



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

MEETING: Regular Meeting in September 2022

DATE: Tuesday, September 13, 2022, at 5:30 p.m.

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

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

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

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

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Consider Non-Personnel block-vote items indicated by [] in Section 4**
- d. **Consider Personnel block-vote items indicated by [] in Section 6**
 Agenda items designated as block-vote items with [] are considered by the Board to either be routine or sufficiently supported by back-up information that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them.

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

 Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. – 5:00 p.m.).
- e. **Chancellor’s Report**
2. a. **Approval of Minutes of the Regular Meeting of August 23, 2022 and of the Special Session Meeting of August 27, 2022.**

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

3. **PUBLIC HEARING**

- a. It is recommended that after the public hearing, the Board adopt the 2022-23 Proposed Budget, approve the Gann Appropriation Limit, and adopt a resolution to certify the approval of entering into agreements and any amendments with the California Department of Education. **(The Resolution is available for review in the District's Business Office.)**

4. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- b. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended June 30, 2022.
- [c] Authorization is requested to declare the proposed list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.
- [d] Authorization is requested to extend the contract with PlanNet Consulting to February 28, 2023 and increase the contract amount by \$62,350.
- [e] Authorization is requested to enter into a consultant services agreement with Dudek in the amount not to exceed \$143,000 inclusive of reimbursable expense allowance, for the Student Housing Environmental Mitigated Negative Declaration Study at Cypress College.
- [f] It is recommended that the Board approve Change Order #1, Bid #2122-21, Fullerton College Sherbeck Field Improvements project with Woodcliff Corporation in the amount of \$38,516 increasing the contract from \$3,570,000 to \$3,608,516 and no extension to contract time.
- [g] Authorization is requested to enter into a travel arrangement with AIFS for the NOCCCD Summer 2023 Community Program in Italy.
- [h] Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Summer 2023 Study Abroad Program in Dublin, Ireland.
- [i] Authorization is requested to allow the Cypress College Foundation to host the Woman's Club of Cypress VRC Dedication Event at Cypress College on September 29, 2022, and allow them to serve alcoholic beverages to attendees.

5. **INSTRUCTIONAL RESOURCES**

- a. Authorization is requested for NOCCCD to enter into an agreement with the Orange County Department of Education to accept the total of \$1,012,216.

6. HUMAN RESOURCES

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

- Retirements
- Reclassification
- Voluntary Change in Assignment
- Change in Salary Classification
- Leaves of Absence
- Temporary Academic Hourly
- New Academic Management Job Descriptions
- Correction to August 23, 2022 Board Agenda – Change in Salary Classification

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

- Resignation
- New Personnel
- Promotion
- Reclassification
- Voluntary Changes in Assignment
- Stipend for Additional Administrative Duties
- Leaves of Absence
- New Classified Job Descriptions
- Revised Classified Job Description
- New Classified Management Job Description
- Revised Classified Management Range Adjustment

[c] Request approval of Professional Experts.

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

[e] Request approval of Volunteers.

[f] Request approval of a salary adjustment for CSEA Chapter #167 for the 2022-23 and 2023-24 fiscal years, inclusive of all terms and conditions specified in the written Agreement which reflects the two-thousand dollars (\$2,000.00) shift of fringe benefits, effective September 1, 2022.

7. GENERAL

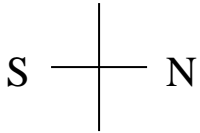
- a. It is recommended that the Board ratify the District's Emergency Conditions Application as well as the NOCCCD Emergency Conditions Recovery Plan.
- b. It is recommended that the Board discuss any potential future agenda items.

8. COMMENTS

- a. Chancellor's Staff Comments

- b. Resource Table Personnel Comments
 - c. Members of the Board of Trustees Comments
 - d. Public Comments on Non-agenda Items
9. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:
- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
 - b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.
 - c. Per Section 54957: PUBLIC EMPLOYEE: Fullerton College President.
 - d. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

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



Board Room Seating Arrangement

Jacqueline Rodarte,
President

Ed Lopez,
Vice President

Evangelina Rosales,
Secretary

Jeffrey P. Brown,
Board Member

Stephen T. Blount,
Board Member

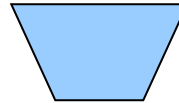
Ryan Bent,
Board Member

Dr. Barbara Dunsheath,
Board Member

Kisha Mehta,
Student Member CC

Dr. Byron D. Clift Breland,
Chancellor

Paloma Foster,
Student Member FC



Dr. JoAnna Schilling,
President CC

Alba Recinos,
Recording Secretary

Dr. Monte E. Perez,
Interim President FC

Valentina Purtell,
President NOCE

Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
DATE:	September 13, 2022	Information	<u></u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Public Hearing and Adoption of the Proposed Budget for FY 2022-2023		

BACKGROUND: Pursuant to §58301 of Title 5 of the California Code of Regulations and in accordance with Board Policy 6200, Budget Preparation, the North Orange County Community College District (NOCCCD) shall hold a public hearing on the Proposed Budget prior to the Board adopting the budget. The 2022-2023 Proposed Budget is based on the best information available at the time of budget preparation. As such, if future budget adjustments/revisions are needed after the preparation of the budget book, these adjustments will be brought to the Board for approval at a later date, as staff has done in the past.

