are vast through the Blue Cross network, and the discount on charges is significantly more than the conventional insurance programs. Philadelphia Insurance provides the catastrophic insurance with uninterrupted coverage of up to \$1,000,000.

Access to the desired providers is easy, and the average annual PPO discount in costs is 69%. Due to the deep discounts, the District's average loss-pay ratio to the premium is 56%, (not including the 2019-20 losses, which have not matured yet). While the District's loss ratio does not directly impact the premium in this program, the loss trend and the combined losses for S.A.I.N. will affect insurance rates for future years, for all members. The District's true loss ratio (before the discounts) are as follows: 2013-14, 296%; 2014-15, 107%; 2015-16, 190%; 2016-17, 157%; 2017-18, 134%, 2018-19, 240%, and 2019-20, 56%, although the current year's claims will not mature for another year or two. As is evident, the cost of claims exceeded the amount of premium paid each year. Based on the claims history, the District would have likely experienced premium increase of 50% or more if traditional (Usual and Customary) commercial insurance had been purchased. Therefore, participating in the S.A.I.N. program has served the District well.

The risk pool performed well due to better utilization of the Anthem Blue Cross network by all members. As expected, the majority of claims were from football, followed by soccer and basketball. The injuries mostly resulted from contact/collision and while jumping, running and pivoting, which are the essential aspects of these sports. All efforts have been made to mitigate athlete injuries such as the concussion and conditioning programs, diligent use of braces, and maximum services by the athletic trainers before, during, and after the sports season. The athletic departments and District personnel also review the claims reports at the end of the year to determine if any mitigation strategies may be implemented to reduce the losses. The increase in the premium is due to the larger number of athletes, and the rate is higher for the athletes due to the higher exposure.

The catastrophic insurance is provided through a commercial insurance, and the premium increased by 10% from last year.

Coverage for non-credit students was purchased for 2019-20 as a pilot program. The broker extended coverage using the 18-19 FTES number, rather than the unduplicated student count for the fall and summer sessions, which is customary. Since NOCE is primarily of part time students, using the FTES saved a lot of money. Premium for the non-credit program is lower for 2020-21 because the broker has decided to use the FTES number for just the fall and summer sessions, instead of the entire year.

The premium amounts for the multiple layers of coverage for the previous years and the new fiscal year are as follows:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Basic Student	\$200,401	\$191,884	\$197,115	\$201,454
Non-Credit			3,891	1,190
Basic Catastrophic	5,856	6,148	5,410	6,080
Athletes	Included	Included	Included	Included
Athletes Catastrophic	8,343	8,760	7,709	8,377
Total	\$214,600	\$206,792	\$214,125	\$217,101

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

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

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 5205, Student Accident Insurance.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the District-wide available on-going resources.

RECOMMENDATION: Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2020-21 in the amount of \$202,644 for basic coverage and \$14,457 for catastrophic coverage, for NOCE, Cypress College, and Fullerton College, effective August 1, 2020. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to bind the insurance policies on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	X
DATE:	June 23, 2020	Information	
		Enclosure(s)	
SUBJECT:	Districtwide Network Refresh Project Change Order and Timeline Extension		

BACKGROUND: On July 23, 2019, the Board adopted Resolution No.2019/20-01 authorizing the Districtwide Network Refresh Project in the amount not to exceed \$18,650,875.08 to Vector Resources Inc. dba VectorUSA, under various California Multiple Award Schedule Contracts issued by the State of California Department of General Services Procurement Division (“CMAS”). The project was approved as a multi-phase project to allow the District to adapt to evolving technology during the implementation timeframe.

To leverage the newest technology, the architecture of the proposed network was partially redesigned. To be as efficient and effective with the provided funding, the core of the network was reduced to a “collapsed core” removing an extra layer of hardware and its costs without negatively impacting performance. Those resources were reallocated to the newest wireless hardware which has an increased price, but the overall change of the network hardware for phase one is at a slight cost reduction.

The District wide domaining system (DNS) has been resized to meet the campus needs, and the licensing for the voice system is expanded to allow us to leverage cloud technologies in the future. The 7th and 10th floor networks at the Anaheim Campus will be uplifted to match the rest of the District. Below is a chart identifying the additional changes.

Change	Purpose	Cost adjustment
Network upgrade	Redesign network adding and removing hardware to accommodate newer wireless technology	\$ (219,814.66)
Voice Upgrade	Licensing for voice is now cloud ready	\$ 106,964.68
Infoblox upgrade	Increase sizing to support campus needs	\$ 286,875.43
Anaheim 7/10th floor uplift (new)	Uplift existing floors to match new standards	\$ 39,449.43
Wireless design Fullerton construction (new)	Uplift new buildings to match new standards	\$ 6,175.28
Wireless upgrade and Redesign	Labor for redesign of the project (Network, Voice, and Infoblox)	\$ 80,428.74
Sales tax	Difference in sales tax from hardware and software changes	\$ 14,460.77
Total change		\$ 314,539.67

These changes require additional schedule contracts to be added under the CMAS agreement with VectorUSA. District staff, in consultation with the District's legal counsel, have reviewed the changes, terms and conditions of the CMAS contracts No. 3-20-00-0267G; 3-19-70-0876AR; 3-08-70-0876Y; 3-17-70-0876AP; and 3-17-70-0876AN and determined that the additional contracts can be added to the original CMAS.

The original anticipated implementation would be completed within 548 days. This change request, especially the amount of time needed to have the additional contracts added to CMAS and the COVID-19 impact would extend the total contract by 214 days - the new anticipated completion timeline is December 2021. The total increase in the overall change for phase one is \$314,539.67.

District staff also anticipate additional costs to phase two to complete the network coverage across each campus and complete the redundancy and resiliency. District staff will provide the details to the Board at a future date when the information is available.

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with the campus Academic Computing Managers.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse and Board Policy 3720, Computer and Electronic Communications Systems.

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

RECOMMENDATION: It is recommended that the Board adopt resolution 19/20-23 to authorize the Districtwide Network Refresh Project for an increased cost of \$314,539.67 to the original amount of \$18,650,875.08 for a new total of \$18,965,414.75. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to issue purchase orders or execute any agreement on behalf of the District.

Fred Williams

3.d.2

Recommended by

Approved for Submittal

Item No.



**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CHANGE ORDER NO. 1 - NETWORK REFRESH PROJECT AT DISTRICT SITES**

RESOLUTION NO. 19/20-23

WHEREAS, the Board of Trustees of the North Orange County Community College District (“Board”) has previously authorized and approved a Purchase Order Authorization for the acquisition of technology equipment and services (“Technology Equipment and Services”); and

WHEREAS, the Board has now determined that there is a need to amend the previously approved Purchase Order Authorization in order to reconcile with a change in scope of the Network Refresh Project;

WHEREAS, the Board has determined that a true and very real need exists for the acquisition of Technology Equipment and Services specified in the “Revised Purchase Order Authorization” attached hereto as Exhibit “A” and hereby incorporated by reference; and

WHEREAS, the governing board of a community college district, under Section 10299 of the California Public Contract Code, may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements that leverage the state’s buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290), Chapter 3 (commencing with Section 12100), and Chapter 3.6 (commencing with Section 12125) of the California Public Contract Code; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to authorize the purchase of certain Technology Equipment and Services through a bid procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-20-00-0267G (“CMAS Contract No. 3-20-00-0267G”) with Vector Resources, Inc. dba VectorUSA (“Vector”) on file at the District’s Business Office; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to authorize the purchase of certain Technology Equipment and Services through a bid procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No.: 3-19-70-0876AR (“CMAS Contract No. 3-19-70-0876AR”) with Carahsoft Technology Corporation (“Carahsoft”) on file at the District’s Business Office; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to authorize the purchase of certain Technology Equipment and Services through a bid procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-17-70-0876AP Supplement No. 2 (“CMAS Contract No. 3-17-70-0876AP”) with Communications Supply Corporation (“CSC”) on file at the District’s Business Office, with such purchase to be made through Vector as an authorized reseller; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to authorize the purchase of certain Technology Equipment and Services through a bid procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-17-70-0876AN Supplement No. 1 (“CMAS Contract No. 3-17-70-0876AN”) with Accu-Tech Corporation (“Accu-Tech”) on file at the District’s Business Office, with such purchase to be made through Vector as an authorized reseller; and

WHEREAS, the Board of the District has determined that it is in the best interest of the District to authorize the purchase of certain Technology Equipment and Services through a bid procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-08-70-0876Y Supplement No. 5 (“CMAS Contract No. 3-08-70-0876Y”) with Vector on file at the District’s Business Office; with such purchase to be made through Vector as an authorized reseller.

NOW, THEREFORE, the District Board hereby finds, determines, declares and resolves as follows:

- I. All of the recitals set forth above are true and correct and the Board so finds and determines.
- II. The Board hereby finds and determines the purchase, warranty and installation of hardware and information and technology services from Vector under the CMAS Contract No. 3-20-00-0267G and as identified in the Scope of Work Change Order No. 1, attached hereto as Appendix 1 to Exhibit “A” Revised Purchase Order Authorization, pursuant to Public Contract Code section 10299, to be in the best interest of the District.
- III. The Board hereby finds and determines the purchase and warranty of hardware and software and hardware repair from Carahsoft, through Vector as an authorized reseller, under the CMAS Contract No. 3-19-70-0876AR and as identified in the Scope of Work Change Order No. 1, attached hereto as Appendix 1 to Exhibit “A” Revised Purchase Order Authorization, pursuant to Public Contract Code section 10299, to be in the best interest of the District.
- IV. The Board hereby finds and determines the purchase and warranty of hardware from Accu-Tech, through Vector as an authorized reseller, under the CMAS

Contract No. 3-17-70-0876AN and as identified in the Scope of Work Change Order No. 1, attached hereto as Appendix 1 to Exhibit "A" Revised Purchase Order Authorization, pursuant to Public Contract Code section 10299, to be in the best interest of the District.

- V. The Board hereby finds and determines the purchase and warranty of hardware from CSC, through Vector as an authorized reseller, under the CMAS Contract No. 3-17-70-0876AP and as identified in the Scope of Work Change Order No. 1, attached hereto as Appendix 1 to Exhibit "A" Revised Purchase Order Authorization, pursuant to Public Contract Code section 10299, to be in the best interest of the District.
- VI. The Board hereby finds and determines the purchase, warranty and installation of hardware from Vector, under the CMAS Contract No. 3-08-70-0876Y and as identified in the Scope of Work Change Order No. 1, attached hereto as Appendix 1 to Exhibit "A" Revised Purchase Order Authorization, pursuant to Public Contract Code section 10299, to be in the best interest of the District.
- VII. The Chancellor or Chancellor's designee is hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may, in consultation with legal counsel, deem necessary or advisable in order to consummate this transaction and otherwise carry out, give effect to and comply with the terms and intent of this Resolution.
- VIII. This Resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 23 day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

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

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 23 day of June, 2020, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 23 day of June, 2020.

Clerk of Governing Board
North Orange County Community College District

EXHIBIT "A"

REVISED PURCHASE ORDER AUTHORIZATION

Change Order No. 1 - Network Refresh Project at District Sites

This Revised Purchase Order Authorization is entered into this 23rd day of June, 2020 in the County of Orange of the State of California, by and between the North Orange County Community College District ("District") and Vector Resources, Inc. dba VectorUSA ("Contractor").

I. Scope of Work Change Order

The Contractor shall continue to furnish all labor, materials, equipment, tools, and utility and transportation services, and perform and complete all work and to provide all services required in connection with the Technology Equipment and Services as previously listed in the Scope of Work dated July 23, 2019. The Original Scope of Work remains in full force and effect except as modified in the Scope of Work Change Order No. 1.

The Contractor shall make the changes described in the Scope of Work Change Order, attached hereto and hereby incorporated by reference as Appendix 1, which changes are being made pursuant to the terms and conditions of the CMAS Contract Nos. 3-20-00-0267G; 3-19-70-0876AR; 3-08-70-0876Y; 3-17-70-0876AP; and 3-17-70-0876AN.

II. Contract Price

The District shall pay to the Contractor an additional \$314,539.67 as full consideration for the faithful performance of this Revised Purchase Order Authorization, as more fully described in the Scope of Work Change Order No. 1.

III. Contract Time

The revised contract completion date is December 10, 2021.

IN WITNESS WHEREOF, this Revised Purchase Order Authorization has been duly executed by the above-named parties, on the day and year first above written.

DISTRICT:

**North Orange County Community
College District**

By: _____

Title: _____

Dated:

CONTRACTOR:

Vector Resources, Inc. dba VectorUSA

Typed or Printed Name

Title

Signature

APPENDIX "1"

TO EXHIBIT "A"

REVISED PURCHASE ORDER AUTHORIZATION

**Scope of Work Change Order 1 –Network Refresh, dated June 23, 2020
(On File at the District's Business Office)**

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	June 23, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	Approval of NOCCCD and AUHSD CCAP Dual Enrollment Partnership Addendum 2020-2021		

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB 288 that established the College and Career Access Pathways (CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local high school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding opportunities are to:

- Increase exposure to college coursework and environments for students who may not already be college bound or who are underrepresented in higher education,
- Develop seamless pathways from high school to community college for career technical education or preparation for transfer,
- Improve high school graduation rates, and
- Assist high school students in achieving college and career readiness.

The community college is prohibited from providing physical education course opportunities to high school students participating in the AB 288 CCAP Partnership Agreement or any other courses that do not assist in the attainment of at least one of these goals.

In addition to college exposure and becoming more college and career ready, high school students enrolled in CCAP Partnership Agreement courses will not incur tuition or fees; potentially reducing a significant portion of the cost of their college degree.

Cypress College and Fullerton College have received requests from Anaheim Union High School District to add the proposed courses/programs to supplement those that are currently approved in the original CCAP agreement. The additional courses/programs are in support of the aforementioned goals of AB288.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology.

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 approve the NOCCCD and AUHSD CCAP Dual Enrollment Partnership Addendum 2020-2021.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.a.2

Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2021**

As of June 23, 2020, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Cypress College and Fullerton College (“COLLEGE”), colleges of the North Orange County Community College District (NOCCCD), and Anaheim Union High School District (“SCHOOL DISTRICT”) will be amended by adding eleven educational programs (ADDENDUM A).

This change is only the addition of eleven 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 June 23, 2020.

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

By: _____
Cypress College
Dr. Joanna Schilling
President

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: *June 23, 2020*
School District Board Meeting: *July 16, 2020 and August 13, 2020*

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: 2020-2021

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Administration of Justice, Automotive Technology, Chinese, Computer Information Systems (Cyber Security), Counseling, Ethnic Studies, Dance, Human Services, Kinesiology, Music, Sociology, Theater Arts

SCHOOL DISTRICT **Anaheim Union High School District**

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

TOTAL NUMBER OF STUDENTS TO BE SERVED: 1,000				TOTAL PROJECTED FTES: 150			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Introduction to Criminal Justice	AJ 110C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Criminal Justice	AJ 110C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Concepts of Criminal Law	AJ 120C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Criminal Investigation	AJ 140C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Community and the Justice System	AJ 160C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Cultural Anthropology	ANTH 102C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Automotive Electrical 1	AT 105C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Automotive Technology	AT 110C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese - Mandarin 1	CHIN 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese – Mandarin 2	CHIN 102C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese – Mandarin 3	CHIN 203C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Elementary Chinese – Mandarin 4	CHIN 204C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Advanced MS Word Business Applications	CIS 102C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Computer Information Systems	CIS 111C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Spreadsheet - Excel for Windows	CIS 132C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Database – Access for Windows	CIS 142C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Database – Access for Windows	CIS 142C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Cybersecurity Competition Fundamentals	CIS 190C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Network Security	CIS 195C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Anti-Hacking Network Security	CIS 196C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 1	CIS 230C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 2	CIS 231C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 3	CIS 232C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CISCO Networking 4	CIS 233C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Python Programming	CIS 247	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
CCNA Security	CIS 258C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Intercultural Communications	COMM 120C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Career Exploration	COUN 139C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Educational Planning	COUN 140C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Job Readiness and Career Management	COUN 145C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Academic Life & Success	COUN 150C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Multicultural Dance in the US	DANC 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Performance Class I	DANC 141C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
College Writing Preparation	ENGL 60C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
College Writing	ENGL 100C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Critical Analysis & Literature	ENGL 104C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
American Ethnic Studies	ETHS 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
American Ethnic Studies	ETHS 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
American Ethnic Studies	ETHS 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Chicano/a Studies	ETHS 150C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
World Geography	GEOG 100C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

World Civilization II	HIST 113C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
History of the U.S. II	HIST 171C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Cultural Awareness and the Health Care System	HS 277C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
First Aid, CPR, & Emergencies	KIN 235C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Sports Management	KIN 247C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Psychology of Sport	KIN 248C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Sports and the United States Society	KIN 249 C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Lifeguarding	KIN 255C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Public Health	KIN 280C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Contemporary Personal Health	KIN 284C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Health & Social Justice	KIN 281C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Business	MGT 161C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

Legal Environment of Business	MGT 240C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
History of Rock Music	MUS 119C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Introduction to Sociology (section 1)	SOC 101C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Acting 1	THEA 120C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Musical Theater Performance I	THEA 132C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Rehearsal Performance I	THEA 133C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Musical Theatre Performance 2	THEA 135C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Rehearsal Performance 2	THEA 136C	Fall 2020, Spring 2021, Summer 2021	Remote/Online	Remote/Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS

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

PROGRAM YEAR: 2020-2021

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Administration of Justice, Counseling, Digital Art, Music

SCHOOL DISTRICT: Anaheim Union High School District

HIGH SCHOOLS: Anaheim, Katella, Savanna

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

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. History of Rock Music	MUS 119 F	Fall 2020	Online	Online	Dustin Donahue	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Savanna HS
2. Career Motivation and Self Confidence	COUN 144 F	Fall 2020	Online	Online	N/A	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Savanna HS
3. Intro to Criminal Justice	AJ 110 F	Spring 2021	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Anaheim HS
4. Fundamentals of Digital Media Design	DART 105 F	Spring 2021	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Katella 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.

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

CYPRESS COLLEGE:

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL ITEMS	COST
Introduction to Criminal Justice	Introduction to Law Enforcement and Criminal Justice 12th edition	\$208.00	n/a	n/a
Concepts of Criminal Law	Criminal Law Today	\$168.50	n/a	n/a
Criminal Investigation	“Criminal Investigation” (9781284082852)	\$154.94	n/a	n/a
AJ 160	Multicultural Law Enforcement: Strategies for Peacekeeping in a Diverse Society (7 th Edition)			
Introduction to Automotive Technology	Intro to Automotive Service (CC Custom)	\$109.75	n/a	n/a
Automotive Electrical & Engine			n/a	n/a
Elementary Chinese - Mandarin 2	New Practical Chinese Reader (w/CD) (V1); New Practical Chinese Reader (Wkbk)(w/CD) (V1)	\$11.25; \$4.88	n/a	n/a
Computer Information Systems	Discovering Computers 2017 Enhanced Edition; Learning Microsoft Office (Campus printed LAB manual)	\$171.50; \$30.00	n/a	n/a
Spreadsheet - Excel for Windows	Cengage Unlimited 4-Month Excel	\$119.99	n/a	n/a
Database - Access for Windows	Cengage Unlimited 4-Month Access	\$119.99	n/a	n/a
Introduction to Programming	CIS 211 Lab Manual (CUSTOM)	\$44.95	n/a	n/a
Career Exploration	n/a	n/a	Assessment Fees	\$15.00
American Ethnic Studies	A Different Mirror // Author: Takaki ISBN: 9780316022361	TBD	n/a	n/a

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

Formatting, Style and Usage	Eskew, Michael. Court Reporter's Style Manual. Norco: Professional Educational Distributors, 2008; Eskew, Michael. Court Reporter's Style Manual Student Workbook. Norco: Professional Educational Distributors, 2008.	\$80.00; \$30.75	n/a	n/a
Proofreading	Proofreading for Professionals by Bea Turnage, publisher: Prof. Ed. Dist., 2012 edition	\$30.75	n/a	n/a
Nutrition	Nutrition: Concepts and Controversies 14th Edition ISBN: 1305639383	TBD	n/a	n/a
Cultural Awareness and the Health Care System	Multicultural Health	\$99.95	n/a	n/a
First Aid, CPR and Emergencies	Pocket Mask ARC; Responding to Emergencies ISBN: 9781584805540	\$20.00; \$66.75	CPR Certification	\$35.00
History of Rock Music	What's That Sound? An Introduction to Rock and Its History // ISBN: 9780393937251	\$102.25	n/a	n/a
Introduction to Sociology	Sociology: A Down-to-Earth Approach, 13th Ed.	\$244.75	n/a	n/a

FULLERTON COLLEGE:

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock Music	What's That Sound? An Introduction to Rock and Its History	\$79.99	N/A	N/A
2. Career Motivation and Self Confidence	N/A	N/A	N/A	N/A
3. Intro to Criminal Justice	TBD	TBD	TBD	TBD
4. Fundamentals of Digital Media Design	TBD	TBD	TBD	TBD

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	June 23, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	Approval of Cypress College and FJUHSD CCAP Dual Enrollment Partnership Addendum 2020-2021		

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB 288 that established the College and Career Access Pathways (CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local high school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding opportunities are to:

- Increase exposure to college coursework and environments for students who may not already be college bound or who are underrepresented in higher education,
- Develop seamless pathways from high school to community college for career technical education or preparation for transfer,
- Improve high school graduation rates, and
- Assist high school students in achieving college and career readiness.

The community college is prohibited from providing physical education course opportunities to high school students participating in the AB 288 CCAP Partnership Agreement or any other courses that do not assist in the attainment of at least one of these goals.

In addition to college exposure and becoming more college and career ready, high school students enrolled in CCAP Partnership Agreement courses will not incur tuition or fees; potentially reducing a significant portion of the cost of their college degree.

Cypress College has received requests from Fullerton Joint Union High School District to add the proposed courses/programs to supplement those that are currently approved in the original CCAP agreement. The additional courses/programs are in support of the aforementioned goals of AB288.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology.

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 approve the Cypress College and FJUHSD CCAP Dual Enrollment Partnership Addendum 2020-2021.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.b.2
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2021**

As of June 23, 2020, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Cypress 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 five additional culinary art courses (ADDENDUM A) for students at Rancho Alamitos High School.

This change is only the addition of five 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 June 23, 2020.

By: _____
Fullerton Joint Union High School District
Dr. Sylvia Kaufman
Assistant Superintendent Educational Services

By: _____
Cypress College
Dr. JoAnna Schilling
President

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

North Orange County Community College District Board Meeting: *June 23, 2020*

School District Board Meeting: *July 7, 2020 and August 4, 2020*

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:2020-21

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Culinary Arts

SCHOOL DISTRICT Fullerton Joint Unified High School District

HIGH SCHOOLS: Fullerton Joint High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60				TOTAL PROJECTED FTES: 10			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Human Nutrition	HRC 100C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Culinary Fundamentals I	HRC 135C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Baking Fundamentals I	HRC 136C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
The Art of Garde Manger	HRC 145C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Culinary Fundamentals II	HRC 235C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote

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

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

The courses are offered to help students participating in the coursework to start successfully in college through engaging students in General Education or CTE Pathways, in this particular case computer science, business, and automotive.

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

The courses are also available to students to introduce CTE Pathways and pursue higher education.

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

CYPRESS COLLEGE:

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL ITEMS	COST
n/a	n/a	n/a		

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	June 23, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	Approval of Cypress College and LAUSD CCAP Dual Enrollment Partnership Addendum 2020-2021		

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB 288 that established the College and Career Access Pathways (CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local high school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding opportunities are to:

- Increase exposure to college coursework and environments for students who may not already be college bound or who are underrepresented in higher education,
- Develop seamless pathways from high school to community college for career technical education or preparation for transfer,
- Improve high school graduation rates, and
- Assist high school students in achieving college and career readiness.

The community college is prohibited from providing physical education course opportunities to high school students participating in the AB 288 CCAP Partnership Agreement or any other courses that do not assist in the attainment of at least one of these goals.

In addition to college exposure and becoming more college and career ready, high school students enrolled in CCAP Partnership Agreement courses will not incur tuition or fees; potentially reducing a significant portion of the cost of their college degree.

Cypress College has received requests from Los Alamitos Unified School District to add the proposed courses/programs to supplement those that are currently approved in the original CCAP agreement. The additional courses/programs are in support of the aforementioned goals of AB288.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology.

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 approve the Cypress College and LAUSD CCAP Dual Enrollment Partnership Addendum 2020-2021.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.c.2
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2021**

As of June 23, 2020, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Cypress College (“COLLEGE”), a college of the North Orange County Community College District (NOCCCD), and Los Alamitos Unified School District (“SCHOOL DISTRICT”) will be amended by adding twelve additional courses (ADDENDUM A) to develop pathways for students at Los Alamitos High School.

This change is only the addition of twelve 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 June 23, 2020.

By: _____
Los Alamitos Unified School District
Ondrea Reed, M.Ed.
Assistant Superintendent, Educational Services

By: _____
Cypress College
Dr. JoAnna Schilling
President

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

North Orange County Community College District Board Meeting: *June 23, 2020*
School District Board Meeting: *July 14, 2020 and August 11, 2020*

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: 2020-21

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Cybersecurity, Computer Information Systems, Counseling, Business

SCHOOL DISTRICT **Los Alamitos Unified School District**

HIGH SCHOOLS: **Los Alamitos**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60				TOTAL PROJECTED FTES: 10			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
Computer Information Systems	CIS 111 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Cybersecurity Fundamentals	CIS 190 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Cisco Networking 1	CIS 230 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Career Exploration	COUN 139 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Educational Planning	COUN 140 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Academic Life and Success	COUN 150 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Linear Algebra / Differential Equations	MATH 250 AC	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote

Linear Algebra / Differential Equations	MATH 250 BC	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Introduction to Business	MGT 161 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Legal Environment of Business	MGT 240 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
History of Rock Music	MUS 119 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote
Introduction to Sociology	SOC 101 C	Fall 2020, Spring 2021, Summer 2021	Online	Online	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Remote

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

The courses are offered to help students participating in the coursework to start successfully in college through engaging students in General Education or CTE Pathways.