This year's budget book, which accompanies this agenda, contains the following:

- Proposed Budget for all funds is \$758,979,482, which includes \$768,332,887 of Expenditures and \$9,353,405 of Net Total Other Sources. The General Fund Budget, including contingencies, totals to \$529,550,559;
- General Information, which contains organizational charts of all budget centers of the District. Also included in this section is the District's Financial Policies;
- Budget narrative which discusses the economic conditions and major issues that have impacted the 2022-2023 Proposed Budget;
- General Fund Summary, which shows revenues and expenditures budgeted for 2022-2023 compared with 2021-2022 actuals, General Fund Summary by Fund Type, which shows the budgeted 2022-2023 categorized by Ongoing and Self-Supporting Funds, which are included in the new Resource Allocation Model, and also Prior Year Funds, Categorical Funds, and Other Restricted Funds;
- Total allocated revenue of \$269,821,882 under the new Resource Allocation Model. Details of the calculations for the revenue allocations and assumptions underlying the budgeted expenses are discussed;
- Current-year Grant Detail, which shows the Grant Budgets by site for the General, Child Development, and Financial Aid funds. Also, in this section is a short description of each of the grants;
- Analysis of the General Fund Ending Balances as of June 30, 2022, including a narrative by budget center of the use of carry-over funds;
- Budget for Special Revenue Funds which shows the budgets for the Bookstore Fund, Cafeteria Fund, and the Child Development Fund;
- Budget for Capital Project Funds, which shows the budgets for the Capital Outlay Fund and the Bond Fund. Also, in this section is a listing of Bond and Capital Outlay projects;

- Budget for Fiduciary, or Trust, Funds which shows the budgets for Associated Students, Bursar Operations, Campus Services, Class Related Program Activities, and Student Representation Fee;
- Hospitality expenditures for 2021-2022 and Hospitality budgets for 2022-2023; and
- CCFS-311 (Financial and Budget Report). This section also includes an explanation of the various sections of the report and the Gann Appropriation Limit. The Gann Appropriation Limit sets limitations of expenditures for state and local governments. For our District, the limitation is \$306,225,216 compared with our appropriations subject to the limit of \$225,179,863. This means our District's spending ability is \$81,045,353 under the limit.

The following grant, which is included in this Proposed Budget, requires a formal resolution be adopted by the Board.

- Fullerton College Child Care Grants through the California Department of Education totaling \$161,397 to provide child care and development services to low-income children and their families, and to update facilities and equipment in the child care center.

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 #3 Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision making and integrated planning.

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

FUNDING SOURCE AND FINANCIAL IMPACT: After Board approval of the 2022-2023 Proposed Budget, the budget balances will be rolled into Banner and will become the Operating Budget for the fiscal year. Any subsequent budget transfers requiring Board approval and/or budget adjustments/revisions will be brought forward separately.

RECOMMENDATION: It is recommended that after the public hearing the Board adopt the 2022-2023 Proposed Budget of \$758,979,482 for all funds, with a General Fund Budget, including contingencies, totaling \$529,550,559 and associated funds as summarized in the Proposed Budget Book. It is further requested that the Board approve the Gann Appropriation Limit, which is \$306,225,216. In addition, it is recommended that the Board adopt a resolution to certify the approval of entering into agreements and any amendments with the California Department of Education and to authorize the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to sign contract documents and amendments for fiscal year 2022-2023.

Kashmira Vyas

Recommended by


 Approved for Submittal

3.a.2

Item No.

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2022/23.**

BE IT RESOLVED that the Governing Board of the North Orange County Community College District authorizes entering into local agreement number/s CSPP-2342 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Fred Williams</u>	<u>Vice Chancellor, Finance & Facilities</u>	_____
<u>Kashu Vyas</u>	<u>District Director, Fiscal Affairs</u>	_____

PASSED AND ADOPTED THIS 13th day of September 2022, by the Governing Board of the North Orange County Community College District of Orange County, California.

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a September 13, 2022 meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 13, 2022 Resolution _____
Information _____
SUBJECT: Ratification of Purchase Orders and Enclosure(s) X
Checks

BACKGROUND: Pursuant to the Purchasing Policy for the North Orange County Community College District, a summary of purchase orders and checks shall be submitted to the Board of Trustees for ratification at the first meeting of the Board following the issuance or prior to issuance where required.

The purchase order numbers P0151298 - P0154038, check numbers C0053967 - C0054064; F0286806 - F0286987; Q0007478 - Q0007478, 88525784 - 88526732; V0031875 - V0031879; 70122760 - 70122766; disbursements E9048995 – E9056873; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0151298 - P0154038 through August 23, 2022, totaling \$8,125,051.38, and check numbers C0053967 - C0054064, totaling \$294,319.79; check numbers F0286806 - F0286987, totaling \$1,221,031.21; check numbers Q0007478 - Q0007478, totaling \$684.75; check numbers 88525784 - 88526732, totaling \$17,770,732.52; check numbers V0031875 - V0031879, totaling \$15,946.00; check numbers 70122760 - 70122766, totaling \$603.16; and disbursements E9048995 – E9056873, totaling \$8,313,922.73, through August 31, 2022.

Fred Williams

Recommended by


Approved for Submittal

4.a.1

Item No.