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

CYPRESS COLLEGE:

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL ITEMS	COST
n/a	n/a	n/a		

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	June 23, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Curriculum Matters		

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

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

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Fall 2020. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President, and have been approved by the District Curriculum Coordinating Committee.

North Orange Continuing Education 2019-2020

Expected/Pending Board approval on June 23, 2020
 Approved by District Curriculum Coordinating Committee on May 15, 2020
 Approved by North Orange Continuing Education Curriculum Committee April 16 & 29, 2020

~~ New Courses ~~

Crs Id	Title	Hours	Justification	Effective Term
CTE – Office Technology				
O TEC 091	Computer Basics	12	To provide the basic skills needed to be successful in the OTEC courses.	Fall 2020
O TEC 092	Software Essentials	12	To provide the basic skills needed to be successful in the OTEC courses.	Fall 2020
O TEC 111	Customer Relation Management (CRM), Introduction	18	This course is needed to complete the Customer Relations Management Certificate.	Fall 2020
CTE – Medical Assistant				
MEDA 100	Medical Assistant, Core Concepts	48	Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008–18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.	Fall 2020
MEDA 101	Computers in Healthcare and EHR, Introduction	36	Employment in the Health care industry is expected to grow much faster due the implementation of the electronic health record in areas of the health care industry as mandated by government legislation. It is essential that individuals in the health care field obtain these basic computer skills in order to function in their jobs duties. The American Recovery and Reinvestment Act of 2009 promotes the adoption of Electronic Health Records nationwide for healthcare providers	Fall 2020
MEDA 110	Medical Assistant Administrative	24	Medical assistants must learn both the administrative and clinical duties required for the field. This course is needed in order to ensure students gain the vocational knowledge associated with the administrative functions of a Medical Assistant	Fall 2020
MEDA 111	Medical Assistant Administrative Lab	24	This course is needed in order to give students hands-on experience in an administrative clinical setting to practice skills and software related to working as an Administrative Medical Assistant.	Fall 2020

**North Orange Continuing Education
2019-2020**

Crs Id	Title	Hours	Justification	Effective Term
MEDA 120	Medical Assistant Electronic Health Records	12	All hospitals, medical offices, clinics, and other medical related entities are now required to use Electronic Health Records (EHR). This course is needed in order to ensure students learn industry related standards, use of, and regulations regarding EHR software and requirements.	Fall 2020
MEDA 121	Medical Assistant Electronic Health Records Lab	24	The lab component is necessary to ensure students get the hands-on training needed to gain skills used in the health care industry related to Electronic Health Records.	Fall 2020
MEDA 130	Medical Assistant Financial Concepts	24	New course in updated the medical assisting program to cover all insurance, coding and billing related information	Fall 2020
MEDA 131	Medical Assistant Financial Concepts Lab	24	New course in updated the medical assisting program to give students hands-on experience with financial management skills and systems.	Fall 2020
MEDA 140	Medical Billing, Introduction	48	Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008–18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.	Fall 2020
MEDA 141	Medical Billing Lab, Introduction	24	Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008–18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.	Fall 2020
MEDA 200	Medical Assistant Clinical Procedures Theory I	18	Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008-18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.	Fall 2020
MEDA 201	Medical Assistant Clinical Procedures Lab I	48	Employment of medical assistants is expected to grow much faster than average as the health industry expands. Medical assisting practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures.	Fall 2020

**North Orange Continuing Education
2019-2020**

Crs Id	Title	Hours	Justification	Effective Term
MEDA 210	Medical Assistant Clinical Procedures Theory II	18	Employment of medical assistants is expected to grow much faster than average as the health industry expands. Medical assisting practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures.	Fall 2020
MEDA 211	Medical Assistant Clinical Procedures Lab II	48	Employment of medical assistants is expected to grow much faster than average as the health industry expands. Medical assisting practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures.	Fall 2020
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108	Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008-18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.	Fall 2020
CTE – Personal Care Aide				
MEDO 313	Personal Care Aide 3	30	The demand for personal care aids is expected to increase 49% in the next 10 years. California anticipates requiring all personal care aids to be certified.	Fall 2020
CTE – Pharmacy Technician				
PTEC 310	Pharmacy Technician Certification Exam Review	20	This course is designed to prepare students for the national pharmacy technician certification exam and the re-certification process.	Fall 2020
CTE – Electric Technology				
ELET 190	National Electrical Code – Residential	54	To add additional residential National Electrical Code content to the curriculum in order to meet the minimum standards and content as required by the State Department of Industrial Relations Electrical Trainee curriculum.	Fall 2020
ELET 191	National Electrical Code – Commercial	54	To add additional commercial National Electrical Code content to the curriculum in order to meet the minimum standards and content as required by the State Department of Industrial Relations Electrical Trainee curriculum.	Fall 2020

**North Orange Continuing Education
2019-2020**

Crs Id	Crs Id	Title	Hours	Effect Term
ELET 192	National Electrical Code – Industrial	54	To add additional industrial National Electrical Code content to the curriculum in order to meet the minimum standards and content as required by the State Department of Industrial Relations Electrical Trainee curriculum.	Fall 2020
ELET 195	Electrical Cost Estimating	54	To meet industry demands and training for electrical fields of study. Will be used as an elective course in the Electrical Technology program to enhance student's skills for employment.	Fall 2020
ELET 196	Blueprint Reading Basics	54	To add blueprint reading skills and content to the curriculum in order to meet the minimum standards and content as required by the State Department of Industrial Relations Electrical Trainee certification curriculum.	Fall 2020
Emeritus (previous known as Older Adults)				
EMER 403	Health and Wellness for Older Adults	24	Revised HLTH 200, in accordance with the subject Code realignment for Older Adults Program. Adding DE Addendum for Distance Education Teaching.	Fall 2020

~~ Revised Courses ~~

Crs Id	Title	Hours	Justification	Effect Term
CTE – Medical				
MEDO 105	Medical Terminology	48	Add DE Addendum for Distance Education Teaching	Fall 2020
CTE – Pharmacy Technician				
PTEC 105	Pharmacy Operations Lab	36	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 110	Pharmaceutical Mathematic	36	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 115	Pharmacology I	36	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 120	Pharmacology II	36	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 125	Human Relations for Healthcare Workers	36	Add DE Addendum for Distance Education Teaching	Fall 2020

North Orange Continuing Education 2019-2020

Crs Id	Title	Hours	Justification	Effect Term
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18	Add DE Addendum for Distance Education Teaching	Fall 2020
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	Add DE Addendum for Distance Education Teaching	Fall 2020

~~ New CDCP Program ~~

Program and Program Description	Effect Term	Justification																																			
<p>Pharmacy Technician – Registration Level</p> <p>This program prepares students for employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Core Courses</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>PTEC 100</td> <td>Pharmacy Technician, Introduction</td> <td>60</td> </tr> <tr> <td>MEDO 105</td> <td>Medical Terminology</td> <td>48</td> </tr> <tr> <td>PTEC 125</td> <td>Human Relations for Healthcare Workers</td> <td>36</td> </tr> <tr> <td>PTEC 115</td> <td>Pharmacology I</td> <td>36</td> </tr> <tr> <td>PTEC 120</td> <td>Pharmacology II</td> <td>36</td> </tr> <tr> <td>PTEC 110</td> <td>Pharmaceutical Mathematics</td> <td>36</td> </tr> <tr> <td>PTEC 105</td> <td>Pharmacy Operations Lab</td> <td>36</td> </tr> <tr> <td>PTEC 205</td> <td>Pharmacy Technician, Lab for the Out-Patient</td> <td>48</td> </tr> <tr> <td>PTEC 200</td> <td>Pharmacy Technician, Lab for the In-Patient</td> <td>48</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Core Hours</td> <td>384</td> </tr> </tbody> </table> <table border="1" style="width: 100%; background-color: #003366; color: white;"> <tr> <td style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">384</td> </tr> </table>	Core Courses		Hours	PTEC 100	Pharmacy Technician, Introduction	60	MEDO 105	Medical Terminology	48	PTEC 125	Human Relations for Healthcare Workers	36	PTEC 115	Pharmacology I	36	PTEC 120	Pharmacology II	36	PTEC 110	Pharmaceutical Mathematics	36	PTEC 105	Pharmacy Operations Lab	36	PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	Total Core Hours		384	Total Program Hours:	384	<p>Fall 2020</p>	<p>The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematic computations, state and federal regulations, and professionalism.</p>
Core Courses		Hours																																			
PTEC 100	Pharmacy Technician, Introduction	60																																			
MEDO 105	Medical Terminology	48																																			
PTEC 125	Human Relations for Healthcare Workers	36																																			
PTEC 115	Pharmacology I	36																																			
PTEC 120	Pharmacology II	36																																			
PTEC 110	Pharmaceutical Mathematics	36																																			
PTEC 105	Pharmacy Operations Lab	36																																			
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48																																			
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48																																			
Total Core Hours		384																																			
Total Program Hours:	384																																				

North Orange Continuing Education
2019-2020

Program and Program Description	Effect Term	Justification																		
<p>Personal Care Aide This program is to prepare students for an entry-level position as a Personal Care Aide. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a Personal Care Aide in a consumers' home or in a residential care setting.</p> <table border="1"> <thead> <tr> <th colspan="2" style="background-color: #4F81BD; color: white;">Core Courses</th> <th style="background-color: #4F81BD; color: white;">Hours</th> </tr> </thead> <tbody> <tr> <td>MEDO 311</td> <td>Personal Care Aide 1</td> <td style="text-align: center;">36</td> </tr> <tr> <td>MEDO 312</td> <td>Personal Care Aide 2</td> <td style="text-align: center;">36</td> </tr> <tr> <td>MEDO 313</td> <td>Personal Care Aide 3</td> <td style="text-align: center;">30</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">102</td> </tr> <tr> <td colspan="2" style="background-color: #003366; color: white;">Total Program Hours:</td> <td style="background-color: #003366; color: white; text-align: center;">102</td> </tr> </tbody> </table>	Core Courses		Hours	MEDO 311	Personal Care Aide 1	36	MEDO 312	Personal Care Aide 2	36	MEDO 313	Personal Care Aide 3	30	Total Core Hours:		102	Total Program Hours:		102	Fall 2020	This program is to prepare students for an entry-level position as a Personal Care Aide. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a Personal Care Aide in a consumers' home or in a residential care setting.
Core Courses		Hours																		
MEDO 311	Personal Care Aide 1	36																		
MEDO 312	Personal Care Aide 2	36																		
MEDO 313	Personal Care Aide 3	30																		
Total Core Hours:		102																		
Total Program Hours:		102																		

<p>Pharmacy Technician – Entry Level This program prepares students for licensure and employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation entry level standards.</p> <table border="1"> <thead> <tr> <th colspan="2" style="background-color: #4F81BD; color: white;">Core Courses</th> <th style="background-color: #4F81BD; color: white;">Hours</th> </tr> </thead> <tbody> <tr> <td>PTEC 100</td> <td>Pharmacy Technician, Introduction</td> <td style="text-align: center;">60</td> </tr> <tr> <td>MEDO 105</td> <td>Medical Terminology</td> <td style="text-align: center;">48</td> </tr> <tr> <td>PTEC 125</td> <td>Human Relations for Healthcare Workers</td> <td style="text-align: center;">36</td> </tr> <tr> <td>PTEC 115</td> <td>Pharmacology I</td> <td style="text-align: center;">36</td> </tr> <tr> <td>PTEC 120</td> <td>Pharmacology II</td> <td style="text-align: center;">36</td> </tr> <tr> <td>PTEC 110</td> <td>Pharmaceutical Mathematics</td> <td style="text-align: center;">36</td> </tr> <tr> <td>PTEC 105</td> <td>Pharmacy Operations Lab</td> <td style="text-align: center;">36</td> </tr> <tr> <td>PTEC 205</td> <td>Pharmacy Technician, Lab for the Out-Patient</td> <td style="text-align: center;">48</td> </tr> <tr> <td>PTEC 200</td> <td>Pharmacy Technician, Lab for the In-Patient</td> <td style="text-align: center;">48</td> </tr> <tr> <td>PTEC 300</td> <td>Pharmacy Technician Practical Career Training - Entry</td> <td style="text-align: center;">18</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Core Hours</td> <td style="text-align: center;">402</td> </tr> <tr> <td colspan="2" style="background-color: #003366; color: white;">Total Program Hours:</td> <td style="background-color: #003366; color: white; text-align: center;">402</td> </tr> </tbody> </table>	Core Courses		Hours	PTEC 100	Pharmacy Technician, Introduction	60	MEDO 105	Medical Terminology	48	PTEC 125	Human Relations for Healthcare Workers	36	PTEC 115	Pharmacology I	36	PTEC 120	Pharmacology II	36	PTEC 110	Pharmaceutical Mathematics	36	PTEC 105	Pharmacy Operations Lab	36	PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	PTEC 300	Pharmacy Technician Practical Career Training - Entry	18	Total Core Hours		402	Total Program Hours:		402	Fall 2020	The goal of this program is to prepare students to perform entry-level duties as a pharmacy technician, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Basic fundamentals would include prescription order interpretation and processing, mathematic computations, state and federal regulations, and professionalism. Additionally, this program meets the American Society of Health-System Pharmacists (ASHP) accreditation entry level standards and students completing will be eligible to take the Certified Pharmacy Technician (PTCB) exam.
Core Courses		Hours																																							
PTEC 100	Pharmacy Technician, Introduction	60																																							
MEDO 105	Medical Terminology	48																																							
PTEC 125	Human Relations for Healthcare Workers	36																																							
PTEC 115	Pharmacology I	36																																							
PTEC 120	Pharmacology II	36																																							
PTEC 110	Pharmaceutical Mathematics	36																																							
PTEC 105	Pharmacy Operations Lab	36																																							
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48																																							
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48																																							
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18																																							
Total Core Hours		402																																							
Total Program Hours:		402																																							

North Orange Continuing Education
2019-2020

Program and Program Description	Effect Term	Justification																																																																		
<p>Pharmacy Technician – Advanced Level</p> <p>This program prepares students for licensure and employment as an advanced-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation advanced level standards.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr> <td>PTEC 301</td> <td>Pharmacy Technician, Advanced Level Lecture</td> <td style="text-align: right;">48</td> </tr> <tr> <td>PTEC 302</td> <td>Pharmacy Technician, Advanced Level Lab</td> <td style="text-align: right;">60</td> </tr> <tr> <td>PTEC 305</td> <td>Pharmacy Technician Practical Career Training - Advanced</td> <td style="text-align: right;">18</td> </tr> <tr style="background-color: #D9E1F2;"> <td colspan="2" style="text-align: right;">Total Core Hours</td> <td style="text-align: right;">126</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #003366; color: white;"> <td style="text-align: right;">Total Program Hours:</td> <td style="text-align: right;">126</td> </tr> </table>	Core Courses		Hours	PTEC 301	Pharmacy Technician, Advanced Level Lecture	48	PTEC 302	Pharmacy Technician, Advanced Level Lab	60	PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	Total Core Hours		126	Total Program Hours:	126	Fall 2020	<p>After completion of the Pharmacy Technician Program – Entry Level, the goal of this program is to prepare students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles, under the direct supervision of a licensed pharmacist, at a community and institutional pharmacy. Students will acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician, needed for such advanced practice.</p>																																																	
Core Courses		Hours																																																																		
PTEC 301	Pharmacy Technician, Advanced Level Lecture	48																																																																		
PTEC 302	Pharmacy Technician, Advanced Level Lab	60																																																																		
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18																																																																		
Total Core Hours		126																																																																		
Total Program Hours:	126																																																																			
<p>Medical Assistant</p> <p>This program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr><td>COMP 685</td><td>Beginning Keyboarding</td><td style="text-align: right;">36</td></tr> <tr><td>MEDA 100</td><td>Medical Assistant, Core Concepts</td><td style="text-align: right;">36</td></tr> <tr><td>MEDO 105</td><td>Medical Terminology</td><td style="text-align: right;">48</td></tr> <tr><td>MEDA 101</td><td>Computers in Healthcare and EHR, Introduction</td><td style="text-align: right;">36</td></tr> <tr><td>MEDA 110</td><td>Medical Assistant Administrative</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 111</td><td>Medical Assistant Administrative Lab</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 120</td><td>Medical Assistant Electronic Health Records</td><td style="text-align: right;">12</td></tr> <tr><td>MEDA 121</td><td>Medical Assistant Electronic Health Records Lab</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 140</td><td>Medical Billing, Introduction</td><td style="text-align: right;">48</td></tr> <tr><td>MEDA 141</td><td>Medical Billing Lab, Introduction</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 130</td><td>Medical Assistant Financial Concepts</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 131</td><td>Medical Assistant Financial Concepts Lab</td><td style="text-align: right;">24</td></tr> <tr><td>MEDA 200</td><td>Medical Assistant Clinical Procedures Theory I</td><td style="text-align: right;">18</td></tr> <tr><td>MEDA 201</td><td>Medical Assistant Clinical Procedures Lab I</td><td style="text-align: right;">48</td></tr> <tr><td>MEDA 210</td><td>Medical Assistant Clinical Procedures Theory II</td><td style="text-align: right;">18</td></tr> <tr><td>MEDA 211</td><td>Medical Assistant Clinical Procedures Lab II</td><td style="text-align: right;">48</td></tr> <tr style="background-color: #D9E1F2;"> <td colspan="2" style="text-align: right;">Total Core Hours</td> <td style="text-align: right;">492</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="3">Elective Courses <i>(Must choose 1 of 2)</i></th> </tr> </thead> <tbody> <tr> <td>PTEC 135</td> <td>Human Relations for Healthcare Workers</td> <td style="text-align: right;">36</td> </tr> <tr> <td>MEDA 300</td> <td>Medical Assistant Simulation Lab</td> <td style="text-align: right;">108</td> </tr> <tr style="background-color: #D9E1F2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: right;">36</td> </tr> </tbody> </table>	Core Courses		Hours	COMP 685	Beginning Keyboarding	36	MEDA 100	Medical Assistant, Core Concepts	36	MEDO 105	Medical Terminology	48	MEDA 101	Computers in Healthcare and EHR, Introduction	36	MEDA 110	Medical Assistant Administrative	24	MEDA 111	Medical Assistant Administrative Lab	24	MEDA 120	Medical Assistant Electronic Health Records	12	MEDA 121	Medical Assistant Electronic Health Records Lab	24	MEDA 140	Medical Billing, Introduction	48	MEDA 141	Medical Billing Lab, Introduction	24	MEDA 130	Medical Assistant Financial Concepts	24	MEDA 131	Medical Assistant Financial Concepts Lab	24	MEDA 200	Medical Assistant Clinical Procedures Theory I	18	MEDA 201	Medical Assistant Clinical Procedures Lab I	48	MEDA 210	Medical Assistant Clinical Procedures Theory II	18	MEDA 211	Medical Assistant Clinical Procedures Lab II	48	Total Core Hours		492	Elective Courses <i>(Must choose 1 of 2)</i>			PTEC 135	Human Relations for Healthcare Workers	36	MEDA 300	Medical Assistant Simulation Lab	108	Total Elective Hours:		36	Fall 2020	<p>The goal of this program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.</p>
Core Courses		Hours																																																																		
COMP 685	Beginning Keyboarding	36																																																																		
MEDA 100	Medical Assistant, Core Concepts	36																																																																		
MEDO 105	Medical Terminology	48																																																																		
MEDA 101	Computers in Healthcare and EHR, Introduction	36																																																																		
MEDA 110	Medical Assistant Administrative	24																																																																		
MEDA 111	Medical Assistant Administrative Lab	24																																																																		
MEDA 120	Medical Assistant Electronic Health Records	12																																																																		
MEDA 121	Medical Assistant Electronic Health Records Lab	24																																																																		
MEDA 140	Medical Billing, Introduction	48																																																																		
MEDA 141	Medical Billing Lab, Introduction	24																																																																		
MEDA 130	Medical Assistant Financial Concepts	24																																																																		
MEDA 131	Medical Assistant Financial Concepts Lab	24																																																																		
MEDA 200	Medical Assistant Clinical Procedures Theory I	18																																																																		
MEDA 201	Medical Assistant Clinical Procedures Lab I	48																																																																		
MEDA 210	Medical Assistant Clinical Procedures Theory II	18																																																																		
MEDA 211	Medical Assistant Clinical Procedures Lab II	48																																																																		
Total Core Hours		492																																																																		
Elective Courses <i>(Must choose 1 of 2)</i>																																																																				
PTEC 135	Human Relations for Healthcare Workers	36																																																																		
MEDA 300	Medical Assistant Simulation Lab	108																																																																		
Total Elective Hours:		36																																																																		

**North Orange Continuing Education
2019-2020**

Total Program Hours:	528																																																															
Program and Program Description	Effect Term	Justification																																																														
<p>Electrical Technology Students prepare for entry-level employment in numerous electrical and electrically related trades. Upon completion of the Electrical Technology program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner. Students prepare for careers as Electricians, Electrician Trainees, Electrician's Helper, Electrical Technician, and Electrical Repair Person.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr><td>ELET 175</td><td style="text-align: right;">Electrical Trades Mathematics I</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 178</td><td style="text-align: right;">OSHA Standards for Construction</td><td style="text-align: right;">32</td></tr> <tr><td>ELET 176</td><td style="text-align: right;">Electrical Trades Mathematics II</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 205</td><td style="text-align: right;">Electrical Fundamentals I – Residential</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 210</td><td style="text-align: right;">Electrical Laboratory Practices I</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 206</td><td style="text-align: right;">Electrical Fundamentals II – Commercial</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 211</td><td style="text-align: right;">Electrical Laboratory Practices II</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 190</td><td style="text-align: right;">National Electrical Code - Residential</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 207</td><td style="text-align: right;">Electrical Fundamentals III – Industrial</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 212</td><td style="text-align: right;">Electrical Laboratory Practices III</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 191</td><td style="text-align: right;">National Electrical Code - Commercial</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 180</td><td style="text-align: right;">Electrical Conduit Bending</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 192</td><td style="text-align: right;">National Electrical Code - Industrial</td><td style="text-align: right;">54</td></tr> <tr style="background-color: #e0e0e0;"><td colspan="2" style="text-align: right;">Total Core Hours:</td><td style="text-align: right;">680</td></tr> <tr style="background-color: #003366; color: white;"> <th style="text-align: left;">Elective Courses <i>(Must choose 2 of 3)</i></th> <th style="text-align: right;">Hours</th> </tr> <tr><td>ELET 195</td><td style="text-align: right;">Electrical Cost Estimating</td><td style="text-align: right;">54</td></tr> <tr><td>ELET 196</td><td style="text-align: right;">Blueprint Reading Basics</td><td style="text-align: right;">54</td></tr> <tr><td>MS 160</td><td style="text-align: right;">MS Office Overview</td><td style="text-align: right;">36</td></tr> <tr style="background-color: #e0e0e0;"><td colspan="2" style="text-align: right;">Total Elective Hours:</td><td style="text-align: right;">90</td></tr> <tr style="background-color: #003366; color: white;"><td colspan="2" style="text-align: right;">Total Program Hours:</td><td style="text-align: right;">770</td></tr> </tbody> </table>	Core Courses	Hours	ELET 175	Electrical Trades Mathematics I	54	ELET 178	OSHA Standards for Construction	32	ELET 176	Electrical Trades Mathematics II	54	ELET 205	Electrical Fundamentals I – Residential	54	ELET 210	Electrical Laboratory Practices I	54	ELET 206	Electrical Fundamentals II – Commercial	54	ELET 211	Electrical Laboratory Practices II	54	ELET 190	National Electrical Code - Residential	54	ELET 207	Electrical Fundamentals III – Industrial	54	ELET 212	Electrical Laboratory Practices III	54	ELET 191	National Electrical Code - Commercial	54	ELET 180	Electrical Conduit Bending	54	ELET 192	National Electrical Code - Industrial	54	Total Core Hours:		680	Elective Courses <i>(Must choose 2 of 3)</i>	Hours	ELET 195	Electrical Cost Estimating	54	ELET 196	Blueprint Reading Basics	54	MS 160	MS Office Overview	36	Total Elective Hours:		90	Total Program Hours:		770	Fall 2020	Students prepare for entry-level employment in numerous electrical and electrically related trades. Upon completion of the Electrical Technology program, the student will be able to install, maintain, and repair electrical equipment and systems in a safe and workmanlike manner.	
Core Courses	Hours																																																															
ELET 175	Electrical Trades Mathematics I	54																																																														
ELET 178	OSHA Standards for Construction	32																																																														
ELET 176	Electrical Trades Mathematics II	54																																																														
ELET 205	Electrical Fundamentals I – Residential	54																																																														
ELET 210	Electrical Laboratory Practices I	54																																																														
ELET 206	Electrical Fundamentals II – Commercial	54																																																														
ELET 211	Electrical Laboratory Practices II	54																																																														
ELET 190	National Electrical Code - Residential	54																																																														
ELET 207	Electrical Fundamentals III – Industrial	54																																																														
ELET 212	Electrical Laboratory Practices III	54																																																														
ELET 191	National Electrical Code - Commercial	54																																																														
ELET 180	Electrical Conduit Bending	54																																																														
ELET 192	National Electrical Code - Industrial	54																																																														
Total Core Hours:		680																																																														
Elective Courses <i>(Must choose 2 of 3)</i>	Hours																																																															
ELET 195	Electrical Cost Estimating	54																																																														
ELET 196	Blueprint Reading Basics	54																																																														
MS 160	MS Office Overview	36																																																														
Total Elective Hours:		90																																																														
Total Program Hours:		770																																																														

**North Orange Continuing Education
2019-2020**

~~ Course Deactivation ~~		
Program	Courses to Deactivate	Effect Term
Medical	MEDO 104 Medical Terminology	Fall 2020
Medical Assistant	MEDO 260 Introduction to Medical Assisting	Fall 2020
	MEDO 115 Medical Assisting: Front Office	Fall 2020
	MEOC 112 Medical Insurance Billing - A Practical Approach to Medical Billing	Fall 2020
	MEDO 235 Medical Assisting: Back Office Procedures I	Fall 2020
	MEDO 240 Medical Assisting: Back Office Procedures II	Fall 2020
Pharmacy Technician	MEOC 130 Introduction to Pharmacy Technician	Fall 2020
	MEOC 140 Pharmaceutical Mathematics	Fall 2020
	MEOC 121 Pharmacology I	Fall 2020
	MEOC 122 Pharmacology II	Fall 2020
	MEOC 135 Human Relations for Healthcare Workers	Fall 2020
	MEDO 230 Pharmacy Operations Lab	Fall 2020
	MEDO 221 In-Patient Lab for the Pharmacy Technician	Fall 2020
	MEDO 220 Out-Patient Lab for the Pharmacy Technician	Fall 2020
	MEDO 317 Out-Patient Externship for the Pharmacy Technician	Fall 2020
	MEDO 316 In-Patient Externship for the Pharmacy Technician	Fall 2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 23, 2020 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

5.a.1

Item No.