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0151298	Fast Signs of Brea	\$ 1,000.00		FC	Blanket Order for Signage
P0152445	Anser Advisory Management LLC	\$ 83,460.00	Capital Outlay	AC	Solar Distributed Energy Resources for FC
P0152553	Walters Wholesale Electric Co	\$ 12,000.00		CC	Blanket Order for Electrical Supplies
P0152559	American Rentals Inc	\$ 3,300.00		CC	Blanket Order for Rental Equipment
P0152560	American Rentals Inc	\$ 605.00		CC	Blanket Order for Maintenance Supplies
P0152574	Bearings & Drives Inc	\$ 2,200.00		CC	Blanket Order for Maintenance Parts & Supplies
P0152576	Bobcat of Cerritos	\$ 600.00		CC	Blanket Order for Sweeper & Vehicle Parts
P0152652	Emergency Lighting Equipment Services Co. Inc	\$ 2,200.00		CC	Blanket Order for Emergency Lighting Services
P0152669	Pacific Lift and Equipment Co., Inc.	\$ 2,000.00		CC	Blanket Order for Machinery Repairs
P0152672	Hillyard Los Angeles	\$ 20,000.00		CC	Blanket Order for COVID-19 Custodian Supplies
P0152701	Monarch Environmental Inc	\$ 21,000.00	Bond	AC	Monitoring Oak Tree Conditions During Construction at FC New Chapman Newell
P0152723	Variable Speed Solutions Inc	\$ 8,000.00		CC	Blanket Order for A/C Units Services and Repairs
P0152757	Morrow Meadows Corp	\$ 1,718.00	Capital Outlay	NOCE	Installed Data Outlets at AC
P0152774	Amazon Business	\$ 64.59		NOCE	Supplies
P0152775	Amazon Business	\$ 233.42		NOCE	Instructional Supplies
P0153008	Amazon Business	\$ 1,278.66		FC	Instructional Materials
P0153009	Amazon Business	\$ 354.86		FC	Break Room Refrigerator
P0153010	Amazon Business	\$ 1,733.02		FC	Instructional Supplies
P0153011	Amazon Business	\$ 2,795.72		FC	Instructional Supplies
P0153021	Amazon Business	\$ 449.28		CC	Instructional Supplies
P0153022	Amazon Business	\$ 20.42		NOCE	Instructional Supplies
P0153041	National Council for Marketing and Public Relations	\$ 925.00		FC	Institutional Membership
P0153042	Examity Inc	\$ 25.00		FC	Remote Assessments for Students
P0153043	Examity Inc	\$ 375.00		FC	Remote Assessments for Students
P0153044	Rodriguez Engineering Inc	\$ 4,410.00		AC	Chancellor's Office Rm B914 Floor Slab Project @AC
P0153045	4imprint Inc	\$ 98,599.44		CC	Customized Water Bottles for Marketing
P0153046	Office Solutions	\$ 1,200.00		CC	Blanket Order for Office Supplies
P0153047	S&B Foods	\$ 216,075.13		CC	Meals for Students
P0153048	EBSCO	\$ 8,500.00		FC	Blanket Order for Periodicals
P0153049	Transportation Charter Services Inc	\$ 1,800.00		CC	Blanket Order for Transportation Services
P0153050	Office Solutions	\$ 428.00		NOCE	Blanket Order for Office Supplies
P0153051	Office Solutions	\$ 800.00		NOCE	Blanket Order for Office Supplies
P0153052	University of California, Irvine	\$ 25,355.93		FC	Student Residential Program Field Trip
P0153054	Diversified Business Services	\$ 11,922.52		CC	Custom Canopy and Table Covers
P0153055	The Champion Company	\$ 78.54		CC	Freight Charges
P0153056	International E-Z Up Inc	\$ 2,393.51		NOCE	Promotional Materials
P0153058	Return to Work Partners Inc	\$ 4,147.50		AC	Accommodations Consultant Meetings
P0153059	California Department of Justice	\$ 20,000.00		AC	Blanket Order for Employee Fingerprinting Services
P0153060	JM & J Contractors	\$ 29,356.00		AC	Block Wall Painting @ AC
P0153061	Pearson VUE	\$ 7,200.00		FC	Online Tutoring Services for the Tutoring Center
P0153062	Bio Rad Laboratories	\$ 262.90		CC	Instructional Supplies
P0153063	Community College League of California	\$ 47,746.00		FC	Library Subscription Renewal
P0153064	Computerland of Silicon Valley	\$ 6,935.00		AC	Site Licenses
P0153065	Geoffrey Hurst	\$ 279.98		AC	Amazon Reimbursement Purchase of Transceivers
P0153066	Accruent LLC	\$ 7,280.00		AC	EMS Software Support Upgrade
P0153067	Backflow Apparatus & Valve Co	\$ 10,000.00		CC	Blanket Order for Plumbing Supplies
P0153068	Western Exterminator Co	\$ 9,000.00		CC	Blanket Order for Pest Management
P0153069	Monoprice Inc	\$ 1,203.72		AC	Network Equipment
P0153070	Emma Inc	\$ 11,952.00		CC	Renewal of Email Marketing Service
P0153071	City of Fullerton	\$ 231.00		FC	False Fire Alarms Fee
P0153072	City of Fullerton	\$ 192.00		FC	Permit to Operate Above Ground Tank
P0153073	JRH Construction Company Inc	\$ 15,000.00		CC	Blanket Order for Construction Services
P0153074	Access	\$ 2,000.00		AC	Blanket Order for Shredding Services
P0153075	Johnson Controls Fire Protection LP	\$ 1,512.60		FC	Fire Alarm System Service
P0153076	iT1 Source LLC	\$ 1,578.16		NOCE	Laptop Computer
P0153077	Access	\$ 2,500.00		CC	Blanket Order for Centralized Shredding Center

Item No. 4.a.2

**BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153078	Sodexo Inc and Affiliates	\$ 2,568.39		FC	Catering for Commencement Committee
P0153079	Astro Eclipse	\$ 5,000.00		CC	Blanket Order for Window Tinting
P0153080	Tiburon Telecommunications Inc	\$ 6,000.00		CC	Blanket Order for Camera Repairs/Troubleshoots
P0153081	Bee Removers	\$ 1,100.00		CC	Blanket Order for Bee & Hive Removal Services
P0153082	South Coast Air Quality Management District	\$ 5,000.00		CC	Blanket Order for Mandated Fees
P0153083	PPC Air Conditioning Inc	\$ 10,000.00		CC	Blanket Order for HVAC Repair Services
P0153084	MRC Smart Technology Solutions	\$ 25,000.00		CC	Blanket Order for Managed Print Services
P0153085	Ast Publications LLC	\$ 400.00		FC	Database Subscription
P0153086	AASHE	\$ 610.00		FC	Institutional Membership
P0153087	Brodart Co	\$ 2,081.73		FC	Library Subscription
P0153088	Azteca Soccer Inc	\$ 5,837.36		FC	Athletic Supplies
P0153089	BSN Sports LLC	\$ 1,931.76		FC	Athletic Supplies
P0153090	Office Solutions	\$ 5,000.00		FC	Blanket Order for Office Supplies
P0153091	Chefs Toys - Accusharp	\$ 212.24		CC	Culinary Supplies
P0153092	Campus Logic Inc	\$ 82,000.00		CC	Software Subscription
P0153093	Food Makers Bakery Equipment Inc	\$ 2,000.00		CC	Blanket Order for Culinary Equipment Repairs
P0153094	Performance Health Supply Inc	\$ 2,741.46		CC	Medical Supplies
P0153095	Aardvark Clay & Supplies Inc	\$ 4,500.00		FC	Blanket Order for Art Supplies
P0153096	S/P 2	\$ 574.00		FC	Software Subscription
P0153097	Sigma-Aldrich Inc	\$ 974.63		CC	Instructional Supplies
P0153098	Follett Higher Education Group	\$ 700,000.00		FC	Blanket Order for Bookstore Voucher Incentives
P0153099	Access	\$ 1,000.00		AC	Blanket Order for Records Destruction
P0153106	Spectrum Reach LLC	\$ 44,030.00		CC	TV Advertising Services for Outreach
P0153107	Riddell	\$ 8,082.47		FC	Football Helmet Reconditioning
P0153108	Goodwill Industries of Orange County	\$ 30,000.00		FC	Blanket Order for Interpreting Services
P0153109	Toshiba Business Solutions	\$ 1,512.82		FC	Maintenance Agreement for Copier
P0153110	Toshiba Business Solutions	\$ 1,512.82		FC	Maintenance Agreement for Copier
P0153111	Toshiba Business Solutions	\$ 50.54		FC	Maintenance Agreement for Copier
P0153112	Toshiba Business Solutions	\$ 460.57		FC	Maintenance Agreement for Copier
P0153113	Omnigo Software LLC	\$ 12,316.08		CC	Software Subscription
P0153114	Amazon Business	\$ 27.99		CC	Instructional Supplies
P0153115	Carolina Biological Supply Co	\$ 2,302.65		CC	Instructional Supplies
P0153116	Verizon Wireless LA	\$ 2,640.00		NOCE	Blanket Order for Cell Phones Charges
P0153117	Kelly Spicers Inc	\$ 1,750.00		AC	Blanket Order for Copy Paper
P0153118	Bay Actuarial Consultants	\$ 6,200.00		AC	WC & P&L Actuarial Study 22-23
P0153120	Vital Inspection Services Inc	\$ 9,408.01	Bond	AC	Inspection of Record for FC Bldg 300 Renovation
P0153122	Biometrics4ALL Inc	\$ 960.00		AC	Maintenance Agreement for LiveScan Equipment
P0153123	Atkinson, Andelson, Loya, Ruud & Romo	\$ 4,314.00	Capital Outlay	AC	Professional Legal Services for Capital and Bond
P0153124	A Alvarado Painting	\$ 5,400.00		FC	Painting Job for Bldg. 100 @ FC
P0153125	Li9 Inc	\$ 4,566.00		FC	Software Subscription Renewal
P0153126	Sasco Electric	\$ 10,000.00		CC	Blanket Order for Electric Services
P0153127	Orange County Air Conditioning	\$ 20,880.00	Capital Outlay	AC	Labor and Equipment to Replace Heater at FC
P0153128	Garuda Promo and Branding Solutions	\$ 1,800.06		FC	Promotional Supplies
P0153130	Assessment Technologies Institute LLC	\$ 15,250.76		CC	Instructional Materials
P0153131	Parker & Covert LLP	\$ 964.70		AC	Legal Consultant
P0153132	Technopros CS Inc	\$ 9,033.12		CC	Software Subscription
P0153133	Data Ticket Inc	\$ 1,800.00		NOCE	Blanket Order for Parking Citation Processing Fees
P0153134	Atkinson, Andelson, Loya, Ruud & Romo	\$ 20,000.00		AC	Blanket Order for HR - Legal -Title IX
P0153135	Atkinson, Andelson, Loya, Ruud & Romo	\$ 325,000.00		AC	Blanket Order for H.R. Legal Services BA: 6/14/22
P0153137	CSI Fullmer	\$ 3,791.86		NOCE	Office Furniture
P0153138	Red Cross Store	\$ 264.01		CC	First Aid Supplies
P0153139	Toshiba Business Solutions	\$ 924.50		FC	Maintenance Agreement for Copier
P0153140	Brailsford & Dunlavey Inc	\$ 60,905.00		CC	Student Housing Feasibility Study at Cypress Colle
P0153141	Accurate Environmental Services Inc	\$ 2,725.00	Bond	AC	Crematory Source Testing for CC New SEM Bldg
P0153142	Westberg + White Inc	\$ 21,200.00	Capital Outlay	AC	Miscellaneous Architectural Services for FC
P0153143	Coast Fitness Repair Shop Inc	\$ 8,000.00		FC	Maintenance Agreement for PE Equipment