Academic Personnel
June 23, 2020

RESIGNATION

Phelps, Celeste	CC	Director, Disability Support Services Eff. 07/10/2020 PN CCM998
-----------------	----	---

NEW PERSONNEL

Davis, Troy	CC	Dean, Counseling & Student Development 12-month Position (100%) Range 32, Column E + Doctorate Management Salary Schedule Eff. 07/01/2020 PN CCM696
-------------	----	--

Haynes, Corinne	FC	Disability Support Services (Adaptive Computer Technology) Instructor Second Year Probationary Contract Class B, Step 3 Eff. 08/20/2020 PN FCF811
-----------------	----	--

Gabaldon, Nadia	FC	Learning Disability Specialist First Year Probationary Contract Class D, Step 10 Eff. 07/01/2020 PN FCF578
-----------------	----	--

CHANGE IN SALARY CLASSIFICATION

Garcia, Juan	CC	Counselor From: Class D To: Class F Eff. 07/01/2020
--------------	----	--

Lehmeier, Marisa	CC	Counselor From: Class D To: Class E Eff. 07/01/2020
------------------	----	--

Marquez, Lorena	FC	Counselor From: Class B To: Class C Eff. 07/01/2020
-----------------	----	--

Academic Personnel
June 23, 2020

Rangel, Jacquelyn CC Counselor
From: Class D
To: Class E
Eff. 07/01/2020

Rodriguez, Cassandra CC Counselor
From: Class B
To: Class C
Eff. 07/01/2020

Villasenor, Carole CC Counselor
From: Class C
To: Class D
Eff. 07/01/2020

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Abab, Marjaneh NOCE Director, Basic Skills
6% Stipend
Eff. 07/01/2020-12/30/2020

MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Phelps, Celeste CC Director, Disability Support Services
Second Increment (\$400)
Eff. 07/01/2020

LEAVES OF ABSENCE

Clahane, Dana FC Mathematics Instructor
Load Banking Leave With Pay (34.00%)
Eff. 2020 Fall Semester

Dedic, James CC Sociology Instructor
Load Banking Leave With Pay (100%)
Eff. 2020 Fall Semester

Kaneko, Brian FC Applied Design Instructor
Load Banking Leave With Pay (100%)
Eff. 2020 Fall Semester

Latourelle, Elisa FC Counselor
Family Medical Leave (FMLA/PDL) (100%)
Paid Leave using Regular and Supplemental
Sick Leave until Exhausted; Unpaid thereafter
Eff. 06/19/2020-08/10/2020

Academic Personnel
June 23, 2020

Lozinsky, Richard FC Earth Sciences Instructor
Load Banking Leave With Pay (100%)
Eff. 2020 Fall Semester

Morvan, Laurie CC Mathematics Instructor
Load Banking Leave With Pay (100%)
Eff. 2020 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 SUMMER
INTERSESSION

Reuter, Hilary CC Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Abdel Haq, Mohammad FC Hiring Committee Service
Lab Rate, Regular and Contract Faculty
Overload Teaching Schedule
Class B
Not to exceed 3.5 hours
Eff. 05/28/2020

Bacarella, Russell CC Hiring Committee Service
Lab Rate, Regular and Contract Faculty
Overload Teaching Schedule
Class E
Not to exceed 17 hours
Eff. 06/03/2020 – 07/09/2020

Badal, Gloria CC Hiring Committee Service
Lab Rate, Regular and Contract Faculty
Overload Teaching Schedule
Class E
Not to exceed 22 hours
Eff. 06/15/2020 – 07/15/2020

Balma, Jodi FC Hiring Committee Service
Lab Rate, Regular and Contract Faculty
Overload Teaching Schedule
Class D
Not to exceed 3.5 hours
Eff. 05/28/2020

Academic Personnel
June 23, 2020

Beard, Michael	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class D Not to exceed 17 hours Eff. 06/03/2020 – 07/09/2020
Estrada, Steven	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 22 hours Eff. 06/15/2020 – 07/15/2020
Graves, Gary	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 3.5 hours Eff. 05/28/2020
Grote, Silvie	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22 hours Eff. 06/15/2020 – 07/15/2020
Jepson, Jane	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 13 hours Eff. 06/03/2020 – 07/07/2020
Kelley, Paul	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 17 hours Eff. 06/03/2020 – 07/09/2020

Academic Personnel
June 23, 2020

Klyde, Michael	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 17 hours Eff. 06/03/2020 – 07/09/2020
Nelson-Wright, Kelly	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 3.5 hours Eff. 05/28/2020
Orozco, Luciano M.	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 17 hours Eff. 06/03/2020 – 07/09/2020
Thibodeau, Jason	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22 hours Eff. 06/15/2020 – 07/15/2020
Valdez, Edilberto	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 13 hours Eff. 06/03/2020 – 07/07/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 23, 2020

SUBJECT: Classified Personnel

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
June 23, 2020

REHIRES

Afshar, David	NOCE	Special Projects Manager, Basic Skills Workgroup Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN SCT952
Arias Miller, Tina	AC	Special Projects Director, Ed Services Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN DEM993
Day, Tammy Renee	NOCE	Special Projects Manager, Supporting Adults for Student Success Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/202 – 12/31/2020 PN SCT961
Eberhart, Laurie	NOCE	Special Projects Manager, OC Work Based Learning and Job Placement Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN SCT951
Hunter, Brent	AC	Special Projects Director, Planned Giving Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN DET991
Gleason, Terence	CC	Special Project Manager, Distance Learning Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT727
Guy, Lorri	NOCE	Special Projects Manager, Disabled Student Services Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN SCT975

Classified Personnel
June 23, 2020

Keisselbach, Kenneth	NOCE	Special Projects Manager, NOCRC Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN SCT967
Mora, Denise	NOCE	Special Projects Coordinator, CTE Strong Workforce Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/31/2020 PN SCT957
Rivera, Hilda	NOCE	Special Projects Coordinator, NOCRC Support Services and Transition Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020– 06/30/2021 PN SCT968

PROMOTION

Roberts, Nicole	NOCE	Instructional Aide/DSS 11-month position (75%) PN SCC882 To: Instructional Assistant/DSS 11-month position (75%) Range 36, Step E Classified Salary Schedule + 5% Longevity Eff. 07/01/2020 PN SCM836
-----------------	------	---

VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Allan	AC	IT Project Leader (100%) Extension of Temporary Change in Assignment To: NOCE Interim Manager, Instructional Technology Services 12-month position (100%) Range 19, Column G + 15% Longevity + PG&D Management Salary Schedule Eff. 07/01/2020 – 06/30/2021
---------------	----	--

Classified Personnel
June 23, 2020

Beck, Morgan	NOCE	Manager, Instructional Technology Services (100%) Temporary Change in Assignment To: AC Interim District Director, Information Technology Infrastructure and Operations 12-month position (100%) Range 31, Column B Management Salary Schedule Eff. 07/01/2020 – 12/31/2020
Cao, Khanh	CC	Instructional Assistant (50%) Temporary Increase in Percent Employed From: 50% To: 100% Eff. 07/01/2020 – 06/30/2021
Gomez, Monica	NOCE	Administrative Assistant II (100%) Extension of Temporary Change in Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D Classified Salary Schedule Eff. 07/01/2020 – 03/31/2021
Haugh, Angela	CC	Student Services MIS Analyst (100%) Extension of Temporary Change in Assignment To: Senior Research and Planning Analyst 12-month position (100%) Range 57, Step D Classified Salary Schedule Eff. 07/01/2020 – 12/31/2020

Classified Personnel
June 23, 2020

Hsieh, Larry	AC	IT Security Analyst/System Administrator (100%) Extension of Temporary Change in Assignment To: IT Project Leader 12-month position (100%) Range 57, Step D + PG&D Classified Salary Schedule Eff. 07/01/2020 – 08/31/2020
Leos, Nigel	NOCE	Testing and Assessment Specialist (100%) Extension of Temporary Change in Assignment Temporary Decrease in Percent Employed From: 100% To: 90% Eff. 07/01/2020 – 06/30/2021
Sandoval, Enrique	NOCE	IT Services Coordinator I (100%) Extension of Temporary Change in Assignment To: AC IT Security Analyst/System Administrator 12-month position (100%) Range 55, Step C + PG&D Classified Salary Schedule Eff. 07/01/2020 – 09/30/2020
Uppal, Harpreet	NOCE	Research Analyst (100%) Extension of Temporary Change in Assignment To: Senior Research Analyst 12-month position (100%) Range 57, Step B+ Doctorial Stipend Classified Salary Schedule Eff. 07/01/2020 – 06/30/2021

PROFESSIONAL GROWTH & DEVELOPMENT

Abesamis, Naomi	FC	Director, Student Activities (100%) 3 rd Increment (\$400) Eff. 07/01/2020 4 th Increment (\$400) Eff. 07/01/2021
-----------------	----	---

Classified Personnel
June 23, 2020

Aikin, Carmen	AC	Executive Assistant II (100%) 5 th Increment (\$400) Eff. 07/01/2020
Boss, Brian	FC	Evaluator (100%) 5 th Increment (\$400) 6 th Increment (\$400) Eff. 07/01/2020
Davis, Julia	AC	Human Resources Technician (100%) 3 rd Increment (\$400) Eff. 07/01/2020
Fisher, Shauna	FC	Administrative Assistant II (100%) 1 st Increment (\$400) 2 nd Increment (\$400) Eff. 07/01/2020
Hegle, Sierra	CC	Student Services Specialist, Transfer Center 4 th Increment (\$400) Eff. 07/01/2020
Jimenez, Martin	FC	HVAC Mechanic I (100%) 2 nd Increment (\$400) Eff. 07/01/2020
Justice, Summer	CC	Student Services Coordinator (100%) 1 st Increment (\$400) Eff. 07/01/2020
Kagawa, Marcie	CC	Communications Specialist (100%) 2 nd Increment (\$400) 3 rd Increment (\$400) Eff. 07/01/2020
Lee, Albin	FC	Evaluator (100%) 2 nd Increment (\$400) Eff. 07/01/2020
McKamy, James	FC	Campus Safety Officer Coordinator (100%) 4 th Increment (\$400) Eff. 07/01/2020
Pham, Thomas	NOCE	Buyer II (100%) 5 th Increment (\$400) Eff. 07/01/2020

Classified Personnel
June 23, 2020

Rodriguez Valadez, Juan	CC	Instructional Aide, LRC (100%) 1 st Increment (\$400) Eff. 07/01/2020
Shrack, Amy	FC	Administrative Assistant III (100%) 4 th Increment (\$400) Eff. 07/01/2020
Thomason, Michelle	FC	Administrative Assistant II (100%) 1 st Increment (\$400) Eff. 07/01/2020
Yanez, Julie	FC	Student Services Technician (45%) 1 st Increment (\$180) Eff. 07/01/2020

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Booze, David	CC	Registrar (100%) Extension of 10% Stipend Eff. 07/01/2020 – 12/31/2020
Hsieh, Larry	AC	IT Project Leader (100%) Extension of 6% Stipend Eff. 07/01/2020 – 06/30/2021
Martinez Stluka, Rena	FC	Registrar (100%) Extension of 10% Stipend Eff. 07/01/2020 – 12/31/2020
Ortiz, Triseinge	NOCE	Registrar (100%) Extension of 10% Stipend Eff. 07/01/2020 – 06/30/2021
Zamorano, Karla	NOCE	Admissions & Records Technician Extension of 6% Stipend Eff. 07/01/2020 – 06/30/2021

LEAVES OF ABSENCE

Coggi, Anita	FC	Administrative Assistant II (100%) Military Leave With Pay (USERRA) Eff. 05/28/2020 – 06/05/2020
--------------	----	--

Classified Personnel
June 23, 2020

Dam, Linh AC Payroll Specialist (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 07/07/2020 – 08/26/2020 (Consecutive Leave)

CORRECTION TO TITLE AND RATE FOR BOARD AGENDA OF JUNE 9, 2020

Perret-Martinez, Erika CC From:
Special Project Coordinator, College Foundation
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT713

To:
Special Project Manager, College Foundation
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT713

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 23, 2020

SUBJECT: Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
June 23, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Bladh, Eric	CC	Technical Expert II	Distance Education Equivalency Reviewer	15	05/26/2020	06/19/2020
Canner, Mark	CC	Technical Expert II	Distance Education Equivalency Reviewer	3	05/26/2020	06/19/2020
Carey, Jennifer	NOCE	Project Coordinator	Canvas Training for Adult Basic Education (ABE 105)	4	05/19/2020	05/20/2020
Cobler, Timothy	FC	Technical Expert II	FIG Faculty: Title V Promise Career Pathways	4	12/15/2019	05/23/2020
Cruz, Angela	CC	Project Coordinator	Commencement 2020	26	05/14/2020	05/19/2020
Doman, Monica	CC	Project Manager	Online Education Resources	40	06/01/2020	06/30/2020
Herrera, Edgar	CC	Technical Expert II	Distance Education Equivalency Reviewer	4	05/26/2020	06/19/2020
Hui, Arthur	FC	Project Manager	Coordinate Online Access for Reading and Writing Centers	15	07/01/2020	08/14/2020
Langgle, Linda	NOCE	Project Manager	Student Equity Adult Career and College Transition Program Project Manager	26	06/05/2020	06/12/2020
Maldonado, Gabrielle	CC	Project Coordinator	Commencement 2020	26	05/14/2020	05/19/2020
McAlister, Kathleen	CC	Technical Expert II	Distance Education Faculty Coordinator	40	06/01/2020	06/30/20
Rangel, Jacquelyn	CC	Technical Expert II	Distance Education Equivalency Reviewer	15	06/08/2020	06/30/2020
Tran, Stephanie	CC	Technical Expert II	Distance Education Equivalency Reviewer	4	05/26/2020	06/19/2020
Velasco, Kendra	CC	Technical Expert II	Strong Workforce Dental Hygiene	40	06/01/2020	06/30/2020
Wilhelm, Carol Ann	CC	Technical Expert II	Distance Education Equivalency Reviewer	10	05/26/2020	05/29/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 23, 2020 Resolution _____
Information _____
SUBJECT: Hourly Personnel Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
June 23, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alivandi, Atrin	FC	Tech/Paraprof - Assist in ACT computer lab	07/01/20	10/31/20	TE A 1
Apolinar, Erandy	FC	Technical - Assist the Counseling Center remotely	07/01/20	09/30/20	TE A 1
Arellano, Eliza	FC	Technical - Assist with EOPS Office	07/20/20	10/19/20	TE A 2
Arellano, Eliza	FC	Technical - Assist with EOPS Office	01/04/21	04/05/21	TE A 2
Batres Martinez, Sandra	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 2
Batres Martinez, Sandra	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 2
Bermejo, Jose	FC	Technical - Assist in Counseling Center remotely	09/28/20	12/25/20	TE A 1
Bermejo, Jose	FC	Technical - Assist in Counseling Center remotely	03/01/21	05/29/21	TE A 1
Bermudez, Maraya	FC	Technical - Assist the Foster Youth Success Initiative remotely	07/01/20	06/30/21	TE A 2
Camarillo, Yanett	FC	Technical - Assist with Promise High School recruitment	07/01/20	07/27/20	TE A 3
Camarillo, Yanett	FC	Technical - Assist with Promise High School recruitment	09/28/20	12/28/20	TE A 3
Campos, John	CC	Technical - Assist with graphics for Campus Communications office	07/07/20	10/05/20	TE A 4
Carcano, Robert	CC	Technical - Assist Campus Safety	07/01/20	09/30/20	TE B 4
Carcano, Robert	CC	Technical - Assist Campus Safety	12/09/20	03/17/21	TE B 4
Carreno, Janet	FC	Technical - Assist the CalWORKS Office remotely	11/11/21	04/12/21	TE A 2
Coleman, Yuvia	FC	Tech/Paraprof - Assist in ACT computer lab	07/01/20	10/31/20	TE A 3
Conway, Sterling	FC	Instr Research Assistant - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
Cruz, Anay	CC	Technical - Assist Campus Safety	07/01/20	09/25/20	TE A 4
Cruz, Anay	CC	Technical - Assist Campus Safety	11/30/20	02/26/21	TE A 4
Davisson, Marissa	FC	Technical - Assist with EOPS Office	07/20/20	10/19/20	TE A 2
Davisson, Marissa	FC	Technical - Assist with EOPS Office	01/04/21	04/05/21	TE A 2
Diaz, Anthony	CC	Technical - Assist with videography for Campus Communications office	07/07/20	10/05/20	TE A 4
Diaz, Anthony	CC	Technical - Assist with videography for Campus Communications office	12/08/20	03/08/21	TE A 4
Dougherty, Shadow	CC	Technical - Assist with Outreach events via Cranium Café	07/01/20	08/31/20	TE A 1
Esqueda-Cortez, S.	FC	Technical - Assist with EOPS Office	07/01/20	08/17/20	TE A 2
Esqueda-Cortez, S.	FC	Technical - Assist with EOPS Office	10/19/20	01/18/21	TE A 2

Hourly Personnel
June 23, 2020

Euan, Georgina	FC	Technical - Assist with EOPS Office	07/01/20	08/17/20	TE A 2
Euan, Georgina	FC	Technical - Assist with EOPS Office	10/19/20	01/18/21	TE A 2
Fazalbhoy, Sana	CC	Technical - Assist Campus Safety	07/01/20	09/25/20	TE A 4
Fazalbhoy, Sana	CC	Technical - Assist Campus Safety	11/30/20	02/26/21	TE A 4
Flores, Andrew	FC	Technical - Assist in Counseling Center remotely	07/01/20	08/21/20	TE A 1
Flores, Klarissa	FC	Technical - Assist with Promise High School recruitment	07/01/20	09/30/20	TE A 1
Flores, Steve	FC	Technical - Assist in Counseling Center remotely	07/01/20	08/21/20	TE A 1
Fredrick, Mark	FC	Tech/Paraprof - Assist in ACT computer lab	07/01/20	10/31/20	TE A 1
Garcia, Melissa	FC	Technical - Assist in Counseling Center remotely	07/01/20	08/21/20	TE A 1
Garduno, Victor	CC	Technical - Assist Campus Safety	07/01/20	09/30/20	TE B 4
Garduno, Victor	CC	Technical - Assist Campus Safety	12/09/20	03/17/21	TE B 4
Gonzalez, Diana	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 2
Gonzalez, Diana	FC	Technical - Assist in Counseling Center remotely	12/07/20	06/01/21	TE A 2
Gonzalez, Elizabeth	FC	Technical - Assist with Promise High School recruitment	07/01/20	09/30/20	TE A 1
Grajeda, Nicholas	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Guadarrama, Brianna	CC	Technical - Assist Campus Safety	07/01/20	08/24/20	TE A 4
Guan, Vanessa	CC	Technical - Assist with virtual front desk in Counseling center	07/01/20	09/01/20	TE A 1
Ibrahim, Dina	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Jaegar, Simon	CC	Technical - Assist Campus Safety	07/01/20	09/30/20	TE A 4
Jaegar, Simon	CC	Technical - Assist Campus Safety	12/09/20	03/17/21	TE A 4
Kobular, John	FC	Instr Research Assistant - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
Kuan, Stephanie	FC	Instr Research Assistant - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
LaSalle, Mckay	FC	Paraprof - Athletic Program Assistant - Basketball	07/06/20	08/20/20	TE I 4
Lavalle Torres, Lohne	CC	Technical - Assist with Outreach events via Cranium Café	07/01/20	08/31/20	TE A 1
Leon, Jackline	FC	Technical - Assist with EOPS Office	07/01/20	08/17/20	TE A 2
Leon, Jackline	FC	Technical - Assist with EOPS Office	10/19/20	01/18/21	TE A 2
Lua, Edgar	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Macedo, Emily	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1

Hourly Personnel
June 23, 2020

Mariano, Ashley	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 1
Mariano, Ashley	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 2
Martinez, Alyssa	FC	Technical - Assist the CalWORKS Office remotely	07/01/20	09/30/20	TE B 3
Martinez, Jaime	FC	Technical - Assist the Counseling Center remotely	07/01/20	09/30/20	TE A 1
Mendoza, Zail	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Minero Jimenez, Hector	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 2
Minero Jimenez, Hector	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 2
Montenegro, Juliana	CC	Technical - Assist in Campus Communications office	07/07/20	10/05/20	TE A 4
Montenegro, Juliana	CC	Technical - Assist in Campus Communications office	12/08/20	03/08/21	TE A 4
Moreno, Destinee	FC	Technical - Assist the CalWORKS Office remotely	07/29/20	10/28/20	TE B 4
Moreno, Josue	CC	Technical - Assist Campus Safety	09/02/20	12/02/20	TE A 4
Moreno, Josue	CC	Technical - Assist Campus Safety	02/03/21	05/05/21	TE A 4
Nguyen, Alexey	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Nguyen, Dean	CC	Technical - Assist Campus Safety	07/01/20	08/24/20	TE A 4
Nguyen, Hannah	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE B 1
Nguyen, Hannah	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE B 1
Nguyen, Kyle	FC	Tech/Paraprof - Assist in ACT computer lab	07/01/20	10/31/20	TE A 2
O'Daniel, Amy	FC	Technical - Assist with EOPS Office	07/01/20	08/17/20	TE A 2
O'Daniel, Amy	FC	Technical - Assist with EOPS Office	10/19/20	01/18/21	TE A 2
Owens, Susan	CC	Technical - Assist with Outreach events via Cranium Café	07/01/20	08/31/20	TE A 1
Padilla, Pedro	FC	Technical - Assist in Counseling Center remotely	07/01/20	10/03/20	TE A 1
Phan, Jeremiah	FC	Tech/Paraprof - Assist in ACT computer lab	07/01/20	10/31/20	TE A 1
Pierre, Junette	FC	Technical - Assist in Counseling Center remotely	07/01/20	10/03/20	TE A 1
Pineda, Jorel	FC	Technical - Assist in Counseling Center remotely	07/01/20	10/03/20	TE A 1
Poloa, Vanessa	CC	Technical - Assist with virtual front desk in Counseling center	07/01/20	09/01/20	TE A 1
Price, Anabelle	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 3
Price, Anabelle	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 3
Ramos, Noah	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 1

Hourly Personnel
June 23, 2020

Ramos, Noah	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 1
Rivera, Brenda	FC	Technical - Assist in Counseling Center remotely	09/28/20	12/25/20	TE A 1
Rivera, Brenda	FC	Technical - Assist in Counseling Center remotely	03/01/21	05/09/21	TE A 1
Rivera, Stephanie	FC	Technical - Assist in Counseling Center remotely	07/01/20	08/21/20	TE A 1
Robledo-Santos, Nayeli	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Roman, Ricky	FC	Technical - Connect with students remotely for the Counseling Center	07/20/20	10/16/20	TE A 2
Roman, Ricky	FC	Technical - Connect with students remotely for the Counseling Center	01/11/21	04/12/21	TE A 2
Ruiz Diaz, Adrian	FC	Technical - Assist with Promise High School recruitment	08/24/20	11/20/20	TE A 2
Ruiz Diaz, Adrian	FC	Technical - Assist with Promise High School recruitment	02/16/21	05/14/21	TE A 2
Ruvalcaba, Marian	CC	Technical - Assist with virtual front desk in Counseling center	07/01/20	09/01/20	TE A 1
Samra, Zinnia	FC	Technical - Assist in Counseling Center remotely	07/06/20	10/03/20	TE A 1
Samra, Zinnia	FC	Technical - Assist in Counseling Center remotely	12/07/20	03/06/21	TE A 1
Sanchez Martinez, L.	FC	Technical - Assist with EOPS Office	07/20/20	10/19/20	TE A 2
Sanchez Martinez, L.	FC	Technical - Assist with EOPS Office	01/04/21	04/05/21	TE A 2
Saqeb, Mirwais	CC	Technical - Assist with virtual front desk in Counseling center	07/01/20	09/01/20	TE A 1
Sevilla, Grace	FC	Technical - Assist the Counseling Center remotely	07/01/20	09/30/20	TE A 1
So, Aaron	FC	Technical - Assistance for Academic Computing	07/01/20	09/28/20	TE B 1
Stadel, Tara	CC	Technical - Assist with Outreach events via Cranium Café	07/01/20	08/31/20	TE A 1
Stevenson, Emon	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
Taplin, Audrey	FC	Technical - Assist with EOPS Office	07/20/20	10/19/20	TE A 2
Taplin, Audrey	FC	Technical - Assist with EOPS Office	01/04/21	04/05/21	TE A 2
Valencia Mendoza, J.	CC	Technical - Assist Campus Safety	07/01/20	08/24/20	TE A 4
Veith, Maria	FC	Technical - Assist A&R via live chat, and meet with students via ZOOM	07/01/20	08/22/20	TE A 1
White, Miyah	CC	Technical - Assist Campus Safety	09/02/20	12/02/20	TE A 4
White, Miyah	CC	Technical - Assist Campus Safety	02/03/21	05/05/21	TE A 4
Yoo, Erin	FC	Technical - Assist Admissions and Record student remotely via live chat	07/01/20	08/22/20	TE A 1
Zaidi, Shan E Fatima	FC	Technical - Assist with Promise High School recruitment	08/24/20	11/20/20	TE A 2
Zaidi, Shan E Fatima	FC	Technical - Assist with Promise High School recruitment	02/16/21	05/14/21	TE A 2