Item No. 4.a.3

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153144	VenTek International	\$ 15,928.88		FC	Maintenance Agreement for Parking Credit Card Machine
P0153145	Toshiba Business Solutions	\$ 210.12		FC	Maintenance Agreement for Copier
P0153146	Toshiba Business Solutions	\$ 210.12		FC	Maintenance Agreement for Copier
P0153147	Fisher Scientific Co LLC	\$ 10,699.56	Bond	AC	Laboratory Equipment for CC SEM Bldg.
P0153148	ASSI Security	\$ 34,083.74	Bond	AC	Command Center Equipment for Cypress College
P0153149	Division of the State Architect	\$ 2,843.55	Capital Outlay	AC	DSA Filing Fee for AC Fire Riser Replacement Project
P0153150	H2I Group Inc	\$ 5,698.00	Capital Outlay	AC	Custom Signage for FC Baseball Field
P0153151	Toshiba Business Solutions	\$ 561.30		FC	Copier Lease Payment
P0153152	Caseworx Inc	\$ 1,294.00		FC	Mailroom Shelves
P0153153	FastModel Sports	\$ 389.99		CC	Software
P0153154	Sasco Electric	\$ 1,425.00	Bond	AC	Install UPS Breakers at Cypress College
P0153155	LibreTexts Inc	\$ 1,000.00		FC	Student Software Subscription
P0153156	A Alvarado Painting	\$ 9,768.00	Capital Outlay	AC	Labor and Materials to Install Railing at FC
P0153157	Sidepath Inc	\$ 2,707.15	Bond	AC	Surveillance Equipment for Cypress College
P0153158	ServiceFirst	\$ 505.51		AC	Restroom Toilet Maintenance Services
P0153159	Computerland of Silicon Valley	\$ 15,476.00		NOCE	Renewal of Adobe Software Licensing
P0153160	Concord Theatricals Corp	\$ 472.50		FC	Performance Rights Fees
P0153161	Concord Theatricals Corp	\$ 1,268.75		FC	Performance Rights Fees
P0153162	Concord Theatricals Corp	\$ 750.00		FC	Performance Rights Fees
P0153163	Johnson Controls Fire Protection LP	\$ 780.00		FC	Off-site Fire Alarm Detection and Monitoring
P0153164	Johnson Controls Fire Protection LP	\$ 780.00		FC	Off-site Fire Alarm Detection and Monitoring
P0153165	BCM Customer Service	\$ 13,764.00		CC	Blanket Order for Monthly Water Treatment
P0153166	Sidepath Inc	\$ 2,602.81		CC	Computer
P0153167	Mongoose Research Inc	\$ 78,760.00		FC	Software Subscription
P0153168	BSN Sports LLC	\$ 7,203.54		CC	Athletic Supplies
P0153169	Tennis Warehouse	\$ 442.10		CC	Athletic Supplies
P0153170	A Alvarado Painting	\$ 3,500.00		FC	Painting/Wall Repairs for Bldg. 1200 @ FC
P0153171	Return to Work Partners Inc	\$ 50,000.00		AC	Blanket Order for Disability Compliance Consulting
P0153172	Rodriguez Engineering Inc	\$ 5,040.00		AC	Structural Engineering Services
P0153173	The Fullerton Collaborative	\$ 1,400.00		FC	Institutional Membership
P0153174	BankMobile Technologies Inc	\$ 8,000.00		CC	Blanket Order for Mobile Card Activity Charges
P0153175	Heart Smart Technology	\$ 682.93		CC	Defibrillator Pads
P0153176	Siteimprove Inc	\$ 5,983.27		FC	Subscription Renewal
P0153177	Council for Advancement and Support of Education	\$ 2,265.00		FC	Institutional Membership
P0153178	Salem Press	\$ 502.10		FC	Subscription Renewal
P0153179	J D Fields Lumber Co Inc	\$ 3,500.00		FC	Blanket Order for Lumber Supplies
P0153180	Return to Work Partners Inc	\$ 1,522.50		AC	Legal Services
P0153181	Liebert Cassidy Whitmore	\$ 3,600.00		AC	Membership
P0153182	Foundation for California Community	\$ 5,937.50		FC	Software License Renewal
P0153183	Coast Fitness Repair Shop Inc	\$ 272.92		FC	Athletic Equipment Repairs
P0153184	J W Pepper of Los Angeles	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0153185	Makita USA Inc	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0153186	AnyPromo Inc	\$ 8,682.09		CC	Promotional Materials
P0153187	Fullerton Ace Hardware	\$ 600.00		FC	Blanket Order for Hardware Supplies
P0153188	Fullerton Paint and Flooring	\$ 3,000.00		FC	Blanket Order for Paint Supplies
P0153189	Home Depot	\$ 3,000.00		FC	Blanket Order for Hardware Supplies
P0153190	Rose Brand Wipers Inc	\$ 3,000.00		FC	Blanket Order for Instructional Materials
P0153191	Linde Gas & Equipment Inc	\$ 800.00		FC	Blanket Order for Instructional Materials
P0153192	PRG Lighting	\$ 1,500.00		FC	Blanket Order for Lighting Materials
P0153193	Royal Plywood Co LLC	\$ 5,000.00		FC	Blanket Order for Hardware Supplies
P0153194	Full Compass Systems Ltd	\$ 1,000.00		FC	Blanket Order for Instructional Materials
P0153195	951 Designs	\$ 383.57		FC	Athletic Clothing
P0153196	Sunbelt Rental Inc	\$ 2,000.00		FC	Blanket Order for Instructional Materials
P0153197	Doing Good Works	\$ 532.61		FC	Promotional Supplies
P0153198	Daily Saw Service Inc	\$ 750.00		FC	Blanket Order for Hardware Supplies
P0153199	Varsity Spirit LLC	\$ 887.70		FC	Athletic Clothing