Hourly Personnel
June 23, 2020

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Carson, Nicole	FC	Medical - Provides mental health counseling	07/01/20	06/30/21	ME C 2
Chela, Rashpal	FC	Medical - Nurse Practitioner for campus Health Center	07/01/20	06/30/21	ME B 4
Hart, Kelley	FC	Medical - Health Services Specialist (RN) for campus Health Center	07/01/20	06/30/21	ME A 4
Henein, Mary	FC	Medical - Provides mental health counseling	07/01/20	06/30/21	ME C 4
Izadi, Michael	FC	Medical - Provides mental health counseling	07/01/20	06/30/21	ME C 4
Mathew, Julie	FC	Medical - Nurse Practitioner for campus Health Center	07/01/20	06/30/21	ME B 4
Mountain-Oravetz, M.	FC	Medical - Provides mental health counseling	07/01/20	06/30/21	ME C 2
Noriega, Dezirae	FC	Medical - Health Services Specialist (RN) for campus Health Center	07/01/20	06/30/21	ME A 1
Pinedjian, Nancy	CC	Medical - Provides medical care; direct and online	08/01/20	06/30/21	ME B 4
Spencer-Lonetti, Anna	CC	Medical - Provides mental health counseling	07/01/20	06/30/21	ME C 4
Ullrich, Theresa	FC	Medical - Nurse Practitioner for campus Health Center	07/01/20	06/30/21	ME B 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Acosta, Carolina	NOCE	Direct Instr Support - Tutor for NOCE GED Instructional Prep Program	07/01/20	08/07/20	TE A 2
Acosta, Carolina	NOCE	Direct Instr Support - Tutor for NOCE GED Instructional Prep Program	08/17/20	06/30/21	TE A 2
Agreda-Chavarry, S.	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Aguillon, Yadira	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Alexander, Stephen	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 3
Alkoraishi, Alena	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Amaya, Jennifer	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 2
Amaya, Jennifer	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 2
Ambriz, Maricela	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 2
Ambriz, Maricela	NOCE	Direct Instr Support - Tutor students for DSS	01/19/20	06/30/21	TE A 2
Arroyo Zavala, Jose	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/01/20	06/30/21	TE A 2

Hourly Personnel
June 23, 2020

Avalos, Diego	NOCE	Direct Instr Support - Tutor for NOCE Cypress Learning Center	07/01/20	06/30/21	TE A 2
Badica, Malina	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Balin, Alex	CC	Direct Instr Support - Tutor students in the Learning Resource Center	07/01/20	07/31/20	TE A 3
Banuelos, Javier	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 2
Baradaran, Negar	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Baradaran, Negar	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Baradaran, Negar	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Barrera, Emely	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 2
Barrera, Emely	NOCE	Direct Instr Support - Tutor students for DSS	01/19/20	06/30/21	TE A 2
Bordon, Anthony	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Brown, Andrew	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 3
Brown, Andrew	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 3
Brown, Christina	NOCE	Direct Instr Support - Tutor for NOCE Cypress Learning Center	07/01/20	06/30/21	TE A 2
Brown, Elizabeth-Ann	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Brune, Sarah	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Bullard, Jessica	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/01/20	06/30/21	TE A 4
Bustos Beltran, Irving	CC	Direct Instr Support - Tutor students in the English Success Center	07/01/20	07/31/20	TE A 2
Camacho, Quentin	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Cantorán, Samantha	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Castro, Samantha	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Ceballo, Kimberly	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 1
Chavarin, Jesse	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 4
Choi, Samuel Wonjo	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Colin, Marc	NOCE	Direct Instr Support - Tutor for NOCE Anaheim Learning Center	07/01/20	06/30/21	TE A 2
Cope, Kelli	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 4
Cope, Kelli	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 4
Davis, Brandye	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 4
Davis-Soriano	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 4

Hourly Personnel
June 23, 2020

Davis-Soriano	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 4
Deleon, Jennifer	NOCE	Direct Instr Support - Tutor for NOCE Anaheim Learning Center	07/01/20	06/30/21	TE A 2
Delgado, Melodie	CC	Direct Instr Support - Tutor students in the English Success Center	07/01/20	07/31/20	TE A 2
Dunn, Amber	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 3
Dunn, Amber	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 3
Duong, Vincent	CC	Direct Instr Support - Tutor students in the Learning Resource Center	07/01/20	07/31/20	TE A 4
Emanuel, Chloe	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Eng, Daniel	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Feinzimer, David	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Flores, Christopher	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Flores-Arvizu, Paulo	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Fouts, Ciara	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/01/20	06/30/21	TE A 3
Galvez, Neledy	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Garcia, Juan Carlos	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Garcia, Laura	FC	Direct Instr Support - Tutor for the FC Miles Program	07/01/20	06/30/21	TE A 1
Gill, Maricela	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 2
Gill, Maricela	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 2
Gonzalez, Cristal	FC	Direct Instr Support - Tutor for the FC Miles Program	07/01/20	06/30/21	TE A 1
Guajardo, Moriah	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	06/30/21	TE A 2
Hanson, Alexa	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 4
Hernandez, Ashley	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 4
Herzog, Raymond	CC	Direct Instr Support - Tutor students for Supplemental Instruction	07/01/20	07/31/20	TE B 1
Ho, Tsai Tien	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Inouye, Chris	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 3
Inouye, Chris	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 3
Jamshidi, Tina	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Johnson, Jason	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 1
Johnson, Jason	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 1

Hourly Personnel
June 23, 2020

Kaump, Sarah	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Kehoe, Olivia	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Iamar, Destanee	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Lamar-Muir, Destanee	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/01/20	06/30/21	TE A 2
Le, Manh Khang	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 2
Lim, Linnara	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 2
Lim, Linnara	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 2
Lopez, Leah	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Maldonado, Elizabeth	NOCE	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	12/18/20	TE F 2
Maldonado, Elizabeth	NOCE	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	01/19/20	06/30/20	TE F 2
Martinez, Sonia	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Matthew, Ayala	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Mejia, Litzy	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Mendoza Nunez, Lidel	FC	Direct Instr Support - Tutor for the FC Miles Program	07/01/20	06/30/21	TE A 1
Meucci, Emily	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Meza, Andrea	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Moran, Jordan	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Munro, Sarah	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 4
Munro, Sarah	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 4
Myer, Jasmin	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 4
Myer, Jasmin	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 4
Nelson, Megan	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 3
Nelson, Megan	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 3
Ordaz, Natalia	CC	Direct Instr Support - Tutor students in the English Success Center	07/01/20	07/31/20	TE A 3
Pacheco, Susan	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 3
Pacheco, Susan	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 3
Pineda, Sarahi	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Ramales, Aaron	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3

Hourly Personnel
June 23, 2020

Ramirez, Robert	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 3
Ramos, Anahi	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Resong, Eric	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 3
Resong, Eric	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 3
Rogers, Joseph	CC	Direct Instr Support - Tutor students in the Learning Resource Center	07/01/20	07/31/20	TE A 3
Saire, Nicholas	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Salazar, Alexia	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 3
Sanchez, Melissa	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Sanchez, Melissa	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 2
Sarabia, Crystal	FC	Direct Instr Support - Tutor for the FC Miles Program	07/01/20	08/31/20	TE A 4
Shaw, Jessica	CC	Direct Instr Support - Tutor students in the Learning Resource Center	07/01/20	07/31/20	TE A 3
Shiham, Fathima	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE F 2
Shiham, Fathima	FC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	06/30/21	TE E 2
Simmons, Lisa	NOCE	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	07/01/20	12/18/20	TE E 1
Simmons, Lisa	NOCE	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	01/19/20	06/30/20	TE E 1
Slonecker, Ashley	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Swenson, Daniel	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/01/20	06/30/21	TE A 4
Tawa, Joshua	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 4
Tillet, Bertram	NOCE	Direct Instr Support - Tutor for NOCE GED Instructional Prep Program	07/01/20	08/07/20	TE A 2
Tillet, Bertram	NOCE	Direct Instr Support - Tutor for NOCE GED Instructional Prep Program	08/17/20	06/30/21	TE A 2
Tran, Thi Hong	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 4
Truong, Vinh	CC	Direct Instr Support - Tutor students in the Math Learning Center	07/01/20	07/31/20	TE A 3
Tucker, Bayli	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 4
Tucker, Bayli	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 4
Washington, Sean	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Wert, Rachel	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 1
Yamak, Jana	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	07/01/20	06/30/21	TE A 2
Younis, Malath	NOCE	Direct Instr Support - Tutor for NOCE Anaheim Learning Center	07/01/20	06/30/21	TE A 2

Hourly Personnel
June 23, 2020

Zwicki, Carolyn	NOCE	Direct Instr Support - Tutor students for DSS	07/01/20	12/18/20	TE A 4
Zwicki, Carolyn	NOCE	Direct Instr Support - Tutor students for DSS	01/19/21	06/30/21	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hwee, Mikayla	AC	Technical - Substitute for Classified employee on leave	07/01/20	09/11/20	TE A 3
King, Elliott	FC	Technical - Substitute for Classified employee on leave	07/01/20	09/11/20	TE B 4
Naranjo, Danielle	FC	Technical - Substitute for Classified employee on leave	07/01/20	09/11/20	TE B 3
Rodriguez, Raemon	CC	Service/Maint - Substitute for vacant Groundskeeper PN CCC907	07/01/20	09/30/20	TE B 1
Wallace, Lebert	AC	Service/Maint - Substitute for vacant Facilities Custodian DEC955	07/01/20	09/30/20	TE A 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Flor	FC	Work Study Student - Assist the CalWORKs Office	07/01/20	06/30/21	TE A 4
Bermudez, Maraya	FC	Work Study Student - Assist the Foster Youth Success Initiative	07/01/20	06/30/21	TE A 2
Bui, Noelle	FC	Work Study Student - Assist Counseling Center students via ZOOM	07/01/20	06/30/21	TE A 1
Cruz, Jared	FC	Work Study Student - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
Cruz, Jethro	AC	Work Study Student - Assist the Purchasing Department	07/01/20	06/30/21	TE A 2
De Leon, Eder	FC	Full-time Student - Assist the Promise High School Program	08/22/20	06/30/21	TE A 1
Flores, Andrew	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Flores, Steve	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Garcia, Melissa	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Gutierrez, Michelle	FC	Work Study Student - Assist the CalWORKs Office	07/01/20	06/30/21	TE A 3
Hurtardo, Brianna	FC	Work Study Student - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 2
Ibanez, Natalia	FC	Full-time Student - Assist the Promise High School Program	08/22/20	06/30/21	TE A 1
Jacques, Dominik	FC	Work Study Student - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
Key, Destiny	FC	Full-time Student - Assist the Promise High School Program	08/22/20	06/30/21	TE A 1

Hourly Personnel
June 23, 2020

Luna, Alexis	FC	Work Study Student - Assist Horticulture Dept. with plant nursery	07/01/20	06/30/21	TE A 1
Martinez, Alyssa	FC	Work Study Student - Assist the CalWORKs Office	07/01/20	09/30/20	TE B 3
Naranjo, Shantal	FC	Work Study Student – Assist Counseling Center students via ZOOM	07/01/20	06/30/21	TE A 1
Nava, Enrique	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/22/20	06/30/21	TE A 1
Padilla, Pedro	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Palacios, Shawntel	FC	Work Study Student - Assist the CARE Office	07/01/20	06/30/21	TE A 3
Penilla, Evelyn	FC	Work Study Student - Assist Counseling Center students via ZOOM	07/01/20	06/30/21	TE A 1
Pineda, Jorel	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Rivera, Stephanie	FC	Full-time Student - Assist the Counseling Center students via ZOOM	08/24/20	06/30/21	TE A 1
Soto, Marisela	FC	Work Study Student - Assist the CalWORKs Office	07/01/20	06/30/21	TE A 2
Torres, Katie	FC	Full-time Student - Assist the Promise High School Program	08/22/20	06/30/21	TE A 1
Villegas, Isabel	FC	Work Study Student - Assist A&R students via ZOOM	07/01/20	06/30/21	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 23, 2020

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
June 23, 2020

Name	Site	Program	Begin	End
Alvarez, Alexcia	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020
Apelu, Matthew	FC	Internship - EOPS Counseling Department	07/13/2020	08/23/2020
Carbajal, Tanya	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020
Danh, Thanh	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020
Gabb, Sabrina	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/23/2020
Macias, Margarita	CC	Internship - Counseling & Student Dev	07/07/2020	07/09/2020
Macias, Margarita	CC	Internship - Counseling & Student Dev	07/13/2020	07/14/2020
Macias, Margarita	CC	Internship - Counseling & Student Dev	06/01/2020	06/14/2020
Marshall, Taylaquay	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020
Smith, Milani	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020
Williams, Amiyah	CC	Physical Ed. Women's Basketball Camp	07/13/2020	08/14/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 23, 2020 Resolution _____
SUBJECT: Salary Adjustment for Confidential Information _____
Employees Enclosure(s) _____

BACKGROUND: The Confidential Employees and the District reached an agreement for salary for the 2020-2021 fiscal year. The agreement provides for a one-time off-schedule salary payment of 1% for fiscal year 2020-2021.

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: Payment of one-time off-schedule salary adjustment is paid from one-time carryover funds.

RECOMMENDATION: It is recommended that the Board approve a one-time off-schedule salary payment of 1% for fiscal year 2020-2021.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: June 23, 2020 Information _____
Enclosure(s) _____
SUBJECT: Salary Adjustment for District Management Association

BACKGROUND: The District Management Association and the District reached an agreement for salary for the 2020-2021 fiscal year. The agreement provides for a one-time off-schedule salary payment of 1% for fiscal year 2020-2021.

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: Payment of one-time off-schedule salary adjustment is paid from one-time carryover funds.

RECOMMENDATION: It is recommended that the Board approve a one-time off-schedule salary payment of 1% for fiscal year 2020-2021.

Irma Ramos

Recommended by

Approved for Submittal

5.g.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: June 23, 2020
SUBJECT: Amending Executive Officer Contracts

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

BACKGROUND: Effective January 1, 2017, the Brown Act, at California Government Code section 54953(c)(3), as amended, requires that the local governing body shall, before taking final action, orally report a summary of the recommendation for final action on the salary, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

AP 7240-10 provides for salary column advancement for Executive Officers if recommended by the Chancellor, effective July 1 of the fiscal year.

There is no recommendation for changes to fringe benefits allowance.

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

How does this relate to Board Policy: This item is in compliance with Chapter 7, Human Resources, Administrative Procedure 7240-10, Section 2.0, and Board Policy 7130 Compensation, which states the Board will establish salary and benefits for employees.

FUNDING SOURCE AND FINANCIAL IMPACT: Step advancements are within budget and off-schedule salary adjustment will be paid from one-time carryover funds.

RECOMMENDATION: It is recommended that, for all Executive Officers, the Board: (a) approve a one-time off-schedule salary payment of one percent (1%) for fiscal year 2020-2021; and (b) extend the Executive Officers' contract period through June 30, 2023:

Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology
Valentina Purtell, President, North Orange Continuing Education
Irma Ramos, Vice Chancellor, Human Resources
JoAnna Schilling, President, Cypress College
Greg Schulz, President, Fullerton College
Fred Williams, Vice Chancellor, Finance and Facilities

Additionally, the following salary column advancements will be effective July 1, 2020:

W. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology from Step G to Step H, Two Hundred Fifty-Two Thousand, Seven Hundred Thirty-Six and no/100 Dollars (\$252,736).

JoAnna Schilling, President, Cypress College from Step D to Step E, Two Hundred Twenty-Six Thousand, Four Hundred and no/100 Dollars (\$226,400).

Valentina Purtell, President, North Orange Continuing Education from Step E to Step F, Two Hundred Thirty-Four Thousand, Eight Hundred Thirty-Four and no/100 Dollars (\$234,834).

Irma Ramos

Recommended by

Approved for Submittal

5.h.1

Item No.

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
VICE CHANCELLOR
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
W. CHERRY LI-BUGG**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and W. CHERRY LI-BUGG (“Dr. Li-Bugg”), is by mutual consent of the District and Dr. Li-Bugg made a part of that Contract for Employment made and entered by the District and Dr. Li-Bugg as of the 12th day of June 2018 and amended on June 11, 2019:

WITNESSETH:

1. Effective July 1, 2020, Dr. Li-Bugg will move from Step G to Step H on the Executive Officer Salary Schedule, wherein the yearly contract rate of compensation shall be TWO HUNDRED FIFTY-TWO THOUSAND, SEVEN HUNDRED THIRTY-SIX and no/100 Dollars (\$252,736).
2. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
3. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

VICE CHANCELLOR
EDUCATIONAL SERVICES AND
TECHNOLOGY

BY: _____
Ryan Bent, President

W. Cherry Li-Bugg

BY: _____
Jacqueline Rodarte, Secretary

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
VICE CHANCELLOR
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
FREDRICK G. WILLIAMS, JR.**

THIS AMENDMENT, made and entered into as of the 23RD day of June, 2020, between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and FREDRICK G. WILLIAMS, JR. (“Mr. Williams”), is by mutual consent of the District and Mr. Williams made a part of that Contract for Employment made and entered by the District and Mr. Williams as of the 12th day of June 2018 and amended on June 11 2019:

WITNESSETH:

1. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
2. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

VICE CHANCELLOR
FINANCE AND FACILITIES

BY: _____
Ryan Bent, President

Fredrick G. Williams, Jr.

BY: _____
Jacqueline Rodarte, Secretary

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
PRESIDENT OF FULLERTON COLLEGE
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
GREGORY V. SCHULZ**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and GREGORY V. SCHULZ (“Dr. Schulz”), is by mutual consent of the District and Dr. Schulz made a part of that Contract for Employment made and entered by the District and Dr. Schulz as of the 12th day of June 2018 and amended on June 11, 2019:

WITNESSETH:

1. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
2. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PRESIDENT
FULLERTON COLLEGE

BY: _____
Ryan Bent, President

Gregory V. Schulz

BY: _____
Jacqueline Rodarte, Secretary

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
VICE CHANCELLOR
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
IRMA RAMOS**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and IRMA RAMOS (“Ms. Ramos”), is by mutual consent of the District and Ms. Ramos made a part of that Contract for Employment made and entered by the District and Ms. Ramos as of the 12th day of June 2018 and amended on June 11, 2019:

WITNESSETH:

1. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
2. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

VICE CHANCELLOR
HUMAN RESOURCES

BY: _____
Ryan Bent, President

Irma Ramos

BY: _____
Jacqueline Rodarte, Secretary

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
PRESIDENT OF CYPRESS COLLEGE
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
JOANNA SCHILLING**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and JOANNA SCHILLING (“Dr. Schilling”), is by mutual consent of the District and Dr. Schilling made a part of that Contract for Employment made and entered by the District and Dr. Schilling as of the 12th day of June 2018 and amended on June 11, 2019:

WITNESSETH:

1. Effective July 1, 2020, Dr. Schilling will move from Step D to Step E on the Executive Officer Salary Schedule, wherein the yearly contract rate of compensation shall be TWO HUNDRED TWENTY-SIX THOUSAND, FOUR HUNDRED and no/100 Dollars (\$226,400).
2. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
3. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PRESIDENT
CYPRESS COLLEGE

BY: _____
Ryan Bent, President

JoAnna Schilling

BY: _____
Jacqueline Rodarte, Secretary

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
PROVOST
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
VALENTINA PURTELL**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and Valentina Purtell (“Ms. Purtell”), is by mutual consent of the District and Ms. Purtell made a part of that Contract for Employment made and entered by the District and Ms. Purtell as of the 12th day of June 2018 and amended on June 11, 2019:

WITNESSETH:

1. Effective July 1, 2020, Ms. Purtell will move from Step E to Step F on the Executive Officer Salary Schedule, wherein the yearly contract rate of compensation shall be TWO HUNDRED THIRTY-FOUR THOUSAND, EIGHT HUNDRED THIRTY-FOUR and no/100 Dollars (\$234,834).
2. A one-time off-schedule salary payment of 1% for fiscal year 2020-2021.
3. The ending date of said Contract as amended is hereby extended through June 30, 2023.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PROVOST, NORTH ORANGE
COUNTINUING EDUCATION

BY: _____
Ryan Bent, President

Valentina Purtell

BY: _____
Jacqueline Rodarte, Secretary

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 23, 2020	Resolution	_____
SUBJECT:	Extension of Chancellor's Contract	Information	_____
		Enclosure(s)	X

BACKGROUND: Effective January 1, 2017, the Brown Act, at California Government Code section 54953(c)(3), as amended, requires that the local governing body shall, before taking final action, orally report a summary of the recommendation for final action on the salary, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

The Board recommended a salary adjustment for Chancellor Marshall for the 2019-2020 fiscal year, as per her amended employment contract approved on June 11, 2019.

There is no salary adjustment for Chancellor Marshall for the 2020-2021 fiscal year. Additionally, there is no recommendation for changes to fringe benefits allowance.

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: Within budget.

RECOMMENDATION: It is recommended that the Board approve an extension of Chancellor Marshall's contract through June 30, 2024.

Irma Ramos

Recommended by

Approved for Submittal

5.i.1

Item No.

**AMENDMENT TO CONTRACT FOR EMPLOYMENT OF
CHANCELLOR
BETWEEN
THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
DR. CHERYL MARSHALL**

THIS AMENDMENT, made and entered into as of the 23rd day of June, 2020, by and between the NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (“District”) and CHERYL MARSHALL (“Dr. Marshall”), is by mutual consent of the District and Dr. Marshall made a part of that Contract for Employment made and entered by the District and Dr. Marshall as of the 14th day of August 2018 and amended on June 11, 2019:

WITNESSETH:

1. The ending date of said Contract as amended is hereby extended through June 30, 2024.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment to Contract.

DATED: June 23, 2020

NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

CHANCELLOR

BY: _____
Ryan Bent, President

Cheryl Marshall

BY: _____
Jacqueline Rodarte, Secretary

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 23, 2020	Resolution	_____
SUBJECT:	NOCCCD Educational and Facilities Master Plan 2021-2030 (Draft)	Information	X
		Enclosure(s)	X

BACKGROUND: In April 2019, the District awarded a contract to Brailsford & Dunlavy and Moore Ruble Yudell to assist in preparing a ten (10) year Educational and Facilities Master Plan (EFMP) for 2021-2030. The educational component of the plan is designed to project the long-term development of programs and services and describes strategic directions and goals. It provides a framework for the planning of facilities, shorter-term strategic plans, and program review. The facilities component of the plan is intended to validate existing building projects and provide aspirational and practical direction for future space planning.

The year-long process was guided by the 30-member Steering Committee comprised of managers, faculty, classified professionals, and students. Engagement with over 7,000 constituents including employees, students, community members, and alumni was a critical part of the process. Various drafts of the plan were shared with campus committees, academic senates, and student groups for review and input. The recent draft was approved by members of the District Consultation Council on May 18, 2020.

The Board received the draft EFMP as a first reading at its June 9 meeting and provided recommendations. The consultants incorporated the feedback received and provided the enclosed updates and revisions to the draft EFMP.

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 3250, Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable at this time.

RECOMMENDATION: It is recommended that the Board review the updates and revisions to the draft EFMP based on the Board's first reading at its June 9, 2020 meeting.



Date: June 17, 2020

To: Board of Trustees
North Orange County Community College District

Re: Master List of Revisions made to the draft Educational & Facilities Master Plan

At its meeting on Tuesday, June 9, 2020, the Board of Trustees heard a presentation regarding the draft Educational & Facilities Master Plan, given by consultants Brailsford & Dunlavey and MRY Architects. The following narrative summarizes the changes requested by the Trustees at that meeting, or through written communications before and/or after that meeting. The consultants were requested to summarize any changes, in order to help speed the review process at the Board of Trustees meeting on June 23, 2020.

These changes were submitted to the EFMP Steering Committee members and reviewed via email on June 16 and June 17, 2020. Their feedback has also been incorporated into the summary below.

Educational Master Plan Changes

- Page 3: The names of the Board of Trustee members have been added to this page; it is traditional that major projects memorialize the trustees who are on the Board at the time of adoption.
- Page 8: A paragraph has been added to describe "the District" as including the campus community -- students, faculty, staff, and administrators.
- Page 14: This language was added:
"The Mission, Vision, and Core Values statements are revised every three years. This section will be revisited in fall 2020."
- Page 18: The map has been updated to accurately reflect the trustee areas within the District, and to add the freeways. Standard numbers have replaced Roman numerals to designate trustee areas.
- Page 59: A recommendation was added that supports future exploration into providing student housing, in order to respond to the housing insecurity and homelessness reported across all campuses. This language was added:
"Housing insecurity and homelessness emerged as a primary concern for students across all campuses. While community colleges in California have not traditionally provided on-campus residential facilities, there may be an opportunity to explore providing student housing through public-private partnerships or cooperative relationships with local non-profit organizations."
- Page 61: Language was added to include the idea of running a shuttle service between campuses to accommodate students and faculty members who have classes at more than one campus, per trustee recommendation. This language was added:
"The District could also consider an intra-campus shuttle service to accommodate students or faculty who have classes at more than one campus."



Page 74: The Board of Trustees and the Steering Committee provided guidance for strengthening the Diversity, Equity & Inclusion chapter. The recommended changes follow: The title of the chapter has been changed to “Diversity, Equity, Inclusion & Anti-Racism.” The term “anti-racism” has been added to the chapter in several places. In addition, this language was added to the chapter:

"The Master Plan affirms the District's commitment to anti-racism through sustained and focused efforts that actively oppose institutional discrimination against people according to their heritage or race. This commitment extends to beliefs, actions, and policies adopted or developed to oppose racism."

(The complete revised DEI&A chapter is also being sent to the BOT for review in a separate attachment.)

Page 75: The “Diversity Parity of Students and Employees” chart has been revised to separate out the number and percentage of Filipino and Asian employees. The student column did not change.

Page 84: A programmatic recommendation was added to encourage the District to monitor the success and popularity of the Bachelor’s degree program, for possible expansion in the future, per trustee recommendation. This recommendation was added:

"Monitor the success and popularity of the existing Bachelor's degree program for possible expansion in the future. The expansion would depend on educational capacity and availability of funding but should be explored at a divisional, campus and District level."

Page 84: A paragraph was added to explain the need to annually revisit classroom space needs, funding eligibility, and capacity load ratios as they relate to enrollment figures. This sentence was added to this section:

"Lastly, in order to adequately determine future classroom space needs and state funding eligibility, the campuses should annually assess capacity/load ratios and enrollment changes."

Page 97: A section was added to explain the role of the Board of Trustees in the District. In addition, the role of the Board of Trustees in approving the EFMP is included in the EFMP process on page 10. This language was added:

"The North Orange County Community College District is governed by seven elected trustees who establish all policies that guide the general operation of the District. Student trustees representing each of the colleges also sit on the Board."

The Chancellor has responsibility for carrying out the decisions and directions of the Board. The District Vice Chancellors, and the Presidents of Cypress College, Fullerton College, and North Orange Continuing Education, oversee the operations of their respective areas and work closely with the Chancellor in the management of the District."

Page 101: As it relates to internet improvements on all campuses, the third bullet was changed to accurately reflect “high availability network at all District sites.”



Facilities Master Plan Changes

- FMP-16,
18 and 21: Language was added to Pilot Project Solar Panel Shading Devices, Outdoor Leisure Seating, and Campus Path Enhancements to incorporate quiet places for studying and reflection.
- FMP-19: Community Garden pilot project was replaced with the following:
“Brighten Paving: Dark paving absorbs heat and adds to the heat island effect. Replacing paving or applying a light gray asphalt topping coat to dark surfaces is a simple, cost effective, and sustainable solution to providing more thermally comfortable space. This could reduce heat island effect by 10-12%.”
- CC-6: Image caption was updated to replace the word “interstitial environments” with “outdoor environments”
- CC-7: Duplicate words were deleted.
- CC-44: Faculty and Adjunct Shared Offices Pilot Project was highlighted as a priority.
- CC-72 and
NOCE- 82: Language was added to incorporate Farm to Table for Cypress Bistro, with some of the food being grown in the community garden(s).
- CC-82: Added language regarding an opportunity to build new student housing along the abandoned railroad tracks.
- FC-39: Revised the names of projects to “New STEM Vocational Center” and “New CDES Lab School Building,” as requested by campus faculty and leadership.
- NOCE-11: Revised land use map to show commercial zone at southwest corner of Romneya and Euclid.
- NOCE-36: Added language regarding consideration of building a pedestrian bridge across Romneya under the United Medical Imaging Healthcare property acquisition opportunity.

In closing, an Executive Summary is currently in development. However, the contents depend upon contents in the full-length EFMP, and so the larger document must receive final approval before the Executive Summary can be compiled.

- **B&D/MRY**

EDUCATIONAL INITIATIVES

Diversity, Equity, Inclusion & Anti-Racism

NOCCCD is comprised of diverse communities and cultures, and the demographics indicate that this will continue through the next ten years.

In order to serve these diverse communities effectively, the District must address these essential challenges:

- Creating a culture of inclusion, with attention paid to communication, practices, and facilities
- Creating an environment that is clearly anti-racist and is supportive of policies and programs that remove systemic barriers for students of all races
- Setting clear expectations for inclusive leadership behaviors among the campus community
- Aligning the mission of the District with the broader equity challenges being faced by students, staff, and the community

“Equity-mindedness” is a mindset that can and should be implemented immediately. In leadership circles, this theory, developed by psychiatrist Alfred Adler, is known as an “acting as if” mindset: Act as if diversity, equity, inclusion, and anti-racism are already part of the fabric of the District, and make decisions accordingly.

Maria Hernandez, PhD of InclusionINC writes, “To be inclusive ... skip the polarizing rhetoric or endless debate and move forward ... Then measure your progress over time by looking at key indicators of success such as retention and advancement of diverse staff, successful policies to serve communities, and improved program outcomes across diverse community members.”

The Master Plan affirms the District’s commitment to anti-racism through sustained and focused efforts that actively oppose institutional discrimination against people according to their heritage or race. This commitment extends to beliefs, actions, and policies adopted or developed to oppose racism.

Diversity, equity, inclusion, and anti-racism should be seen as an **essential part** of the District’s educational delivery, something that NOCCCD cannot function without.



The District’s Diversity and Inclusion Faculty Fellows are already working on many fronts to **increase and enhance DEI** for the whole campus community—students, faculty and staff.

Their stated goal is to “decrease the success and achievement disparities, increase diversity parity between faculty and student populations, and increase diversity at all campus and district leadership levels.”

One of those goals—diversity parity between faculty and staff populations—is illustrated in the table (at right).

The Fellows point out that DEI is not represented by a statistic, a committee, a class, or a single event: “The approach should be that DEI is everyone’s responsibility, not just the responsibility of the various committees and departments specifically assigned DEI work. Each department should have DEI goals ...”

DIVERSITY PARITY OF STUDENTS & EMPLOYEES, FALL 2019

	Student Count	Student Count (%)	Employee Count	Employee Count (%)
African-American	1,332	2.64%	100	3.76%
American Indian/ Alaskan Native	94	.19%	7	.26%
Asian	7,205	14.29%	378	14.2%
Filipino	1,821	3.61%	35	1.3%
Hispanic	23,782	47.16%	706	26.54%
Multi-Ethnicity	1,320	2.62%	85	3.20%
Pacific Islander	144	.29%	11	.41%
Unknown	6,397	12.69%	199	7.48%
White Non-Hispanic	8,333	16.52%	1,142	42.93%



BRINGING EQUITY-MINDEDNESS TO THE CAMPUS COMMUNITY

One commonly cited goal of DEI is to develop students who are interculturally proficient, meaning they have the tools and knowledge to be successful in a diverse and global world. They must at a minimum have an understanding of diversity, equity, inclusion, and multiculturalism. However, faculty and staff also must be interculturally proficient, in order to create successful learning outcomes for students.

Faculty/staff associations (Black, Latinx, Asian/Pacific Islander, and GLADE-Gay and Lesbian Association) raise scholarships for students and create community for diverse employees. These associations should continue as an integral part of the DEI effort.

To ensure success across its culturally diverse student population, the District must apply solutions in a customized and flexible way, taking into account each student’s background, current challenges, and financial means, among other factors. This requires coordination between instructors and student services professionals, those who have regular contact with students.

INTEGRATING DEI THROUGHOUT PROGRAMS AND CURRICULA

Successful implementation of DEI depends in part on students and their curricular and co-curricular experiences.

The goal in intercultural instruction is to integrate concepts into all types of classes so that all students benefit.

It also requires that a school or district’s students should be reflected in what is being taught. This has multiple benefits:

- Students who are not underrepresented are exposed to experiences and viewpoints different than their own and can develop diversity perspective.
- Students who are underrepresented or marginalized can feel represented and understood, and fully realize their potential both academically and socially.

In order to broaden the DEI perspective, experts recommend integrating multicultural/ DEI content into all classes, especially in fields that are historically not pursued by women and minority populations, such as Science, Technology, Engineering, and Math (the STEM fields).

Currently, the District’s Office of Diversity and Compliance offers a week-long seminar for faculty to learn DEI integration. This program could be made more accessible to more faculty if it were delivered in shorter segments throughout the school year. At one of the District forums, several staff members requested “equity-minded training for staff, faculty and administrators.”



ONLINE EDUCATION AND EQUITY

As the District moves some student services and classes online, the online environment becomes a space in itself. Care will need to be given to providing guidance in different languages and with sensitivity to factors such as ethnicity, religion, ability, sexual orientation, and age.

In addition, the District cannot presume that access to technology, such as laptops, and connectivity to the Internet is available for all students. In fact, we know from the District's survey on "needs for remote instruction" in spring 2020 that 650 students in the District did not have a computer they could use at home, and more than 700 students did not have reliable access to the Internet at home. Creative solutions must include assessment and provision of technology, as well as convenient and welcoming ways for students to ask for help.

Online learning should include training for faculty to ensure that diversity, equity and inclusion are communicated clearly.

There should be no assumption that all students have "technological aptitude." Many will still need training on how to use the technology. By planning this support in advance, it can be delivered immediately to new students or to students who, because of changed circumstances, suddenly need the support. For more information on this topic, please refer to the *Online Learning* section.

ALLOWING FOR DIFFERENT RATES OF COMPLETION

Not all students at NOCCCD complete their goals in two years. Some are parents, or working full-time, or are re-entry students, and they may need more time to complete their programs. This will require the District to continue developing the District Pathways in order to track these students and help bolster persistence.

As noted by the Diversity and Inclusion Faculty Fellows, "There need to be multiple versions/ definitions of success that parallel multiple pathways ... to account for and accommodate students who are not full-time and not achieving /seeking transfer, degree or program completion in two years."



PHYSICAL SPACES TO REFLECT DEI

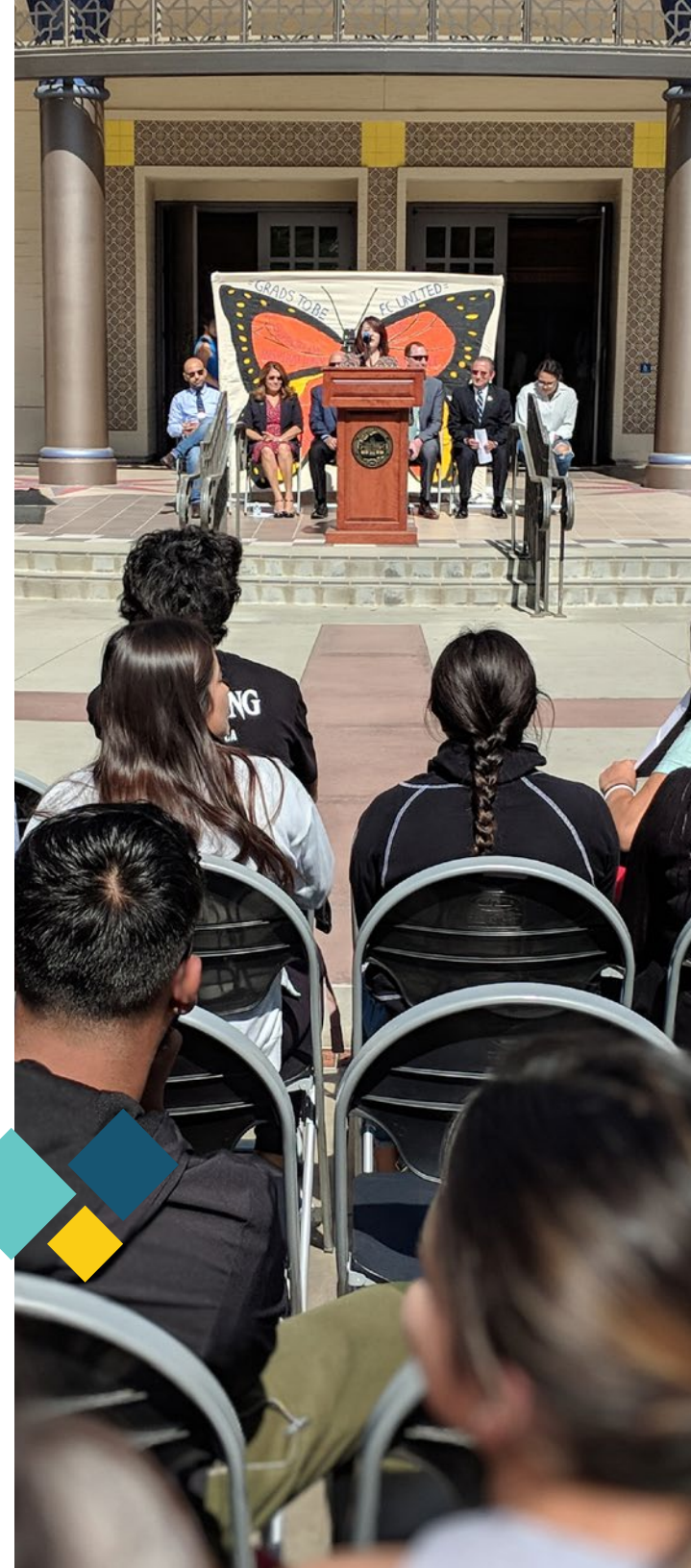
The design of physical spaces plays an important role in the success of diversity, equity and inclusion, and can be accomplished with projects of varying size and investment. Photos, quotes, and artwork reflecting diverse ethnicities and genders are small capital investments that can help students to visualize their own success.

At the same time, students at the forums and in survey responses said they would like to see “multicultural centers” or “social justice centers” at all campuses.

In the student survey, 533 students—5%—requested multicultural/resource centers on campus. For instance, one student requested “a place where Muslims can pray on time by bringing our own prayer mats.” Another said, “I am gay and I need a place to go where I feel safe and accepted.”

In the staff survey, a respondent noted, “It would be very helpful to have affinity spaces for our disproportionately impacted groups (undocumented, LGBTQ+ students, etc.) that are safe spaces for students to talk and build community.”

These spaces are seen as safe spaces for students, as well as places where students from different cultural or social backgrounds can learn to be “**global citizens.**”



DISTRICT-WIDE PROGRAMMATIC RECOMMENDATIONS:

① **Develop a District-wide Diversity, Equity and Inclusion Council:**

Incorporate the many groups addressing DEI, including faculty, student equity units, diversity and equity committees, EEOAC, and the Office of Diversity with campus professional development programs. Coordinate with external groups such as Los Amigos, OCAPICA, the NAACP Orange County Chapter, and the LGBTQ Center of Orange County.

② **Develop a Common Vocabulary for DEI Concepts and Components:**

A common vocabulary would allow students, faculty, staff and administrators to converse easily on key concepts such as equity-mindedness, critical race theory, anti-racism, intersectionality and cultural humility.

③ **Incorporate DEI Into Facilities Planning and Implementation:**

Every project should incorporate inclusion, equity, accessibility, and sustainability. These can be small and large projects, as all sizes of projects can have a large impact on DEI.

④ **Provide Equity Training to Faculty and Staff:**

DEI content and teaching approaches should be integrated into the curriculum and co-curriculum. Equity training to increase intercultural proficiency should be integral to all professional training, workshops, and events. Training should be spaced throughout the year so more employees can attend.

⑤ **Create a Virtual Student Success Center:**

With the rise in online learning, a virtual Student Success Center would deliver student services and resources online that are intuitive, easy to use, and offered in different languages.

⑥ **Engage Students in Service Learning:**

Student service learning projects or volunteer opportunities would allow students to work with community-based organizations (CBOs), and gain valuable experience with other cultures, thereby broadening their cultural literacy and the lens through which they see the world.



★ SPOTLIGHT: **DISABILITY SUPPORT SERVICES (DSS)**

In the California Community College system, NOCE's Disability Support Services (DSS) is unusual in the breadth and depth of programs offered. In total, the program serves more than 1,100 students and there are over 700 students who have Intellectual Disabilities (ID) or autism spectrum disorder (ASD).

Classes focus on **employment readiness, self-advocacy**, and the skills needed to take inclusive academic and career education courses.

Programs help students gain employment, thereby earning their own income and furthering their ability to live independently. Social and emotional support empower students to persist and complete their education. Student and parent training bolsters family relationships and provides the support necessary for successful student transition to postsecondary education and employment.

Students in the DSS program are served by 85 staff members, including full-time and adjunct instructional and counseling faculty, sign language interpreters, job developers, alternate media specialist, educational coaches, and administrative staff. One major goal for DSS is to increase the number of students taking inclusive classes at Fullerton College, Cypress College and NOCE by expanding educational coaching and services that help students succeed.



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 23, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u>X</u>

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

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on February 24, 2020, and the Board had a first reading on March 10, 2020:

Chapter 3, General Institution

BP 3560, Alcoholic Beverages: This policy was reviewed as part of the 6-year review cycle and revised to update the corresponding board policy and administrative procedures.

BP 3600, Auxiliary Organizations: This policy was reviewed as part of the 6-year review cycle and revised to update the "Reference" section; make minor grammatical corrections; replace "Board" with "Chancellor" in Sections 1.1 and 2.0; and update the corresponding board administrative procedure.

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 following proposed, revised Board Policies:

- BP 3560, Alcoholic Beverages
- BP 3600, Auxiliary Organizations

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

Cheryl Marshall

Recommended by

Approved for Submittal

6.b.1

Item No.

BP 3560 Alcoholic Beverages

Reference:

**Business and Professions Code Section 25608;
34 Code of Federal Regulations Part 668.46 (b)**

- 1.0 The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

See Administrative Procedure 3560, [Alcoholic Beverages; Board Policy 3550, Drug-Free Environment and Drug Prevention Program; and Administrative Procedure 3550, Drug-Free Environment and Drug Prevention Program.](#)

Date of Adoption: March 23, 2004

Date of Last Revision: September 20, 2011

BP 3600 Auxiliary Organizations

Reference:

~~California Code of Regulations,~~
Education Code Sections 72670, et seq.;
Title 5, Sections 59250, et seq.

- 1.0 The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.
 - 1.1 The Chancellor Board shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.
 - 1.2 Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board of Trustees approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply with the requirements of Title 5, Section 59257(j).
- 2.0 Any auxiliary organization recognized by the Chancellor Board shall conduct its business in accordance with the administrative procedures adopted by the Board pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board of Trustees shall comply with Education Code provisions regarding:
 - 2.1 The composition of a board of directors and the way in which it conducts its meetings;
 - 2.2 Conducting an annual audit;
 - 2.3 Employing its work force; and
 - 2.4 Expending and appropriating its funds, and keeping its records.
- 3.0 No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

See Administrative Procedure 3600, [Auxiliary Organizations](#).

Date of Adoption: March 23, 2004

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	June 23, 2020	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 27, 2020 and May 19, 2020.

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

Chapter 3, General Institution

AP 3720, Computer and Electronic Communication Systems: This procedure was reviewed as part of the 6-year review cycle and revised to make a minor grammatical corrections throughout and to cite the corresponding board policy and administrative procedure.

AP 3740, Websites: This procedure was reviewed as part of the 6-year review cycle and revised to make a minor grammatical corrections, revisions in Section 4.5, and to cite the corresponding board policy and administrative procedure.

AP 3750, Use of Copyrighted Material: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section, grammatical corrections, and to cite the corresponding board policy and administrative procedure.

AP 3810, Claims Against the District: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; grammatical corrections throughout; and to cite the corresponding board policies and administrative procedure.

AP 3820, Gifts and Donations: This procedure was reviewed as part of the 6-year review cycle and revised to make a minor grammatical correction in Section 1.1 and cite the corresponding board policy.

AP 3900, Speech: Time, Place, and Manner: This procedure was revised by a collaborative workgroup to outline free speech activities, distribution, and posting of printed materials on campus and District sites. The revisions were vetted by the workgroup, legal counsel, and the three campus President’s Advisory Councils, as well as three campus free speech open forums.

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 3720, Computer and Electronic Communication Systems
- AP 3740, Websites
- AP 3750, Use of Copyrighted Material
- AP 3810, Claims Against the District
- AP 3820, Gifts and Donations
- AP 3900, Speech: Time, Place, and Manner

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

AP 3720 Computer and Electronic Communication Systems

Reference:

Education Code Section 70902

- 1.0 This procedure applies to all District students, faculty, and staff and to others granted use of District computer and electronic communication systems. This procedure applies to all computer and electronic communication systems, either District-owned or individually owned which interfere with District operations or through operation violate District policy. For purposes of this procedure, Computer and Electronic Communication Systems include, but are not limited to, electronic mail, Internet and intranet service, District-operated social media sites, voice mail, audio and video communications, and facsimile messages which are provided using District-owned, leased, or rented computer hardware, software, databases and telecommunications systems. Campuses may adopt acceptable use procedures which are not in conflict with this procedure.
- 2.0 **Access to Systems**
- 2.1 District computer and electronic communication systems components, devices, and services are District property. Any electronic device, mail address, account, or license associated with the District or assigned by the District to individuals or functions of the District are the property of the District. All electronic devices, mail addresses, accounts, and licenses and all devices connected to the District's secured computer and electronic communication systems must meet District interface and security protocol as determined by the District. For purposes of this procedure, the word "secured" means protection of District systems and data from unauthorized use.
- 2.2 Access to the District's computer and electronic communications systems is a privilege that may be revoked or restricted by the Chancellor or designee at any time without prior notice and without the consent of the user. Some reasons for revocation or restriction of access to services include, but are not limited to, the following:
- 2.2.1 when required by and consistent with law, or when there is probable cause to believe that violations of policy or law have occurred;
- 2.2.2 when necessary to prevent loss of evidence of violations of policy or law;
- 2.2.3 when necessary to prevent property damage or loss of property, or bodily harm;
- 2.2.4 when necessary to prevent liability to the District;
- 2.2.5 when business operational needs warrant, as determined by the District.
- 2.3 Computer and electronic communications systems access privileges granted to users on the basis of individually-assigned accounts which use passwords may

AP 3720 Computer and Electronic Communication Systems

not be transferred, shared, or converted to other individuals without explicit permission from the District.

- 2.4 Voice mail means an audio message transmitted telephonically between two or more telephones, whether or not the message is converted to hard copy format after receipt and whether or not the message is heard upon transmission or stored for later retrieval. Voice mail includes telephonic messages that are transmitted through a local, regional, or global telephone network.

3.0 Privacy Disclosure and Use Disclaimer

- 3.1 District Electronic Communication Systems and services are District property. Any electronic mail address or account associated with the District, or any sub-unit of the District, assigned by the District to individuals, sub-units, or functions of the District, is the property of the District. Users should be aware that because of the nature of electronic communications and the public character of the District's business, the District's computer and electronic communication systems are not private. Routine maintenance and system administration may result in observation of the contents of files and communications. Access to District computer and electronic communication systems may be logged at the discretion of the District. District computer and electronic systems may be subject to device location tracking. Users should be aware that there is no expectation of privacy or confidentiality in the content of electronic communications or computer files sent and received on the District's systems or stored in the users' directories, and therefore, users should exercise extreme caution in using electronic communications to communicate or store information of a confidential or sensitive nature. Portable devices without encryption such as laptop computers and data storage devices are especially susceptible to theft or loss and should not be used to store confidential information.
- 3.2 Electronic communications that utilize district computer and electronic communication systems equipment, including communication records arising from personal use, whether or not created or stored on District equipment, may be presumed to constitute a District record subject to disclosure under the California Public Records Act or other laws, or as a result of litigation. Also, it is possible for information entered on or transmitted via computer and electronic communication systems to be retrieved, even if a user has deleted such information. Users should be aware of the implications of this presumption in any decision to use district computer and electronic communication systems for personal use.
- 3.3 Although the District respects the privacy of users and does not routinely inspect, monitor, or disclose electronic communications, the District reserves the right to inspect, monitor, or disclose electronic communications at any time without prior notice and without the consent of the user. Reasons for inspecting, monitoring or disclosing electronic communications include, but are not limited to, the following
- 3.3.1 when required by and consistent with law, or when there is probable cause to believe that violations of District policy or law have occurred;

AP 3720 Computer and Electronic Communication Systems

- 3.3.2 when necessary to prevent loss of evidence of violations of District policy or law;
- 3.3.3 when necessary to prevent property damage, loss, or bodily harm;
- 3.3.4 when necessary to prevent liability to the District.
- 3.4 Inspection or monitoring, other than for routine maintenance and system administration, must be authorized by the Chancellor, Vice Chancellor, College President, or Provost of the North Orange Continuing Education. Such inspection or monitoring must be limited to materials related to the investigation, and the confidentiality of the inspection must be maintained to the highest degree possible. In the event a search of an employee's computer files is authorized, a reasonable effort must be made to secure technical assistance from a site other than the worksite of the employee whose files are being searched.
- 3.5 The District cannot protect users from receiving electronic communications they may find offensive, nor can the District guarantee the authenticity of electronic communications received, or that electronic communications received were in fact sent by the purported sender. Users are responsible for materials they access and disseminate on the District's computer and electronic communication systems.
- 3.6 The District assumes no responsibility for the loss of data on individual owned or District-owned Computer and Electronic Communication Systems due to computer viruses or other destructive software, or as a result of flaws in the application or operating system software.
- 4.0 **Acceptable Use**
 - 4.1 The District's computer and electronic communication systems are provided to support the educational mission of the colleges, North Orange Continuing Education, and the administrative functions that support this mission, and are to be used primarily for District business-related purposes. Incidental personal use is permitted, provided that such incidental personal use conforms to this procedure and such use does not:
 - 4.1.1 Interfere with the user's employment or ability to perform work assignments or those of another employee;
 - 4.1.2 Directly or indirectly interfere with the District's operation of computer and electronic communication systems;
 - 4.1.3 Burden the District with noticeable incremental cost.
 - 4.2 Use of the District's computer and electronic communication systems and services is limited to the District's students, faculty, staff, and other authorized persons. Users of the District's computer and electronic communication systems and services are expected to do so responsibly and in compliance with local, state, and

AP 3720 Computer and Electronic Communication Systems

federal laws, as well as the policies and procedures of the District, and with normal standards of professional and personal courtesy and conduct.