Item No. 4.a.4

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153200	Benner Metals Corp	\$ 2,500.00		FC	Blanket Order for Instructional Supplies
P0153201	National Association for Community College	\$ 900.00		FC	Institutional Membership
P0153202	Thomson West	\$ 8,511.48		FC	Software Subscription
P0153203	Xtreme Soccer	\$ 634.67		CC	Athletic Supplies
P0153204	The Research & Planning Group for CCC	\$ 530.00		NOCE	Membership
P0153205	BSN Sports LLC	\$ 7,355.26		FC	Athletic Supplies
P0153206	ArbiterPay Trust Account	\$ 23,835.00		FC	Sports Officials Fees
P0153207	Buddy's All Stars, Inc.	\$ 357.37		FC	Athletic Supplies
P0153208	Agena AstroProductts	\$ 290.93		CC	Instructional Materials
P0153209	Therma LLC	\$ 10,000.00		CC	Blanket Order for HVAC Installations & Repairs
P0153210	IBM	\$ 14,220.30		CC	Software License Renewal for CC and FC
P0153211	Ultra Chem Labs Corp	\$ 25,000.00		CC	Blanket Order for Floor Cleaning Chemicals
P0153212	Gorm Inc	\$ 75,000.00		CC	Blanket Order for COVID-19 Custodial Supplies
P0153213	Office Solutions	\$ 2,000.00		FC	Blanket Order for Office Supplies
P0153214	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0153215	Sodexo Inc and Affiliates	\$ 240.03		FC	Catering for Athlete Orientations
P0153216	Sodexo Inc and Affiliates	\$ 2,827.45		FC	Catering for Promise Program Event
P0153217	UCLA Regents	\$ 14,500.00		CC	Conference Center Rental for Managers Retreat
P0153218	Jimmy's Custom Upholstery	\$ 4,500.00		FC	Reupholster Hospital Beds
P0153219	Amazon Business	\$ 382.08		FC	Academic Supplies
P0153220	Lexis Nexis	\$ 7,537.69		FC	Software Subscription
P0153221	BSN Sports LLC	\$ 4,234.25		FC	Athletic Supplies
P0153222	Amazon Business	\$ 109.18		CC	Classroom Supplies
P0153223	Worldwide Recovery Systems Inc	\$ 2,400.00		FC	Blanket Order for Waste Disposal Services
P0153224	Toshiba Business Solutions	\$ 260.54		CC	Maintenance Agreement for Copier
P0153225	Control Solutions Inc	\$ 185.34		CC	Medical Supplies
P0153226	STERIS Corporation	\$ 7,245.00		CC	Maintenance Agreement for Laboratory Equipment
P0153227	Amazon Business	\$ 25.31		CC	Office Supplies
P0153228	Southern 30/EEDEC	\$ 200.00		AC	Institutional Membership
P0153229	Environmental Management Technologies	\$ 2,500.00		AC	Blanket Order for Hazardous Waste Disposal
P0153230	GST	\$ 8,802.20		CC	Instructional Equipment for CC SEM Room 312
P0153231	Brinfern Photography	\$ 7,000.00		FC	Photography Services
P0153232	Jessica Langlois	\$ 290.90		FC	Reimbursement for Instructional Supplies
P0153233	Society of Diagnostic Medical Sonographers	\$ 250.00		CC	Membership
P0153234	Pathways of Hope	\$ 73,721.66		NOCE	Consultant Agreement - Food Bank BA: 7/26/22
P0153235	Azteca Soccer Inc	\$ 5,682.76		FC	Athletic Supplies
P0153236	Office Solutions	\$ 1,000.00		NOCE	Blanket Order for Office Supplies
P0153237	Office Solutions	\$ 300.00		NOCE	Blanket Order for Office Supplies
P0153238	Samy's Camera Inc	\$ 1,287.36		CC	Instructional Supplies
P0153239	Paula Merrill	\$ 30,000.00		AC	Market Analysis for HR
P0153240	Li9 Inc	\$ 5,712.00		FC	Software Renewal
P0153241	Simplot Partners	\$ 313.45		CC	Clay Supplies
P0153242	Respondus Inc	\$ 13,195.00		FC	Software License Renewal
P0153243	Automotive Engine Builders Association	\$ 300.00		FC	Membership Renewal
P0153245	4imprint Inc	\$ 3,325.99		CC	Promotional Supplies
P0153246	Follett Higher Education Group	\$ 600,000.00		CC	Blanket Order for Book Vouchers
P0153247	Currier & Hudson	\$ 99,100.00		AC	Blanket Order for HR - Legal for Title IX
P0153248	California Council of Cultural Centers in Higher Education	\$ 176.00		FC	Institutional Membership
P0153249	Postmaster - Cypress	\$ 1,410.00		CC	Campus PO Box Fees
P0153250	Postmaster - Cypress	\$ 1,480.00		CC	Campus PO Box Fees
P0153251	Azteca Soccer Inc	\$ 8,784.83		FC	Athletic Supplies
P0153252	Buddy's All Stars, Inc.	\$ 9,488.45		FC	Athletic Supplies
P0153253	Gilda Nowparast	\$ 7,650.00		FC	Photography Services
P0153255	Note Taking Express	\$ 3,000.00		CC	Blanket Order for Online Software Service
P0153256	CDW Government Inc	\$ 578.22	Capital Outlay	CC	iPad for CC New SEM Bldg
P0153257	Hextronics	\$ 23,859.00		FC	Drone Docking Station