- 4.2.1 Under no circumstance shall any employee access or alter their own personal records, or cause another employee to access or alter their personal records. Banner self-service and myGateway functions are permissible.
- 4.3 The use of the District's computer and electronic communications systems for any of the following is prohibited:
 - 4.3.1 Use which violates local, state, or federal law;
 - 4.3.2 Use which violates board policies or administrative procedures;
 - 4.3.3 Use which violates District software licensing agreements, use of software without legal authorization, or unauthorized duplication, transmission, or use of unlicensed copies;
 - 4.3.4 Use for private commercial purposes not under the auspices of the District;
 - 4.3.5 Use for personal financial gain;
 - 4.3.6 Use, other than for purposes for an authorized course of instruction or system administration that interferes with, disrupts, causes excessive strain on, or interferes with others' use of District computer and electronic communications systems including, but not limited to, the following:
 - 4.3.6.1 Knowingly loading virus programs onto or from any computer systems (viruses);
 - 4.3.6.2 Attempting or gaining unauthorized access or alteration to data, files, emails, or passwords (hacking);
 - 4.3.6.3 Unauthorized tampering with computing resources, including connecting or disconnecting computer equipment or otherwise altering the set-up of any computer or network of computers;
 - 4.3.7 Use for unauthorized advertising, campaigning, soliciting or proselytizing for any religious or political cause, outside organization, business, or individual;
 - 4.3.8 Use for sending defamatory, intimidating, threatening, harassing, discriminatory, abusive, or patently offensive material to or about others, or any use that violates the District policy regarding unlawful discrimination;
 - 4.3.9 Use that violates board policy regarding intellectual property;

AP 3720 Computer and Electronic Communication Systems

- 4.3.10 Use for intentionally sending or accessing pornography or patently obscene material other than for authorized research or instructional purposes;
- 4.3.11 Use for unlicensed downloading, copying, or distributing of copyrighted works such as movies or music for other than legally authorized uses, or uses authorized by the District.
- 4.3.12 Use for connection of non-district devices to the District's computer and electronic communications systems that results in a violation of this procedure;
- 4.3.13 Personal use inconsistent with section 4.3 of this procedure.
- 4.4 Users of the District's computer and electronic communication systems shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District or any unit of the District unless authorized to do so. Where appropriate, an explicit disclaimer shall be included.
- 4.5 Users of the District's computer and electronic communication systems shall not employ a false identity or otherwise transmit or attempt to transmit any message which is misleading as to origination.
- 5.0 **District Access and Disclosure:** Violations of District policies and procedures governing the use of District computer and electronic communication systems may result in the restriction of access to District computer and electronic communication systems and appropriate disciplinary action, up to and including dismissal.
 - 5.1 Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District's computer system or stored in the users' directory.
 - 5.2 Although the District does not routinely inspect, monitor, or disclose electronic communications, the District reserves the right to inspect, monitor, or disclose electronic communications without prior notice and without consent. Reasons for inspecting, monitoring, or disclosing electronic communications include, but are not limited to, the following: when required by and consistent with law; when there is significant reason to believe that violations of policy or law have occurred; when failure to act may result in significant bodily harm, when significant property loss or damage would result, when loss of significant evidence of one or more violations of law or of District policies would result, when significant liability to the District or to members of the District community would result; or significant liability to business purposes, such as inspection of the contents of electronic messages in the course of an investigation triggered by indications of misconduct. Such inspections must be authorized by the Chancellor, Vice Chancellor, College President, or Provost of Continuing Education. The inspection must be limited to materials related to the investigation and the confidentiality of the inspection must be maintained to the highest degree possible. In the event a search of computer

AP 3720 Computer and Electronic Communication Systems

files is authorized, a reasonable effort must be made to secure technical assistance from a site other than the site of the employee whose files are being searched.

- 6.0 **Computer and Electronic System Agreement:** As a condition of providing access to the District's computer and electronic communications systems, users shall sign an agreement, in a form prescribed by the Chancellor, acknowledging that the user has read and understands the provisions of this procedure and agrees to comply with the terms stated herein.

See Board Policy 3720, Computer and Electronic Communication Systems and Administrative Procedure 6365, Accessibility of Information Technology.

Date of Adoption: March 23, 2004

Date of Last Revision: April 27, 2020 District Consultation Council
September 25, 2017 District Consultation Council
September 26, 2016 District Consultation Council
November 23, 2015 District Consultation Council
April 28, 2008 Chancellor's Cabinet

AP 3720 Computer and Electronic Communication Systems

Computer and Electronic Communication Systems Use Agreement

I have been provided with, and have read District Administrative Procedure (AP) 3720, Computer and Electronic Communications Systems. I agree to comply, and assist any staff for which I am responsible for to comply, with the provisions of AP 3720 regarding the use of the District's computer and electronic communications systems, and by any future terms and conditions of the procedure that may be developed.

I understand that District computer and electronic communications systems components, devices, and services are the property of the District and that access to the District's computer and electronic communications systems is a privilege that may be revoked or restricted at any time without prior notice and without consent of the user.

I also understand that because of the nature of electronic communications and the public character of the District's business, there is no expectation of privacy or confidentiality in the content of electronic communications or computer files sent and received on the District's computer or electronic communications systems or stored in the users' directories, and that the District reserves the right to inspect, monitor, or disclose electronic communications at any time without prior notice and without the consent of the user.

Signature

AP 3740 Web Sites

- 1.0 All official web pages must be approved by the administrator in charge of the program, department, or division that is the subject of the page, in consultation with the campus Department of Academic Computing or with the District Director of Public Affairs. All official web pages must comply with the following procedures, as well as with those established by the colleges and North Orange Continuing Education.
- 2.0 Developers of official web pages are encouraged to utilize the resources of design professionals in the District in order to ensure the highest level of quality in presentation and style. Web pages should be both interesting and informative, while projecting a consistent and cohesive image.
- 3.0 All official home pages must include:
 - 3.1 The name and logo of the appropriate college, or North Orange Continuing Education.
 - 3.2 The North Orange County Community College District name or the abbreviation of the name with a link to the District home page. The District logo may be incorporated if desired, but is not required.
 - 3.3 Disclaimer statement or link to a disclaimer statement.
 - 3.4 Notification when a link is a non-supported District, college or North Orange Continuing Education link.
- 4.0 All official web pages and personal pages (faculty, staff, and student) must include:
 - 4.1 The name of the appropriate department or division and the name and logo of the appropriate college, or North Orange Continuing Education.
 - 4.2 The author of the page, with contact information, such as a "mail to" html tag.
 - 4.3 The most current modification date.
 - 4.4 Disclaimer statement or link to a disclaimer statement.
 - 4.5 All web pages must have links to the appropriate Home Page (Cypress College, Fullerton College, North Orange Continuing Education, or District).
 - 4.6 Notification when a link is a non-supported District, college or North Orange Continuing Education link.
- 5.0 Official home or web pages may not include:
 - 5.1 Any commercial advertising unless provided as part of free software for use with the pages.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

AP 3740 Web Sites

- 5.2 Information on for-profit activities or advertising unless in support of District, college or North Orange Continuing Education activities.
- 5.3 Links to non-District-supported personal home pages, unless they support the academic, research, and public service mission of the District.
- 5.4 Copyrighted material without proper authorization.
- 6.0 Photographs, drawings, video clips, or sound clips may not be used on a web page without written permission from the owner of the image. In addition, people who are portrayed in such images must sign a release authorizing the use of their likeness unless the image was taken at an event that was clearly public in nature, where it is not feasible to obtain such a release.
- 7.0 Official web pages and their links should be regularly updated to ensure that they are accurate and timely.

See Board Policy 3740, Web Sites; Board Policy 3720, Computer and Electronic Communication Systems; and Administrative Procedure 3720, Computer and Electronic Communication Systems.

Date of Adoption: March 23, 2004

Date of Last Revision: April 27, 2020 District Consultation Council
September 25, 2017 District Consultation Council

AP 3750 Use of Copyrighted Material

Reference:

**U.S. Code Title 17, Copyright Act of 1976;
Education Code Sections 32360 and 67302**

1.0 Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

2.0 Fair Use (Reference: Copyright Act, Section 107)

2.1 The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright owner permission may be required for works that fall within ‘fair use.’

2.2 Single Copying for Teachers

2.2.1 A single copy may be made of any of the following by or for a teacher at their individual request for their scholarly research or use in teaching or preparation to teach a class:

2.2.2.1 A chapter from a book.

2.2.2.2 An article from a periodical or newspaper.

2.2.2.3 A short story, short essay, or short poem, whether or not from a collective work.

2.2.2.4 A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

2.3 Multiple Copies for Classroom Use

2.3.1 Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

2.3.1.1 The copying meets the tests of brevity and spontaneity as defined below.

2.3.1.2 Meets the cumulative-effect test as defined below.

2.3.1.3 Each copy includes a notice of copyright.

2.3.2 Definitions:

2.3.2.1 Brevity

2.3.2.1.1 Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from

AP 3750 Use of Copyrighted Material

a longer poem, an excerpt of not more than 250 words.

2.3.2.1.2 Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

2.3.2.1.3 Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

2.3.2.1.4 “Special” works: Certain works in poetry, prose, or in “poetic prose,” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2.3.2.1.1 above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

2.3.2.2 Spontaneity:

2.3.2.2.1 The copying is at the instance and inspiration of the individual teacher.

2.3.2.2.2 The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

2.3.2.3 Cumulative Effect:

2.3.2.3.1 The copying of the material is for only one course in the school in which the copies are made.

2.3.2.3.2 Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

AP 3750 Use of Copyrighted Material

2.3.2.3.3 There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2.3.2.3.1 and 2.3.2.3.2 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

2.4 Prohibitions

2.4.1 Notwithstanding any of the above, the following shall be prohibited:

2.4.1.1 Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

2.4.1.2 There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets, and answer sheets and like consumable material.

2.4.1.3 Copying shall not:

2.4.1.3.1 Substitute for the purchase of books, publisher’s reprints, or periodicals.

2.4.1.3.2 Be directed by higher authority.

2.4.1.3.3 Be repeated with respect to the same item by the same teacher from term to term.

2.4.1.4 No charge shall be made to the student beyond the actual cost of the photocopying.

3.0 **Compilations: (Reference: “Basic Books, Inc. v. Kinko’s Graphics Corp. [S.D.N.Y. 1991] 758 F. Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc., [6th Cir. 1996] F. 3d 1381.)**

3.1 Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or “course packs,” even if the excerpts fall under the definitions in the “fair use” doctrine.

4.0 **Online Courses: (Reference: The TEACH [Technology, Education and Copyright Harmonization] Act, USC 17, Copyright Act, Sections 110(2) and 112.)**

4.1 The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine

AP 3750 Use of Copyrighted Material

whether a given use is protected under the Act. The following criteria are generally required:

- 4.1.1 The online instruction is mediated by an instructor.
- 4.1.2 The transmission of the material is limited to receipt by students enrolled in the course.
- 4.1.3 Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- 4.1.4 The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
- 4.1.5 The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- 4.1.6 The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- 4.1.7 The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

5.0 Obtaining Permission to Use Copyrighted Material

- 5.1 Employees copying materials in either the Campus Bookstore or the Mailroom are required to sign a statement acknowledging that the print request is in compliance with all applicable copyright laws.
- 5.2 It is the sole responsibility of the faculty and/or staff member requesting the copies to ensure materials meet copyright standards.
- 5.3 Employees unsure as to whether they are violating copyright law will be directed to the U.S. Copyright Office’s website at <http://www.loc.gov/copyright>.

See Board Policy 3720, Computer and Electronic Communication Systems and Administrative Procedure 3720, Computer and Electronic Communication Systems.

Date of Adoption: December 13, 2004

Date of Last Revision: April 27, 2020 District Consultation Council

AP 3810 Claims Against the District

Reference:

Education Code Section 72502;
Government Code Sections 900 et seq. and 910 et seq.

1.0 Claims and Actions Against the District

1.1 Any and all claims for money or damages against the District must be presented to, and acted upon, in accordance with the following procedures. Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly relieve the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code Sections 900 et seq.

1.2 If a claim, amendment to a claim, or application for leave to present a late claim is presented or sent by mail, or if any notice regarding a claim or application is given by mail, the claim, amendment, application, or notice shall be deposited in the United States mail, in a sealed envelope, properly addressed, with postage paid. Any period of notice and any duty to respond after receipt of service of a claim, amendment application, or notice set forth in this Board policy is extended five days upon service by mail, if the place of address is within the State of California, 10 days if the place of address is within the United States, and 20 days if the place of address is outside the United States. Proof of mailing may be made in the manner prescribed by the Code of Civil Procedure Section 1013a. (Government Code Section 915.2)

2.0 Time Limitations

2.1 Claims for money or damages relating to a cause of action for death, injury to a person or personal property, or damage to growing crops, shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action. (Government Code Sections 905 and 911.2)

2.2 Claims for money or damages as authorized in Government Code Section 905 that are not included in 2.1 shall be filed not later than one year from the date the cause of action accrues. (Government Code Sections 905, 911.2, and 935)

3.0 Late Claims

3.1 Claims under "Time Limitations" paragraph 2.1, which are filed outside the specified time limitation must be accompanied by an application to file a late claim. Such claim and application to file a late claim must be filed not later than one year after the accrual of the cause of action. If a claim under paragraph 2.1 is filed later than six months after the accrual of the cause of action and is not accompanied by the application, the Board of Trustees or Vice Chancellor, Finance and Facilities, may, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

AP 3810 Claims Against the District

- 3.2 The application shall state the reason for the delay in presenting the claim. The Board of Trustees shall grant or deny the application within 45 days after it is presented. By mutual agreement of the claimant and the Board of Trustees, such 45-day period may be extended by written agreement made before the expiration of such period. If the Board of Trustees does not take action on the application within 45 days, it shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.
- 3.3 If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code Section 911.8. (Government Code Sections 911.3, 911.4, 911.6, 911.8, 912.2, and 935)

4.0 Delivery and Form of Claim

- 4.1 A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the Office of the Vice Chancellor, Finance and Facilities, or deposited in a post office, sub-post office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the District Office with postage paid. (Government Code Sections 915 and 915.2)
- 4.2 Claims shall be submitted on the District's approved claim form, which may be obtained in the Risk Management Office of the District, or in the Physical Plant\Facilities Offices on the college campus, shall provide all of the information required by Government Code Section 910 and shall be signed by the claimant or a person acting on the claimant's behalf. Any claim not presented using the form may be returned to the person presenting it. A claim returned for failure to use the form may be resubmitted using the appropriate form within the time in which a claim may be presented. (Government Code Sections 910, 910.3, 910.4, and 911.2)

5.0 Notice of Claim Insufficiency

- 5.1 The Vice Chancellor, Finance and Facilities, shall cause to have all claims reviewed for sufficiency of information. The Vice Chancellor or designee may, within 20 days of receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the Board of Trustees shall not act upon the claim until at least 15 days after such notice is sent. (Government Code Sections 910.8 and 915.4)

6.0 Amendments to Claim

- 6.1 Claims may be amended within the above time limits or prior to final action by the Board of Trustees, whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim.

7.0 Action on Claim

AP 3810 Claims Against the District

7.1 Within 45 days after the presentation or amendment of a claim, the Board of Trustees shall take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. The Chancellor or designee shall transmit to the claimant a notice of action taken. If no action is taken by the Board of Trustees, the claim shall be deemed to have been rejected. (Government Code Section 912.4)

8.0 Retroactivity

8.1 This procedure shall apply retroactively to any causes of action or claims for money or damages that accrued prior to adoption of this procedure.

See Board Policy 3810, Claims Against the District; Board Policy 6540, Insurance; and Administrative Procedure 6540, Insurance.

Date of Adoption: March 23, 2004

Date of Last Revision: April 27, 2020 District Consultation Council
October 11, 2005

AP 3820 Gifts and Donations

Reference:

Education Code Section 72122

- 1.0 When gifts or donations are received, the appropriate manager of the area receiving the gift must document its receipt in a memorandum to the Executive Vice President, the Provost of Continuing Education, or the Vice Chancellor of Finance and Facilities.
 - 1.1 The memorandum should specify: the item or dollar amount being donated; the Division or Department receiving the donation; the use or purpose of the donation; the date the donation was received; and, the name and address of the donor.
- 2.0 If the Executive Vice President, Provost, or Vice Chancellor approves acceptance of the donation, the memorandum should be sent to the President or Chancellor for approval and placement on the agenda of a meeting of the Board of Trustees.
- 3.0 Once approved by the Board, a thank you and acknowledgement letter shall be sent to the donor from the President, Provost, or Chancellor. No dollar value shall be indicated for in-kind gifts.
- 4.0 Gifts to the college foundations must be accepted, processed, and acknowledged in accordance with legal requirements and procedures established by the foundation Board of Directors.

See Board Policy 3820 Gifts and Donations.

Date of Adoption: March 23, 2004

Date of Last Revision: April 27, 2020 District Consultation Council

AP 3900 Speech: Time, Place, and Manner

Reference:

Education Code Sections 66301 and 76120
Penal Code Sections 422.6, 626.4, and 626.6

- 1.0 The students and employees of the District, and members of the public, shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these administrative procedures. These procedures are enacted to implement and enforce Board Policy 3900 consistent with the First Amendment to the United States Constitution; Article I, Section 2 of the California Constitution; and Education Code Sections 66301 and 76120.
- 2.0 Speech and expressive activities shall be permitted in common areas of each District campus, as defined in Board Policy 3900, including those areas that are designated as recommended free speech assembly area(s). Limitations on the use of common areas or recommended free speech assembly areas will be implemented when needed to address noise, overcrowding, obstruction, safety or other disruptions to campus operations. Should the need arise to limit the number of speakers or groups assembled in these areas, priority to remain in the area being used shall be afforded first to those who had made a reservation to use the space, and then to others who arrived on a first come, first serve basis.
 - 2.1 At Cypress College, the recommended free speech assembly areas are: 1) the stage area at the northeast end of the lake; 2) the area at the west end of the Gateway Plaza; and 3) the area generally located around the lake and near the Students' Activity Center, Library/Learning Resource Center, and the Science, Engineering & Mathematics (SEM) Building. Persons using this third designated free speech assembly area may request up to three locations within this area to exercise their free speech rights and are entitled to walk ten yards in either direction from that location to pass out literature or communicate with other persons. A Free Speech Board is located outside the Humanities Building.
 - 2.2 At NOCE Cypress Center, the recommended free speech assembly area is the main hallway/breezeway in Building 18. A Free Speech Board is located inside the NOCE 100 Building, Bldg 18, inside the hallway, near the bathrooms.
 - 2.3 At Fullerton College, the recommended free speech assembly area is the south end of the quad. Two Free Speech Boards is located north of Building 1200 and west of Building 1000.
 - 2.4 At NOCE Wilshire Center, the recommended free speech assembly area is the north end of campus, in the walkway between the Center quad area and the parking lot. The Free Speech Board is located inside the 200 Building.
 - 2.5 At the Anaheim Campus, which is a multi-story building, the recommended free speech assembly area is the Patio just south of the first floor entrance. A Free Speech Board is located on the first floor, on the south wall of the hallway leading to the Café Cypress dining area directly across from the vending machines.

AP 3900 Speech: Time, Place, and Manner

- 3.0 The common areas, including recommended free speech assembly area(s), as set forth above, may be temporarily reserved by the District, including recognized student organizations, for specific uses, including campus functions or events, maintenance, or compliance with the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, Civic Center and Other Facilities Use. In the event a recommended free speech assembly area(s) or common area becomes temporarily unavailable for use for any reason including, but not limited to, construction or events, campus officials may designate one or more alternate recommended free speech assembly area(s).
- 4.0 Freedom of expression on campus is guaranteed where such expression does not violate District policy, campus rules, or laws on illegal harassment and discrimination, or incite or create the likelihood of incitement to the commission of unlawful acts, cause the substantial disruption of the orderly operation of the campus, or disrupt activities previously scheduled for that day and time in the area(s) sought to be used for expressive activities. In the event the area sought to be used for expressive activities is already in use or has been reserved for another activity, so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content or viewpoint, the campus will offer alternative available areas or if none are available offer alternative dates.
- 5.0 **Use of Common Areas Including Recommended Free Speech Assembly Areas**
- 5.1 Persons and groups are encouraged to act reasonably and to share the common areas, including recommended free speech assembly areas. If no sharing agreement is reached, the non-reserving or later reserving user(s) may use the area earlier or later in the day, or schedule use for another day. Similarly, if a space is already in use or has been reserved for another activity so that there is or will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the non-reserving or later reserving user(s) may be asked to move or reschedule their use and the College will offer alternative available areas, if available, or alternative dates.
- 5.2 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Those who distribute such materials are expected to retrieve and remove, or properly discard in an appropriate receptacle, their materials which are discarded or dropped in or around the area being used for expressive activity.
- 5.3 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall not impede the progress of passersby, nor shall they force passersby to stop to engage in dialogue or to receive material or literature being distributed.
- 5.4 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall not touch or strike passersby, except for incidental or accidental contact, or contact initiated by a passerby.

AP 3900 Speech: Time, Place, and Manner

- 5.5 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall not obstruct campus or building entrances, by remaining more than 20 feet of doorways opening to outdoor areas of campus, or interfere with or disrupt classes, meetings, business, events, or other District or campus sponsored or initiated activities occurring in or near the area(s).
- 5.6 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place.
- 5.7 Persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall not solicit donations of money through direct requests for funds, sales of tickets, goods, or otherwise, except where the person or group can demonstrate upon request that the activity is being conducted on behalf of and collecting funds for an organization that is registered with the California Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club, or is an organization or group directly connected with the institution.
- 5.8 No persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall neither bring on campus items or articles that are generally considered to be weapons or reasonably capable of being used as weapons, nor use such items or articles as weapons.
- 5.9 The use of canopies and other large, free-standing display materials by persons or groups are permitted only in the recommended free speech assembly areas. Such materials are not permitted in common areas, unless a reservation is made.
- 6.0 Reservations of Common Areas Including Recommended Free Speech Assembly Areas**
- 6.1 It is the District's intent to prevent overcrowding and obstruction of the free passage of students and staff; to ensure campus security and priority use of property by students and staff; and to avoid disturbing the regular instructional program of the campus.
- 6.1.1 On the Cypress College Campus: The user shall contact the Campus Safety office to provide the following information:
- 6.1.1.1 the sponsoring person or group, whose name or identification will be kept in confidence and will not be disclosed, except as required by law, e.g., California Public Records Act;
- 6.1.1.2 the area proposed to be reserved;
- 6.1.1.3 the proposed type of usage in generic terms, such as meeting, presentation, speech (without designation of content), or event;

AP 3900 Speech: Time, Place, and Manner

- 6.1.1.4 the date and time for the proposed event and/or usage; and
- 6.1.1.5 the anticipated size of the assembly, to the extent known or reasonably subject to estimation.
- 6.1.2 At the NOCE Cypress Center: The user shall contact the Cypress College Campus Safety Office to provide the information listed in 6.1.1.1 to 6.1.1.5.
- 6.1.3 On the Fullerton College Campus: Recommended free speech assembly areas are first-come, first-serve and cannot be reserved in advance for free speech activity.
 - 6.1.3.1 Common areas may be used without a reservation for free speech activity if they are available.
 - 6.1.3.2 Advanced reservations of common areas may be made using the College's online reservations system. Standard reservation procedures apply to advanced reservations.
- 6.1.4 On the NOCE Wilshire Center: The user shall contact the Wilshire Center Site Administrator located in Building 300. Individuals will need to sign-in on the reservation form. Individuals will receive a campus map highlighting the recommended free speech area (north quad area, in the walkway between the quad and the park lot) and a copy of this Administrative Procedure. The Wilshire Center Site Administrator shall contact Campus Safety as an informational item.
- 6.1.5 On the NOCE Anaheim Campus: The user shall contact the Campus Safety Office. Individuals will need to sign-in on the reservation form. Individuals will receive a campus map highlighting the recommended free speech area (outside patio), and a copy of this Administrative Procedure.
- 6.1.6 A request by any person or group to use a common area including a recommended free speech assembly area without a reservation, shall be granted unless:
 - 6.1.6.1 there is a preexisting conflicting reservation or use;
 - 6.1.6.2 conditions exist that preclude use of the areas due to, for example, construction or maintenance;
 - 6.1.6.3 the person or group has on prior occasions damaged District property and has not paid in full for such damage;
 - 6.1.6.4 the proposed use or activity is inconsistent with the character and uses of the area sought to be used;
 - 6.1.6.5 the use or activity intended by the person or group would present a danger to the health or safety of the applicant, or other students,

AP 3900 Speech: Time, Place, and Manner

community members, faculty, or staff of the District;

6.1.6.6 the use or activity intended by the person or group is prohibited by law or District policy or procedure.

6.2 Reservations or use of common areas including recommended free speech assembly area(s) will not be denied based on the content or viewpoint of the speaker(s).

7.0 Postings

7.1 Free Speech bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a Free Speech bulletin board shall clearly indicate the author or agency responsible for its production, and shall be dated with the date of posting by the Cypress College Student Activities Office, the Fullerton College Student Activities Office, or the North Orange Continuing Education Site Administrator at Anaheim Campus, Cypress Center, and Wilshire Center. Materials posted shall be removed after the passage of 14 calendar days in order to free up space and/or to facilitate maintenance.

7.2 It is the District's intent to maintain campus environments that are attractive and conducive to learning. Accordingly, no material may be posted:

7.2.1 in the following interior areas: classrooms, closets, bathrooms, ceilings, windows, trash cans, stairwells, stair railings, elevators, and benches, except as permitted herein;

7.2.2 in the following exterior areas (including material placed on stakes): trees, grass and landscaping, shrubbery, bricks, sign posts, directional signs, directional information or historical markers, vending machines, light poles, and the sides of buildings that have not otherwise been designated for posting; or

7.2.3 on glass, painted surfaces, including painted light posts and railings.

7.3 Postings may not be placed over previously posted materials or campus communications to students, staff and the public. In the event of overcrowding on bulletin boards, speakers may be limited to no more than one posting on a single bulletin board or open posting area.

8.0 Large Groups and Large Materials and Displays

8.1 It is the District's intent to ensure there is sufficient space and resources for crowd control and security for large group events; to take necessary steps to assess whether activities that involving large materials present reasonably foreseeable risks, hazards, or dangers to public health or safety; and to properly respond to those risks, including requiring that adequate security measures be taken to

AP 3900 Speech: Time, Place, and Manner

provide protection for persons in attendance at an event and/or for campus property.

- 8.2 To fulfill these purposes, the District and its colleges need to coordinate with any person or group who wishes to conduct an expressive activity that is expected or reasonably likely to have more than 100 people in attendance or involve the use of materials that are larger than 36 inches by 36 inches.
- 8.3 Except in the circumstances described below, any person or group who wishes to conduct an expressive activity that is expected or reasonably likely to have more than 100 people in attendance or involve the use of materials that are larger than 36 inches by 36 inches is required to notify the Campus Safety Office, using the reservation process described in Section 6.0 above, at least three (3) business days before the day of the expressive activity, and providing information as to the specific location to be used for the event, the estimated expected number of persons, the size and nature of the large materials intended to be used, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present. Event organizers or the applicable college may request a meeting to discuss their respective needs for a safe and successful event.
- 8.4 If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group is expected to provide as much advance notice as circumstances reasonably permit.
- 9.0 The District disclaims any liability for any damages for any defamation alleged to be committed by any student or member of the public using District facilities, and further disclaims any liability for damages for any violation of copyright, trademark, or service mark laws alleged to have been committed because of any posting or distribution of material on campus. Nothing in these rules, permitting speech and/or distribution of materials on its college campuses and property, shall be construed as requiring the District to provide any defense or payment of damages for defamatory statements made by any student, faculty or staff member, or member of the public, nor shall these rules be construed as requiring the District to provide any defense or payment of damages for violations of copyright, trademark or service mark laws.
- 10.0 Violation of any law, including City ordinances, pertaining to physical violence or the carrying or use of weapons, by any persons or groups using the common areas, including recommended free speech assembly area(s), for expressive activity shall result in exclusion from District property, discipline as appropriate, and potential criminal action.

See Board Policy 3900, Speech: Time, Place, and Manner; Board Policy 4030, Academic Freedom; and Board Policy and Administrative Procedures 6700, Civic Center and Other Facilities Use.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

AP 3900 Speech: Time, Place, and Manner

Date of Adoption: June 14, 2005

Date of Last Revision: May 18, 2020 District Consultation Council
September 25, 2017 District Consultation Council
February 23, 2015 District Consultation Council
June 23, 2014 District Consultation Council
November 24, 2008 Chancellor's Cabinet
March 14, 2006

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 23, 2020	Resolution	_____
SUBJECT:	Revised Board Policies	Information	X
		Enclosure(s)	X

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

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on April 27, 2020 and May 19, 2020:

Chapter 3, General Institution

BP 3720, Computer and Electronic Communication Systems: This policy was reviewed as part of the 6-year review cycle and revised to update the “Reference” section and update the corresponding administrative procedure.

BP 3740, Websites: This policy was reviewed as part of the 6-year review cycle and revised to make a minor revision to Section 2.0 and update the corresponding board policy and administrative procedures.

BP 3810, Claims Against the District: This policy was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; make minor grammatical corrections; and cite the corresponding board policies and administrative procedure.

BP 3820, Gifts and Donations: This policy was reviewed as part of the 6-year review cycle and revised to make minor grammatical corrections in Section 1.0 and update the corresponding administrative procedure.

BP 3900, Speech: Time, Place, and Manner: This policy was revised by a collaborative workgroup to outline free speech activities, distribution, and posting of printed materials on campus and District sites. The revisions were vetted by the workgroup, legal counsel, and the three campus President’s Advisory Councils, as well as three campus free speech open forums.

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 a future Board meeting agenda for action:

- BP 3720, Computer and Electronic Communication Systems
- BP 3740, Websites
- BP 3810, Claims Against the District
- BP 3820, Gifts and Donations
- BP 3900, Speech: Time, Place, and Manner

BP 3720 Computer and Electronic Communication Systems

Reference:

Education Code Section 70902;
17 U.S.C. [Code Sections](#) 101 et seq.;
Penal Code Section 502;
Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1(b)

- 1.0 The District owns and operates computer and electronic communication systems that support the District's mission of providing instruction and support services to students. Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to not abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

See Administrative Procedure 3720, [Computer and Electronic Communication Systems](#).

Date of Adoption: March 23, 2004

BP 3740 Web Sites

- 1.0 Official web sites may be created by the District, the colleges, and the North Orange Continuing Education, as well as the divisions, departments, and other subdivisions therein. An official home page is the web page that serves as the initial entry point to an institution's web site.
 - 1.1 Official web pages may be established only for legitimate educational purposes to enhance the District's educational mission and to facilitate the educational process of the District. Official web pages are created for the express purpose of disseminating District educational and administrative information.
 - 1.2 These web pages are the property of the District and are intended to be closed forums. As such, the District, the colleges and the North Orange Continuing Education reserve the full right and authority to regulate and limit access to them, and to regulate the content of the items posted so they are consistent with the educational purpose of the District.
 - 1.3 Persons wishing to post items on an official web page pertaining to the educational mission of the District may submit such items to the responsible administrator. Official web pages must be reviewed for accuracy and appropriateness by the responsible administrator, in consultation with the District Director of Public Affairs.
 - 1.4 Unless expressly authorized to do so, students, faculty, and staff may not post items on official web pages.
- 2.0 Faculty, staff, and students of the District may establish "personal" web pages that utilize the District's electronic communications systems if the web page is consistent with District standards as stated in AP 3740, [Web Sites](#) and does not violate applicable laws, District or site policies, or assigned resource limits and is established for legitimate educational purposes to enhance the mission of District, colleges and the North Orange Continuing Education.
 - 2.1 Persons wishing to establish personal web pages must obtain approval from the appropriate administrator, obtain training if necessary, and sign an acknowledgment and waiver form, stipulating compliance with this policy.
 - 2.2 Web pages utilizing the District's electronic communications systems are not intended to constitute open forums. Therefore, the District reserves the full right and authority to regulate the content of personal web pages so they are consistent with the educational purpose of the District, and to remove personal web pages from the District's electronic communications systems if they deviate from the District's policies and procedures, or are otherwise deemed by the District to be inappropriate.
- 3.0 Standards and guidelines for the development and maintenance of web pages are established to provide consistency and accuracy of information published on the World Wide Web.

BP 3740 Web Sites

- 4.0 The World Wide Web is a fluid environment that offers access to a wide range of information. While the District assumes responsibility for the accuracy and appropriateness of official District web pages, the District is not responsible for personal web pages. Users who believe the content of a personal page is offensive, obscene, violates District policy, or is inconsistent with the generally accepted norms for web page content may register a formal complaint by contacting the District Office of Public and Governmental Affairs at (714) 808-4829.
- 5.0 Links to other web sites contain information that is created, published, maintained, or otherwise posted by organizations independent of the District. The District is not responsible for the content of linked web sites and does not endorse, approve, certify, or guarantee the accuracy of any such information.
- 6.0 The District is not responsible for materials viewed on personal web pages or linked web pages.
- 7.0 Links found in violation of District policies may be removed without notification.

See Administrative Procedure 3740, [Web Sites; Board Policy 3720, Computer and Electronic Communication Systems; and Administrative Procedure 3720, Computer and Electronic Communication Systems.](#)

Date of Adoption: March 23, 2004

Date of Last Revision: November 28, 2017

BP 3810 Claims Against the District

Reference:

Education Code Section 72502;
Government Code Sections 900, et seq. [and 910](#)

- 1.0 Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the ~~California~~ Government Code.
- 2.0 Claims must be presented on the District's approved claim form according to this policy and related procedures as a prerequisite to filing suit against the District.
- 3.0 Claims that are subject to the requirements of this policy and related procedures, include the following, to the extent such claims are not governed by other statutes or regulations expressly relating thereto:
 - 3.1 Claims by Public Entities: Claims by the state or by a state department or agency or by another public entity.
 - 3.2 Claims for Fees, Wages, and Allowances: Claims for fees, salaries, or wages, mileage, or other expenses and allowances.
 - 3.3 Claims for Principal or Interest: Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness.
 - 3.4 Claims Arising Under Contract: Claims for damages, including liquidated damages, arising from any contractual agreement, whether oral or written, express or implied.

Such claims shall further be subject to the provisions of Government Code Sections 945.5 and 945.6 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

- 4.0 The designated place for services of claims, lawsuits, or other types of legal process upon the District is:

Office of the Vice Chancellor, Finance and Facilities
North Orange County Community College District
Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801

See Administrative Procedure 3810, [Claims Against the District](#).

Date of Adoption: March 23, 2004

Date of Last Revision: October 11, 2005

BP 3820 Gifts and Donations

Reference:

Education Code Section 72205

- 1.0 The Board [of Trustees](#) shall consider all gifts, donations and bequests made to the District. The Board [of Trustees](#) reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.
- 2.0 The District shall assume no responsibility for appraising the value of gifts made to the District.
- 3.0 Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.
- 4.0 In no event shall the District accept donations from any donors when the stated purposes of the donations are for unlawful discriminatory purposes.
- 5.0 Acceptance of donations for scholarships to help historically underrepresented groups shall be reviewed with legal counsel.

See Administrative Procedure 3820, [Gifts and Donations](#).

Date of Adoption: March 23, 2004

Date of Last Revision: August 9, 2017 Chancellor's Staff (Reference only)
September 25, 2012

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

BP 3900 Speech: Time, Place, and Manner

Reference:

Education Code Sections 66301, [and 76120](#)
Penal Code Sections [422.6](#), [626.4](#), and [626.6](#)

- 1.0 The North Orange County Community College District (“the District”) is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment to the United States Constitution and ~~a~~[Article I](#), ~~s~~[Section 2](#), of the California Constitution. ~~The District’s commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into public forums, limited public or designated public forums.~~ As any owner of property, the District reserves the right to limit the use of its facilities for the exercise of free speech and free expression consistent with the United States Constitution and the California Constitution. The District’s commitment to the exercise of free speech and free expression set forth herein is not intended to permit, [while utilizing District facilities](#), expression and activity ~~utilizing District facilities which~~ [that](#) is not otherwise protected by the First Amendment or ~~a~~[Article I](#), ~~s~~[Section 2](#), of the California Constitution (e.g., obscenity, illegal activity, advertising of illegal substances, defamatory speech, [true threats](#), [false advertising](#), and [any](#) speech ~~and~~ [or](#) activity that causes substantial disruption of the orderly operation of the District’s campuses).
- 2.0 The District desires to provide the best available curriculum and facilities in order to encourage its students to matriculate, study, graduate, obtain a place of employment, or go on to obtain a further degree. This policy is designed to encourage students who want to attend class and study in a peaceful and quiet setting to do so without substantial disruption. Maintenance of an atmosphere conducive to learning on campus in order to further the educational process is essential to the District, its students, faculty, and staff.
- 3.0 This policy is intended to further the District’s substantial interests in: 1) protecting student health and safety; 2) preventing substantial disruption of the learning environment and the orderly operation of District campuses; 3) preserving District facilities for their intended use; 4) coordinating multiple uses of limited space; 5) preventing unlawful, dangerous, or impermissible uses of District facilities; and 6) assuring financial accountability for damages and litter caused by the use of District facilities for speech and advocacy purposes.
- 4.0 It is the policy of the District that its interpretation of ~~California~~ Education Code ~~s~~[Section 76120](#), be consistent with the First Amendment of the United States Constitution, ~~a~~[Article I](#), ~~s~~[Section 2](#) of the California Constitution and ~~California~~ Education Code ~~s~~[Section 66301](#), and that none of the District’s regulations shall prohibit any speech or expression unless it falls outside the protection of the First Amendment to the United States Constitution and ~~a~~[Article I](#), ~~s~~[Section 2](#) of the California Constitution.
- 5.0 [Speech and expressive activities shall be permitted in common areas of each District campus, as defined, including](#) ~~The campuses of the District are non-public forums, except for those areas that are designated~~ [as recommended](#) free speech assembly area(s), ~~which are limited public forums. Each college shall designate at least one area where peaceful assembly may take place for the purpose of free expression,~~

BP 3900 Speech: Time, Place, and Manner

~~exchange of ideas, and advocacy by the students and staff of the college. Such an exchange is best achieved in an atmosphere of mutual respect on the part of the speaker and the audience, recognizing the right of the speaker to be heard and the right of the audience to listen. The Chancellor or **campus** designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in **these areas** the designated free speech assembly area(s).~~

5.1 The phrase “common areas,” as used in this policy and any administrative procedures enacted to reasonably regulate the time, place, and manner of the exercise of free expression, is defined as publicly accessible outdoor areas of an educational campus such as grassy areas, outdoor walkways, or other similar outdoor areas, and excludes areas within 20 feet of doorways opening to outdoor areas of campus, all indoor facilities, including but not limited to campus offices, classrooms, lecture halls, laboratories, libraries, learning centers, performing arts facilities, indoor and outdoor athletic facilities, locker rooms, parking lots, warehouses, and maintenance yards. All common areas may be reserved by the District, including recognized student organizations, for specific uses.

5.2 Recommended free speech assembly area(s) are those areas that are recommended for speech and expressive activities because they tend to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus, while mitigating disruption to the educational and other activities of the District. Use of recommended free speech assembly area(s) is strongly suggested, but not required.

5.3 Peaceful assembly is best achieved in an atmosphere of mutual respect on the part of the speaker and the audience, recognizing the right of the speaker to be heard and the right of the audience to listen.

6.0 The administrative procedures promulgated by the Chancellor or **campus** designee shall not prohibit the right of students to exercise free expression **protected under the First Amendment of the United States Constitution, and Article I, Section 2 of the California Constitution**, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.

7.0 Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

8.0 Speech shall be prohibited that is defamatory, obscene according to current legal standards, ~~or~~ **that which is directed at inciting or producing the commission of unlawful acts, or which is likely to incite or produce such acts** ~~so incites others as to create a clear and present danger of the commission of unlawful acts on District property;~~ **activity in** ~~or the violation of District policies or procedures, or~~ **expressive conduct that results in** the substantial disruption of the orderly operation of the District.

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

BP 3900 Speech: Time, Place, and Manner

- 9.0 Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of ~~Article 21, Section 2~~ of the California Constitution. **Individuals** ~~Students~~ may be disciplined and/or excluded from District property for harassment, threats, or intimidation unless such speech is legally protected and not in violation of this policy.
- 10.0 This policy and Administrative Procedure, 3900 are intended to be content –and viewpoint– neutral, and shall be implemented as such.
- 11.0 The District expressly disclaims the sponsorship and/or endorsement of any statements or activities of any student, person, or group utilizing the facilities or grounds of the District for speech and advocacy purposes unless there is a written document that is signed and authorized by the Chancellor or designee, which expressly provides for District sponsorship and/or endorsement.
- 12.0 Use of District facilities by the general public also is governed by other provisions of law including but not limited to, the Civic Center Act, Education Code Section 82537. The District shall enact regulations pursuant to this section.

See Administrative Procedure ~~5550~~ 3900, Speech: Time, Place, and Manner; Board Policy 4030, Academic Freedom; and Board Policy and Administrative Procedures 6700, Civic Center and Other Facilities Use.

Date of Adoption: June 14, 2005

Date of Last Revision: April 14, 2015
August 26, 2014
March 14, 2006

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 23, 2020	Resolution	_____
SUBJECT:	Revised Board Policies	Information	X
		Enclosure(s)	X

BACKGROUND: On September 25, 2018 the Board conducted a study session to review and discuss the District's policy development process. During that study session, four Board Policies were referred to the Board Policy Subcommittee for review. The following policies were revised by the Board Policy Subcommittee and are presented for a first reading.

Chapter 2, Board of Trustees

BP 2200, Board Duties and Responsibilities: This policy was substantially revised to address the Board's authority and duties in Section 1.0, to outline the Board's responsibilities with new language in Section 2.0, and to add new language to Section 3.0 regarding delegation of authority.

BP 2740, Board ~~Education~~ Professional Development: The title of this policy was changed and substantive revisions were made to reflect professional development for trustees and the establishment of an orientation program for new trustees.

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 a future Board meeting agenda for action:

- BP 2200, Board Duties and Responsibilities
- BP 2740, Board ~~Education~~ Professional Development

BP 2200 Board Duties and Responsibilities

Reference:

**ACCJC Accreditation Standard IV;
WASC/ACS Criterion 2, Indicator 2.1**

1.0 The Board of Trustees governs [the community colleges and education centers of the North Orange County Community College District](#) on behalf of the [residents](#) ~~citizens~~ of the ~~North Orange County Community College~~ District in accordance with the authority granted and duties defined in Education Code Section 70902.

[1.1 The Board of Trustees may initiate and carry on any lawful program or activity that is not in conflict with the purposes for which community college districts are established.](#)

[1.2 The Board of Trustees shall represent the public interest and establish rules and policies consistent with applicable laws and regulations for the governance and operation of the District's community colleges and education centers.](#)

2.0 The Board [of Trustees](#) is committed to fulfilling its responsibilities to:

~~2.1 Represent the public interest.~~

~~2.2~~ [2.1](#) Establish [Adopt](#) policies that define the institutional mission and set prudent, ethical, and legal standards for college [campus](#) operations.

~~2.3 Hire and evaluate the Chancellor.~~

~~2.4 Delegate power and authority to the Chancellor to effectively lead the District.~~

[2.2 Hire a Chancellor and delegate to the Chancellor the executive authority to implement Board policies and decisions and other duties the Board of Trustees may prescribe.](#)

[2.3 Establish policies for and approve comprehensive academic facilities plans.](#)

[2.4 Establish policies for and approve courses of instruction and educational programs, academic standards and graduation requirements, and rules governing student conduct.](#)

~~2.5 Assure fiscal health and stability.~~

~~2.6~~ [2.5](#) Monitor institutional performance, educational quality, and compliance with accreditation standards.

[2.6 Adopt operational and capital outlay budgets that assure fiscal health and stability, and determine the need for tax or bond elections.](#)

BP 2200 Board Duties and Responsibilities

~~2.7 Advocate for and protect the District.~~

2.7 Hold and convey property for the use and benefit of the District and manage and control District property.

2.8 Employ and assign all personnel and establish employment practices, salaries, and benefits for all employees.

2.9 Establish procedures for effective involvement of faculty, staff, and students in local governance.

3.0 The Board of Trustees, by majority vote, may adopt a rule delegating authority to the District's Chancellor or any other employee or to a committee as the Board may designate. Any rule delegating authority shall prescribe the limits of the delegation.

See Board Policy 2715, Board Code of Ethics/Standards of Practice.

Date of Adoption: April 24, 2007

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 26, 2016
November 26, 2014 Chancellor's Staff

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

BP 2740 Board ~~Education~~ Professional Development

Reference:

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

- 1.0 The Board of Trustees is committed to its ~~ongoing~~ professional development ~~as a board~~ and to an ongoing trustee education program that includes new trustee orientation.
- 1.1 ~~To that end, the Board will engage in study sessions, provide~~ have access to reading materials, and support conference attendance and other activities that foster ~~trustee education.~~ professional development in the following areas: accreditation, board evaluation, fiscal responsibilities, governance, student success, the Brown Act, and ethics.
- 1.2. The Chancellor shall establish an orientation program for new trustees that:
- 1.2.1 Covers topics including respective Board and Chancellor responsibilities, accreditation, the budget, shared governance, the collective bargaining process, ethics, the Brown Act, and parliamentary procedure.
- 1.2.2 Incorporates publications recommended by such organizations as the Community College League of California and the Association of Community College Trustees.
- 1.2.3 Includes meetings with the Board President, executive staff, campus leaders, and representatives of constituency groups.

See Administrative Procedure 2740, Board Education.

Date of Adoption: June 24, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 23, 2020

SUBJECT: Resolution No. 19/20-24,
Affirm that Black Lives Matter

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

BACKGROUND: In response to the numerous killings of unarmed Black people, many students and community members locally, nationwide, and around the world have engaged in protests denouncing racial injustice and affirming that Black Lives Matter. A number of cities, community college districts, faculty senates, school boards, and student groups have passed resolutions in support of the Black Lives Matter movement and our own campuses are holding town hall meetings around similar themes.

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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 19/20-24, Affirm that Black Lives Matter.

Ed Lopez

Recommended by

Approved for Submittal

6.f.1

Item No.

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



Resolution No. 19/20-24, Affirm that Black Lives Matter

WHEREAS, the North Orange County Community College District embraces the values of equity, inclusiveness, justice, and equality for all; and

WHEREAS, in response to numerous tragic killings of unarmed Black men and women a national movement has arisen to assert that Black Lives Matter; and

WHEREAS, many students, faculty, staff, and community members have taken part in nationwide and global protests, as well as campus forums, denouncing racial injustice and supporting that movement; and

WHEREAS, educational institutions should be places for the practice of equity, the building of understanding, and the promotion of social justice.

THEREFORE, BE IT RESOLVED, that the Board of Trustees affirms the District's commitment to the well-being, inclusion, equality, and progress of Black students on our campuses and of Black people in our greater community, affirms that Black Lives Matter, and declares support for efforts to improve racial justice through curriculum, hiring and promotions, and other aspects of District endeavor.

Dated: June 23, 2020

AYES:

NOES:

ABSENT:

ABSTAINING:

Ryan Bent
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 23, 2020

SUBJECT: Future Board Agenda Items

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

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

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

How does this relate to the five District Strategic Directions? 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.

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

June 9, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, June 9, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Ryan Bent called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, and Student Trustees Ester Plavdjian and Chloe Reyes. Absent: None.

RESOURCE PERSONNEL PRESENT: Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns Moore, District Director, Public & Governmental Affairs; Lisa Gaetje, representing the District Management Association; Jennifer Oo, representing the North Orange Continuing Education Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Mohammad Abdel Haq, representing United Faculty; Dawnmarie Neate, representing CSEA; Lauren Mata, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios and Alex Porter from Cypress College; Gil Contreras, Rod Garcia, Jose Ramon Nuñez, and Joe Ramirez from Fullerton College; Terry Cox from North Orange Continuing Education; and Gail Arriola-Nickell and Danielle Davy from the District Office.

VISITORS: Rick Alonzo, Matt Bohanon, Jenny Derry, Brandon Harrison, Alicia Herrera, Carissa Oyedele, Andrew Perez, Deven Rose, and Mario Violich via Zoom teleconference, with public participation provided via YouTube livestream.

COMMENTS: MEMBERS OF THE AUDIENCE: The following public comments were received via email and were read into the record by the Recording Secretary:

- A. **Renee Ssensalo**, NOCCCD President of the Black Faculty and Staff Association (BFSA), made a statement to the Board requesting that they acknowledge the systemic institutional racism that exists within the District, including the unfair and unequal hiring towards Black applicants and the unfair treatment of Black employees. The BFSA demanded an action plan for immediate and ongoing change, and the creation of a new vision which demonstrates that “Black Lives do Matter” in the District.

(See Supplemental Minutes #1256 for a copy of the statement.)

- B. **Cynthia Guardado**, Fullerton College Faculty, addressed the Board to demand a call to action to eliminate the racism in the District that she, as a woman of color, has experienced on campus from faculty and students. She asked the Board to create a safe and inclusive space for students, staff, and faculty of color, and to create the necessary long-term plan for training on anti-racism for all district employees.

(See Supplemental Minutes #1256 for a copy of the statement.)

- C. **J. Janaki Parikh**, former Fullerton College Faculty, shared her personal history of discrimination within the District as a bisexual woman of color that resulted in her dismissal. She highlighted the discrimination by her Division Dean, the impact on the tenure process, instances where Campus Safety officers ignored her requests for assistance with disruptive students, and how the District destroyed her 15-year career.

(See Supplemental Minutes #1256 for a copy of the statement.)

- D. **Cristina Arellano Duenas**, Fullerton College Faculty, shared that she has listened to numerous students share their experiences, and while most have been positive, some Anatomy and Physiology students have noted that their professors begin the semester by welcoming students and enforcing a sense of fear by letting them know most of them will not succeed in the course. That act continues to oppress and marginalize students of color who already feel like they don't belong in college and continues to perpetuate institutionalized racism. She stated that they stood in solidarity for the students of NOCCCD who have witnessed and personally experienced racist acts, and with the students of California community colleges with the hope of dismantling institutionalized racism on college campuses to collectively create change for a just, equitable, and inclusive educational system.