Item No. 4.a.5

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153258	Educational Credit Management Corporation	\$ 4,600.00		CC	Student Default Prevention Service Fee
P0153259	Control Air Enterprises LLC	\$ 13,200.00		CC	Blanket Order for EMS System Services
P0153260	CollegeSource Inc	\$ 8,026.77		FC	Software License Renewal
P0153261	California Assoc of Comm College Registrars & Adm Officers	\$ 300.00		FC	Institutional Membership
P0153262	North Orange County Chamber	\$ 850.00		NOCE	Membership
P0153263	Assessment Technologies Institute LLC	\$ 2,500.00		CC	Instructional Materials
P0153264	Educational Credit Management Corporation	\$ 36,000.00		FC	Student Loan Tracking Service Fees
P0153265	Amazon Business	\$ 121.79		FC	Tutoring Supplies
P0153266	Canon Solutions America Inc	\$ 81.01		AC	Office Supplies
P0153267	Currier & Hudson	\$ 19,860.25		AC	June 2022 expenses for HR Legal Title IX
P0153268	Sterilization Assurance Service	\$ 1,131.38		CC	Office Supplies
P0153269	Kimberly Rosenfeld	\$ 500.00		CC	Guest Speaker for President's Office
P0153270	National Behavioral Intervention Team Association	\$ 1,099.00		FC	Institutional Membership
P0153271	OHO Interactive	\$ 354,350.00		AC	NOCCCD Website Redesign B/A: 7/26/22
P0153272	Wireready Newswire Systems Inc	\$ 1,395.00		FC	Software License
P0153273	Buddy's All Stars, Inc.	\$ 3,867.13		FC	Athletic Supplies
P0153276	Morrow Meadows Corp	\$ 505.00		NOCE	Equipment Repair
P0153277	Press Association	\$ 5,372.01		FC	Radio Station Subscription
P0153278	Enco Systems, Inc.	\$ 1,932.66		FC	Software Subscription
P0153279	GST	\$ 1,968.13	Capital Outlay	CC	Computer for Cypress College
P0153280	Western Exterminator Co	\$ 1,300.00		CC	Pest and Rodent Control Services
P0153281	JHM Supply Inc	\$ 172.99		CC	Grounds and Irrigation Supplies
P0153282	Knorr Systems Inc	\$ 1,100.00		CC	Aquatic Facility Operator Training
P0153283	NMK Corporation	\$ 625.00		FC	Support Service to Troubleshoot CallManager Server
P0153284	Microsoft Corporation	\$ 85,001.90		NOCE	Laptop (250)
P0153285	Pete's Road Service Inc	\$ 228.79		CC	Forklift Repair
P0153286	SC Fuels	\$ 3,687.89		CC	Gasoline
P0153287	PT Productions	\$ 1,500.00		CC	Blanket Order for Rigging System Safety inspection
P0153288	Commercial Foodservice Repair Inc	\$ 500.00		CC	Blanket Order for Repairs of Kitchen Equipment
P0153289	Signature Flooring Inc	\$ 9,173.91		FC	New Flooring Installation
P0153290	Blairs Towing Inc	\$ 440.00		CC	Vehicle Towing Services
P0153291	Eureka The California Career Information System	\$ 1,095.00		FC	Software License Renewal
P0153292	Scrip-safe Security Products Inc	\$ 4,112.10		CC	College Diplomas
P0153293	Redrock Software	\$ 4,175.00		CC	Software Subscription
P0153294	The Wall Street Journal	\$ 644.87		FC	Journal Subscription
P0153295	Scrip-safe Security Products Inc	\$ 5,232.70		CC	College Certificates
P0153308	Veolia ES Technical Solutions LLC	\$ 1,596.50		CC	Water, Waste, Energy Management Services Invoices
P0153309	Patrick Branstetter	\$ 7,000.00		FC	Blanket Order for Piano Tuning Services
P0153310	Toshiba Business Solutions	\$ 915.88		FC	Software Subscription
P0153311	Margarita Ramirez	\$ 1,029.38		CC	Reimbursement for Vehicle Damages
P0153312	GST	\$ 464,614.19		CC	Hamblin Classroom Technology Upgrades @ CC B/A: 4/27/21
P0153313	City of Fullerton	\$ 192.00		FC	Annual Permit Fees
P0153314	PrestoSports Inc	\$ 3,650.00		CC	Athletics Site Subscription Renewal
P0153315	CDW Government Inc	\$ 404.57		FC	iPad Tablet
P0153316	CDW Government Inc	\$ 10,290.20		AC	Cyber Security Server Licenses
P0153317	Computerland of Silicon Valley	\$ 47,523.00		CC	Software License
P0153319	Screencast-O-matic	\$ 624.00		NOCE	Software Renewal
P0153320	Parker & Covert LLP	\$ 6,250.00		AC	Legal Services - Investigations
P0153321	CSSO Association Inc	\$ 300.00		FC	Institutional Membership
P0153322	Cumulus Technology Service Inc	\$ 16,000.00		AC	Banner & Oracle Database Administration Support
P0153323	Cumulus Technology Service Inc	\$ 32,000.00		AC	Information Security Consulting
P0153324	Amazon Business	\$ 569.61		NOCE	Instructional Supplies
P0153325	Office Solutions	\$ 1,000.00		FC	Blanket Order for Office Supplies
P0153326	Markertek Video Supply	\$ 1,284.38		FC	Theatre Equipment
P0153327	American Accounting Association	\$ 250.00		FC	Software Subscription Renewal
P0153328	Agena AstroProductts	\$ 2,107.60		CC	Instructional Materials