(See Supplemental Minutes #1256 for a copy of the statement.)

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

Finance & Facilities: 3.a, 3.b, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h, 3.i, 3.j, 3.k, 3.l, 3.m, 3.n
Instructional Resources: 4.a, 4.b

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

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.b, 5.c, 5.d

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

CHANCELLOR'S REPORT

- A. As part of her report, **Chancellor Marshall** made the following statement: “The past two weeks have given all of us a great deal to process emotionally and to think about. We’ve seen and heard many words – some of which were very powerful. From my perspective, for these words to endure, we must act on them. If we don’t, they fade to pure rhetoric.

On the personal level, I hope all of us continue to critically examine our biases and work diligently to remove any shred of prejudice and racism. I hope that we acknowledge pain with compassion and concern. I hope that, as **Dr. Shaun Harper** states, we build the skills to talk about racism in a constructive way instead of being afraid or embarrassed. I hope we channel our outrage and grief into courageous deeds.

On the organizational level, we still have a long way to go. In some ways we have begun the journey and we must continue to make progress. One of the best things I read was from **John Stankas** who recently completed his term as the Statewide Academic Senate President. He listed tangible actions we can take as an institution including changes to our curriculum, to our hiring processes, and to systemic barriers for our students. He reminded us that we don’t have to have an answer to start a conversation and to avoid “assigning blame” for structural racism.

This past year, the Black Faculty and Staff Association courageously brought to our attention the feelings that they have to “do 150%” to be considered for promotions. With the help of **Dr. Ricky Shabazz** and **Dr. Herb English**, we began to unpack these thoughts and take actions to resolve the issues. We still have a long way to go.

After much debate, we changed our hiring policies and practices to truly be inclusive. Yet, we still struggle to have diverse representatives on hiring committees and to ensure that committee members address their own biases and interview more than a handful of the “usual suspects.” We still have a long way to go.

I applaud our CEOs for supporting and hosting a variety of forums where meaningful dialogue can take place. I have reached out to the Center for Urban Education to inquire about services they can provide district-wide to help all of us have the kind of discussions that will move us forward.

While I have felt outraged, heartbroken, and discouraged at times during the past two weeks, I know that we must continue to address racism and inequities in our District. Our black students matter, our black employees matter, all black lives matter. There is finally a heightened awareness –one I have not seen in my lifetime– of the depth and pervasiveness of the problem. It demands our words and our actions.”

COMMENTS

- A. **Fred Williams** thanked District and campus finance staff for their hard work on the District tentative budget which will be presented at the June 23 Board meeting.
- B. **Valentina Purtell** reported that it has been a difficult week for the NOCE community who was shaken by the death of **George Floyd**. She stated that diversity is essential for NOCE and real change requires us to commit personally. To that end, the NOCE leadership councils will work on implementing systems leading to cultural changes.

She also welcomed **Jennifer Oo** to her first Board meeting as NOCE Academic Senate President and noted that she was excited to partner with her and her leadership team.

- C. **JoAnna Schilling** stated that it was painful to hear the public comments, and that during this very difficult week there has been a lot of soul searching and heartfelt conversations that have required self-reflection and to ask how we can do better. She vowed to continue to listen and to learn, and to use her position and privilege to continue to support our collective vision of diversity. Cypress College will host a student forum on June 10 led by the Legacy Program and Associated Students, and moderated by **Regina Rhymes** and **Laron Armstead**, with an employee forum the following week. She also shared that all Cypress College students that participated in graduation and purchased regalia received a free photo session, and on June 9 and 10 they are expected on campus to have their personal photo taken.
- D. **Greg Schulz** reported that the campus is filled with a variety of emotions including anger, grief, and fear following the murder of **George Floyd**, but expressed pride regarding the open conversations that the campus continues to have with a shared goal of being an anti-racist campus and leading social justice efforts. On June 10 Fullerton College will host a virtual Zoom conversation about race and justice facilitated by **Dr. Shawn Harper** that will be open to faculty, staff, and students. He shared community concern about Plummer Auditorium being named after Louis Plummer who was affiliated with the KKK, but noted that the facility is not owned by the District. Dr. Schulz shared that the President's Advisory Council voted unanimously to remove the portrait of Mr. Plummer from the series of portraits on display in the Fullerton College Library. He concluded his report by sharing news of the passing of **Gary McRoberts**, faculty emeritus in the Music department at Fullerton College.
- E. **Lisa Gaetje** reported that DMA concluded elections and that **Lisa McPheron** will be seated as the new DMA President and **Ty Volcy** as the President Elect. The new leadership will lead DMA on efforts that have been initiated, but not yet completed.
- F. **Jennifer Oo** reported that NOCE is working towards having most adjunct and full-time faculty certified to teach online moving forward.
- G. **Craig Goralski** reported that a record number of faculty will be participating in the 2020 Faculty Leadership Institute and Curriculum Institute sponsored by the Academic Senate for California Community Colleges thanks in part to the support of **President Schilling** and that the Cypress College Academic Senate will meet on June 25 to discuss District and campus COVID-19 responses, and again on July 23. In light of recent events and the calls for institutional change to promote equity and social justice, he shared that he has not done enough to voice the concerns of black, indigenous, and people of color among the faculty ranks at Cypress College in this setting and other governance structures throughout the District. He was too accepting of a status quo that perpetuates structures that promote inequalities, and noted that he must be more committed to representing all faculty, willing to have uncomfortable conversations, and do the hard work in this forum and others to bring about institutional change. He urged the Board and campus and district leaders to do the same.
- H. **Kim Orlijan** reported that while she didn't have an official report, current events led to the drafting of a statement –which she requested be submitted into the record– from the 289 faculty members who have signed it to date. The statement reflected the belief

that to remain silent about the recent racist and violent acts which highlight the persistent and systemic racism in the U.S. is tantamount to accepting those acts and that racism. The need to add voices to the powerful anti-racist statements and not stand silently on the sidelines. The ethical obligation to speak out against the white supremacist and deeply rooted systems that have led to the general oppression, inequitable sentencing, disproportionate imprisonment, police profiling, and countless murders of unarmed Black people by police forces. The responsibility to commit to dismantling the racist structures and institutions, and the need to recognize that the institution in which we work contains as its very foundation biases and injustices that privilege some and encumber others. That part of the necessary change involves ensuring the hiring, support, and promotion of Black, indigenous, and people of color employees; the inclusion of culturally sustaining curriculum and pedagogy; the infusion of no-hate and anti-racist education for everyone in our college community; the election of anti-racist and equity-minded trustees. Their standing with African American/Black students and colleagues and against systemic oppression, standing against racism so appallingly exemplified by the recent murders of **George Floyd, Breonna Taylor**, and countless other African Americans, standing in support students of color to increase efforts to provide a safe, equitable learning environment, and standing on the side of justice for people of color in the U.S.

(See Supplemental Minutes #1256 for the full statement.)

- I. **Mohammad Abdel Haq** reported that United Faculty signed temporary COVID-19 MOUs for the Summer and Fall 2020 semesters. Given the on-going national discourse regarding institutional racism, he dedicated his report to addressing faculty of color and called out the District for its repeated failures to address equity and diversity in a meaningful manner. He stated that a budget is a moral document that tells what is prioritized and valued, and the District budget makes it clear that claims of equity and diversity are a farce. The District is not invested in its faculty as evidenced by lack of raises, compensation in comparison to surrounding districts, the disproportionate impact of the lack of health coverage for dependents on faculty of color, and unwillingness to offer salaries that attract qualified faculty of color. He accused District leadership of being complicit in inequity for not speaking up when witnessing racist behavior and stated it is time for action in a meaningful way to support faculty of color. He announced that United Faculty will launch an initiative to create a Racial Justice and Equity Committee with the mission of incorporating a racial justice lens in everything they do.
- J. **Dawnmarie Neate** thanked **Dr. JoAnna Schilling** for including her in the Classified employees week celebration event, and reported that negotiations are complete and in the ratification process. As CSEA moves into the next negotiations she encouraged trustees to take on a larger role in the process and reiterated that the District work with CSEA on campus reopening plans. She also expressed concern with the number of Special Project Managers who could be doing classified work.
- K. **Lauren Mata** read a statement on behalf of the Adjunct Faculty United Executive Board stating they continue to stand by their members and communities in a turmoil due to the systemic racial injustices and police brutality illustrated by the murders of **George Floyd, Breonna Taylor**, and too many others and their support for the peaceful protests that have taken place and for the calls for justice and widespread reforms. She expressed union support for the six points of the call to action, presented by the

California Community College Chancellor's Office, and called upon all faculty, staff, administration, and trustees to not just support passive diversity policies, but active anti-racism practices. She highlighted the effort in the city of Fullerton to change the name of the Plummer Auditorium, and the decision of Fullerton College administration to remove the physical portrait and digital copy of Mr. Plummer from their library collection. She thanked Dr. Marshall, Chancellor's Staff, Campus Presidents, and other campus leaders for their continued dedication and work towards active anti-racism in the District.

- L. **Student Trustee Chloe Reyes** encouraged everyone wanting to spread love, to listen to those in pain who have been systematically oppressed, and do more than say that we hear them, and instead fight for them. She noted that the new normal is reading, watching, listening, and advocating for Black lives and building of informing inclusion, equality, and growth.
- M. **Trustee Ed Lopez** stated that he appreciated the sentiments expressed on social justice and looked forward to the actions that can be taken and other structural reforms.
- N. **Trustee Jeffrey P. Brown** reported that the District Audit Committee met with the District auditors with the audit report expected in October. He thanked Chancellor Marshall for her statement and for the information that the District has already been engaged in, despite there still being a ways to go.
- O. **Trustee Barbara Dunsheath** thanked everyone for their comments and mentioned the importance of speaking up and being heard. She reported on her participation at an emergency meeting of the CCCT and CEO Boards where a resolution was adopted affirming the commitment to student success for African American and Black students which she noted was a beginning step for a long road ahead.
- P. **Trustee Jacqueline Rodarte** thanked everyone who commented and stated that she looked forward to the actions that we are going to take. She expressed hope that the six points of the State Chancellor's Office "Call to Action" becomes a living document, and that the graduation requirement for cultural diversity can be consistent across the District between both colleges.
- Q. **Trustee Ryan Bent** thanked the Dell Corporation for donating computers to NOCE.

MINUTES: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of May 26, 2020. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0139001 - P0139478 through May 13, 2020, totaling \$3,387,017.03 and check numbers C0051611 - C0051681, totaling \$117,544.76; check numbers F0248038 - F0260249, totaling \$7,367,035.03; check numbers Q0006940 - Q0009353, totaling \$52,151.80; check numbers 88503599 - 88504347, totaling \$14,147,309.71; check numbers V0031801 - V0031811 totaling \$16,873.00; check numbers 70101530 - 70108983, totaling \$306,032.61; and disbursements E8861316 - E8868345, totaling \$3,554,637.79, through May 31, 2020.

Item 3.b: By block vote, authorization was granted to make adjustments to the General Fund and Child Development Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations and adopt resolutions to adjust budgets and authorize expenditures within the General Fund and Child Development Fund pursuant to the California Code of Regulations Title 5, §58308.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 3.c: By block vote, authorization was granted for the 2019-2020 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,086,738 and adopt the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Item 3.d: By block vote, authorization was granted to adopt the resolution authorizing the County Superintendent of Schools to make any necessary transfers between contingencies and expenditure classifications.

Item 3.e: By block vote, authorization was granted to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2020-21 at the estimated amount of \$1,448,535.

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

Item 3.f: By block vote, authorization was granted to enter into an agreement with Arthur J. Gallagher & Co. to purchase excess Workers' Compensation insurance coverage through Safety National Casualty Corporation beginning July 1, 2020, through June 30, 2021, at the rate of 0.1074 per \$100 payroll with \$500,000 SIR and \$6,000 for the broker fee.

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

Item 3.g: By block vote, authorization was granted for the institutional memberships exceeding \$1,000 for the 2020-2021 school year for the organizations listed.

Item 3.h: By block vote, authorization was granted to amend the consulting agreement with Gatzke, Dillon, & Balance LLP for an additional \$21,800, for a total budget of \$207,800.

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

Item 3.i: By block vote, authorization was granted to approve the opt-out Cypress College Student Fee increase from \$7.00 to \$13.00 effective and implemented in the Fall 2020 semester registration.

Item 3.j: By block vote, authorization was granted to award Bid #1920-16, Piazza Deck Repairs project at Cypress College to Howard Ridley Co, Inc. as the lowest overall responsive and responsible bidder in the amount of \$250,175 including \$50,000 Allowance.

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

Item 3.k: By block vote, authorization was granted to amend the architectural services agreement with Westberg & White for the Renovation of the Existing Baseball Field and Supporting Structures at Cypress College in the amount of \$40,000. The amended amount will bring the total contract to \$169,000 plus \$2,000 reimbursable expenses. The term of the agreement shall be extended through December 31, 2020.

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

Item 3.l: By block vote, authorization was granted to award Bid #1920-15, Baseball Field Improvements at Cypress College to JRH Construction Company, Inc. as the lowest overall responsive and responsible bidder in the amount of \$1,828,961, including \$180,000 Allowance.

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

Item 3.m: The Board received and reviewed the management letters and annual audits for the District Foundation, Cypress College Foundation, and Fullerton College Foundation for fiscal year 2018-2019. Alicia Herrera, Brandon Harrison, and Rick Alonzo, with EideBailly, provided highlights of each of the Foundations.

The District Foundation, under internal financial control by District management, received an unmodified opinion, free of material noncompliance, with no adjustments.

The Fullerton College Foundation has \$2.13 million in net assets, but unrestricted dollars are negative \$2.3 million due to overspent donor restricted assets, and are running a negative operation deficit. The management letter the Foundation received is due to the uncommon practice of using net assets for operations which can lead to insufficient assets in the future. To remedy the operational deficit, the Foundation needs to lower expenses or increase revenue, but a \$2.3 million deficit is difficult to remedy without immediate action to address it.

Trustees inquired how much the Fullerton College Foundation paid in scholarships and for operations; whether the use of funds with donor restrictions to pay for ongoing expenses is legal, in violation of restrictions, or an accounting problem; the number of foundation employees; whether the audit has been shared with the Foundation Board; whether the Foundation Board has received audit information in the past; what role or type of control the NOCCCD Board has over the Foundation; whether the District would assume liability of the Foundation's debt; whether the District could simply cut ties and have a separate foundation.

Trustees also expressed concern with the amount of operational costs in personnel and general expenses exceeding scholarships; with the potential for not having adequate resources if current trends continue; and the need to have ongoing attention and an action plan. Trustee Jacqueline Rodarte, the Board's appointment to the Fullerton College Foundation Board, shared her concerns as well and noted that she would voice them at the upcoming Foundation meeting.

The Cypress College Foundation received an unmodified opinion with no adjustments and a management letter to address the deficit in unrestricted net assets. The Foundation had approximately \$3.5 million in net assets, with \$3.8 million in restricted net assets and \$336,000 in the unrestricted category. Similar to the Fullerton College Foundation, the Cypress College Foundation is borrowing money from the restricted account, which is not a good practice. However, auditors noted that the amount is easier to address when you note that the Foundation generates about \$1.1 million in the unrestricted category.

President JoAnna Schilling clarified that the Cypress College Foundation finding has occurred for quite a few years and is the result of the Foundation having received a Title V grant that required matching funds of \$1.5 million. The money was moved from restricted accounts to match the Title V funds and resulted in the deficit finding, but the Foundation is cognizant of the fact that they need to raise more unrestricted funds to compensate for it.

Trustee Barbara Dunsheath, who sits on the Cypress College Foundation Board, stated that the Foundation has consistently increased its overall net assets for the past ten years and that the Board as a whole reviews financial statements at every meeting.

Item 3.n: By block vote, authorization was granted to approve the donation of 100 loaner laptops from Dell Computer Company for the North Orange Continuing Education Disability Support Services students through December 31, 2020.

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

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to approve the summary of curriculum changes for Cypress College, to be effective Fall 2020, Summer 2021 and Fall 2021. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.b: By block vote, authorization was granted to formally approve the revised Cypress College mission statement in order to satisfy accreditation requirements.

HUMAN RESOURCES

Item 5.a: By block vote, authorization was granted for the following academic personnel matters which are within budget:

RETIREMENT

Nauer, Kathleen	FC	Art/Computer Graphics Instructor Eff. 07/22/2020 PN FCF797
-----------------	----	--

NEW PERSONNEL

Teer, Stephanie	CC	Director, Educational Partnerships and Programs (Dual Enrollment) 12-month Position (100%)
-----------------	----	--

Range 20, Column G
 Management Salary Schedule
 Eff. 07/01/2020
 PN CCM696

Young, Annette CC Librarian – Online Learning
 First Year Probationary Contract
 Class B, Step 1
 Eff. 08/20/2020
 PN CCF722

TEMPORARY MANAGEMENT CONTRACT

Vakil, David CC Interim Dean, Science, Engineering and Math
 12-month Position (100%)
 Range 32, Column G
 Management Salary Schedule
 Eff. 07/01/2020-06/30/2020
 PN CIM984

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Verduzco, Gisela CC Interim Director, Student Success
 and Support Programs
 Range 24, Column C
 Management Salary Schedule
 Eff. 07/01/2020-09/11/2020

CHANGE IN SALARY CLASSIFICATION

Gabaldon, Nadia FC Learning Disabilities Specialist
 Temporary Contract (100%)
 Pursuant to E.C. 87482
 Class D, Step 10
 Eff. 03/02/2020-06/30/2020

MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Gaetje, Lisa CC Dean, Social Sciences
 Doctoral Stipend (\$3500)
 Eff. 07/01/2020

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 FALL SEMESTER

Peters, Jennifer CC Column 2, Step 1

Item 5.b: By block vote, authorization was granted for the following classified personnel matters which are within budget:

RESIGNATION

Guzman, Ines CC Campus Safety Officer
12-month position (100%)
Eff. 06/09/2020
PN CCC876

NEW PERSONNEL

Altoma, Noor CC Special Project Coordinator, Transfer Coach Title V
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT999

Fayad, Sabrina CC Receptionist
12-month position (50%)
Range 29, Step A + 5% Shift
Classified Salary Schedule
Eff. 06/10/2020
PN CCC893

Loon, Lesley-Anne CC Administrative Assistant III, College Foundation
12-month, position (100%)
Range 41, Step C
Classified Salary Schedule
Eff. 06/10/2020
PN CCC694

REHIRES

Ali, Mir CC Special Projects Director/Medical Director and
Supervising Physician of CC Health Center
Temporary Management Position (31%)
Range 3, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT994

Avila, Brandi FC Special Project Manager, UMOJA
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN FCT976

Fierro, Deniz FC Special Project Director, Promise Program/SDSI
Temporary Management Position (100%)
Range 3, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN FCT969

Flores, Stephanie CC Special Project Manager, Dual Enrollment
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule

		Eff. 07/01/2020 – 06/30/2021 PN CCT725
Garcia, Yanet	CC	Special Project Director, STEM Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/30/2020 PN CCT993
Ghatikar, Rachel	CC	Special Project Manager, College Foundation Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT718
Juarez Valencia, Daniela	CC	Special Project Coordinator, Dual Enrollment Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT721
Mejia, Rosa	CC	Special Project Coordinator, STEM Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT722
Mulholland, Grainne	FC	Special Projects Director/Medical Director and Supervising Physician of FC Health Center Temporary Management Position (31.41%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN FCT983
Payan-Hernandez, Martha	FC	Special Projects Director/CTE Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN FCT971
Perret-Martinez, Erika	CC	Special Project Coordinator, College Foundation Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT713
Rocha, Sandra	CC	Special Project Coordinator, Dual Enrollment Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT716

Tran, Luu	CC	Special Project Coordinator, Student Equity and Achievement Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT981
-----------	----	--

PROMOTION

Lindley, Evelyn	CC	Administrative Assistant I 12-month position (100%) PN CCC843 To: Administrative Assistant II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 07/01/2020 PN CCC684
-----------------	----	--

VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Allan	AC	IT Project Leader, (100%) Temporary Change in Assignment To: NOCE Interim Manager, Instructional Technology Services (100%) 12-month position (100%) Range 19, Column G + PG&D Management Salary Schedule Eff. 06/10/2020 – 06/30/2020
---------------	----	---

PROFESSIONAL GROWTH & DEVELOPMENT

Hampton, Bradley	CC	Piano Accompanist (100%) 1 st increment (\$400) Eff. 07/01/2020
------------------	----	--

LEAVES OF ABSENCE

Aguilar, Freddy	FC	Electrician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/18/2020 – 05/31/2020 (Consecutive Leave)
-----------------	----	--

Aponte, Zola	CC	Instructional Assistant, Career Center (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter
--------------	----	---

		Eff. 06/29/2020 – 08/18/2020 (Consecutive Leave)
Jara, Jacqueline	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/06/2020 – 08/16/2020 (Consecutive Leave)
Nichols, Steven	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using Families First Corona Virus Response Act Until Exhausted; Unpaid Thereafter Eff. 05/26/2020 – 05/28/2020 (Consecutive Leave)
Willie, Gemena	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 06/25/2020 – 08/19/2020 (Consecutive Leave)

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Land, Michael	CC	IT Service Coordinator I (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
McKeown, William	CC	IT Service Coordinator I (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Neate, Michael	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Nguyen, Hai	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Pham, Tony	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020

Item 5.c: By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1256 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted for the hourly listing.

(See Supplemental Minutes #1256 for a copy of the hourly personnel listing.)

GENERAL

Item 6.a: The Board received and reviewed the Draft Educational and Facilities Master Plan (EFMP) 2021-2030. Consultants provided an overview of the EFMP planning process, the strategic directions and goals that resulted from the last 12 months of work, and provided examples from each campus of how the plan is intended to work. Presentation highlights included the following:

Mission: The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, relevant, and academically excellent. We are unequivocally committed to student success and lifelong learning.

Vision: Our diverse learners will be prepared to shape their futures and become engaged in our democracy.

Core Values: Service, High Standards, Adaptability, Professionalism, Stewardship, Respect, and Inclusiveness.

Strategic Directions: Student Experience & Success; Employee Experience; Stewardship of Resources; Collective Impact & Partnerships; and Physical Environment.

In the ensuing discussion, trustees provided feedback on the draft EFMP and were encouraged to share high level commentary, but to provide specific comments to Chancellor Marshall via email. Individual trustees shared their thoughts which included:

- Excitement regarding the opportunity sites
- Praise for the impressive report and dynamic study
- Pleased to hear there is a planned Executive Summary forthcoming
- Liked the evaluation idea
- Liked the core values
- Draw a little more attention to the portion about diversity and inclusion
- Suggestions to make statements true, they need to be embedded more
- Include an inclusive definition of the District (referenced during planning points and goals) so that it is adopted by everyone across the District
- Liked the idea of a welcoming center
- A takeaway: the changing age demographics in Orange County
- Appreciated the districtwide recommendations for EMP throughout the report
- Ensure that we reach out to groups in our community
- Liked the focus of engaging students in service learning
- Impressed with the feedback and data
- Correct the trustees areas noted in roman numerals to numbers

Kim Orlijan, a Steering Committee member, shared her desire to go back in time and recommend a move from diversity and inclusion language to stronger language like anti-racism. Trustee Jacqueline Rodarte voiced support for use of anti-racism and inquired if there was Board support. Board President Ryan Bent stated that he was unfamiliar with the term prior to this week, and wanted it defined and explained before integrating it into the EFMP.

Subsequent to the discussion, it was noted that conversations with the Steering Committee would take place before determining next steps. However, it was noted that if the EFMP returns for approval at the July Board meeting, it would be helpful to have another informational item on June 23 with a summary of changes.

Item 6.b: The Board reviewed the Citizens' Oversight Committee Bylaws, application, and current committee composition in order to provide recommendations to the appointment process and application.

Trustees discussed increasing committee membership to reflect one student from each of the three campuses, and also increasing community representatives by five in order to have one from each trustee area. There was also discussion on having committee appointments by trustee area with trustees recruiting and nominating people to serve or to assign vacancies to trustees as they come up for appointment from within their trustee area. The general consensus among trustees was that there was a desire to keep the Citizens' Oversight Committee independent and separate since it does not report to the Board.

Trustees also inquired about an online application; whether the law stipulates that it has to be a community college student; whether students can stay on the committee after they graduate; whether all applicants were accepted last time; logistical issues of having too large a committee; requirements regarding where a committee member lives; and the representative categories governed by Proposition 39.

It was suggested by Craig Goralski to embed a mechanism regarding outreach to faculty and staff in the District due to recent Bond Program complaints. Trustees noted that the Committee's role is only to audit, expressed concern with political influence, and noted that per its by-laws the Committee is not responsible for the order of construction projects.

It was agreed that the District would place advertisement in the paper and on the District website, trustees would solicit candidates, and a discussion would take place when the applications are received. The application will be edited to remove the number of representatives from each category and add the age requirement. Applications will be due by the end of July.

Item 6.c: Board President Ryan Bent asked if there were any requests for potential future Board agenda items. Trustee Rodarte requested information as to why the Colleges have different names for their cultural diversity requirements. Kim Orlijan shared that the different terminology is a recent development, as Cypress College revised their "multicultural" requirement, and that Fullerton College plans to take the matter up in the fall semester.

Craig Goralski also inquired if there was a timeline for when the Board Evaluation Subcommittee would be addressing the 2020 Board assessment summaries. Board President Ryan Bent noted that the subcommittee was scheduled to meet next week and would attempt to bring back their findings as fast as possible.

CLOSED SESSION: At 8:53 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would not be a readout:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; Employee Organizations: United

Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

RECONVENE MEETING: At 9:54 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 9:54 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

Prepared By Recording Secretary for
Jacqueline Rodarte, Secretary, Board of Trustees