Item No. 4.a.6

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153329	Hardy Diagnostics	\$ 2,229.13		CC	Instructional Supplies
P0153330	Trane U S Inc	\$ 10,671.00		AC	Cooling Tower Motor Replacement @ AC
P0153331	Johnson Controls Fire Protection LP	\$ 28,000.00		CC	Blanket Order for Fire Alarm System Services
P0153333	Johnson Controls Fire Protection LP	\$ 10,177.72		CC	Fire Protection Service Calls
P0153335	VictoryVR Inc	\$ 82,646.88		FC	Educational Supplies and Software
P0153336	Fullerton College	\$ 26.75		FC	Student Fees Reimbursement.
P0153337	Toshiba Business Solutions	\$ 1,578.54		NOCE	Maintenance Agreement for Copier
P0153338	Sidpath Inc	\$ 825.78		CC	Laptop
P0153339	Grainger Inc	\$ 2,745.02		FC	Campus Maintenance Equipment
P0153340	Pacific Coast Entertainment	\$ 165.85		FC	Lighting Supplies
P0153341	Office Solutions	\$ 700.00		FC	Blanket Order for Office Supplies
P0153342	J W Pepper of Los Angeles	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0153344	Concord Theatricals Corp	\$ 870.00		FC	Theatre Performance Fees
P0153345	Toshiba Business Solutions	\$ 1,158.32		NOCE	Maintenance Agreement for Copier
P0153346	City of Fullerton	\$ 444.35		FC	Special Police Services for FC Commencement
P0153347	O'Reilly Automotive Inc	\$ 500.00		CC	Blanket Order for Automotive Supplies
P0153348	Selman Chevrolet and Geo	\$ 5,000.00		FC	Blanket Order for Vehicle Services
P0153349	ACCE	\$ 500.00		NOCE	Institutional Membership
P0153350	Presentation Folder Inc	\$ 6,292.60		AC	Production Supplies
P0153351	Amazon Business	\$ 452.06		CC	Non-Instructional Supplies
P0153352	Precision Refrigeration Services Inc	\$ 815.34		FC	Ice Machine Repairs
P0153353	Cranium Cafe LLC	\$ 61,868.00		CC	Invoice for Software Package
P0153354	AT & T Inc	\$ 1,067.33		AC	Mobile Hotspots
P0153355	Mark Groh	\$ 3,000.00		FC	Blanket Order for Adjudication Services
P0153356	Accrediting Commission for Community and Junior Colleges	\$ 30,105.00		CC	Accrediting Commission Fees
P0153357	Palomar Community College District	\$ 2,856.00		FC	Software
P0153358	P R Construction Inc	\$ 4,803.59		FC	Painting Services
P0153359	Phoenix Group Information Systems	\$ 5,906.88		FC	Parking Signs
P0153360	Access	\$ 1,000.00		FC	Blanket Order for Shredding Services
P0153361	Integrity Electric	\$ 10,112.00	Capital Outlay	AC	Installation of UPS for Electric Doors at FC
P0153362	Total Western Inc	\$ 7,195.00	Capital Outlay	AC	Labor and Materials to Repair Boiler at FC
P0153363	LA High Tech Enterprises Inc	\$ 1,739.98		FC	Display and installation for DSS Department
P0153364	Campus Pride Inc	\$ 231.95		FC	Institutional Membership
P0153365	Examity Inc	\$ 75.00		FC	Remote Assessments for Students
P0153366	VWR Funding Inc	\$ 2,381.44		CC	Instructional Materials
P0153367	Fisher Scientific Co LLC	\$ 2,303.04		CC	Instructional Supplies
P0153368	Anaheim Chamber of Commerce	\$ 778.00		AC	Institutional Membership
P0153369	Examity Inc	\$ 475.00		FC	Remote Assessments for Students
P0153370	Amazon Business	\$ 2,239.34		NOCE	Instructional Supplies
P0153371	Entenmann-Rovin Co	\$ 569.16		CC	Campus Safety Badges
P0153372	Sanz Construction Inc	\$ 2,040.00	Capital Outlay	CC	Labor and Materials to Fabrication of Steel Door at CC
P0153373	Grainger Inc	\$ 7,250.26		CC	Purchase Ice Machine and Ice Bin for CC
P0153374	Performance Health Supply Inc	\$ 2,475.20		CC	Medical Equipment
P0153375	BSN Sports LLC	\$ 5,792.93		CC	Athletic Supplies
P0153376	Cummins Inc	\$ 2,500.00		CC	Blanket Order for Generator Repair Services
P0153377	H2I Group Inc	\$ 6,358.00		FC	Athletic Netting and Installation
P0153378	Buddy's All Stars, Inc.	\$ 3,166.99		FC	Athletic Supplies
P0153379	BSN Sports LLC	\$ 5,685.80		FC	Athletic Supplies
P0153380	Riddell	\$ 459.77		FC	Athletic Supplies
P0153381	Pioneer Manufacturing Company	\$ 3,085.22		CC	Athletic Supplies
P0153382	Phase One United States Inc	\$ 60,105.11		FC	Camera Equipment for Drone Lab
P0153383	Intellitext LLC	\$ 25,000.00		FC	Blanket Order for Transcription Services
P0153384	Sodexo Inc and Affiliates	\$ 85,743.94		FC	Catering for Students During Covid 19
P0153385	Sodexo Inc and Affiliates	\$ 60,647.81		FC	Catering for Students During Covid 19 Pandemic
P0153386	Pacific Coast Entertainment	\$ 5,216.20		FC	Lighting Supplies
P0153387	CSSO Association Inc	\$ 300.00		CC	Institutional Membership Fees

Item No. 4.a.7

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153388	Orange Empire Athletic Conference	\$ 7,000.00		FC	Institutional Membership Fees
P0153389	Sasco Electric	\$ 2,320.00	Capital Outlay	CC	Relocate Receptacles at CC Humanities Bldg
P0153390	UCLA Regents	\$ 14,500.00		CC	Manager's Retreat Fees
P0153391	Sodexo Inc and Affiliates	\$ 1,341.84		FC	Catering for Student Services Department
P0153392	Computerland of Silicon Valley	\$ 66,211.00		FC	Annual Renewal of Creative Cloud Site License
P0153393	NexHealth Inc	\$ 900.00		CC	Software Subscription Service
P0153394	Sidepath Inc	\$ 246.48		CC	Computer Monitor
P0153395	Postmaster - Cypress	\$ 265.00		CC	Mailing Service Permit
P0153397	CDW Government Inc	\$ 18,817.50		CC	Software Application Subscription
P0153398	Orange County Air Conditioning	\$ 21,990.00	Capital Outlay	AC	Remove/Replace AC Units at FC Bldg 1200
P0153399	Pacific Coast Entertainment	\$ 45,169.73		FC	Lighting Equipment for Theatre
P0153400	Strata Information Group	\$ 13,600.00		AC	Consulting Services for Banner 320
P0153401	Yvette Franco	\$ 1,362.64		FC	Reimbursement for Car Damages
P0153402	Emma Inc	\$ 806.97		AC	Software Subscription - Email Services
P0153403	Ludlow Kingsley	\$ 3,600.00		AC	Website Hosting
P0153404	Ludlow Kingsley	\$ 6,000.00		AC	Website Maintenance Fees
P0153405	Comprehensive Emergency Management Services	\$ 30,000.00		AC	Comprehensive Emergency Management Services
P0153406	Amazon Business	\$ 1,121.59		CC	Office Supplies
P0153407	Suniya 360 Architects PC	\$ 40,000.00	Capital Outlay	CC	Health Sciences Programming/IPP Study at CC
P0153408	Koury Engineering & Testing Inc	\$ 62,220.00	Bond	AC	Consultant Fee for FC Building 300 Modernization & Retrofit
P0153410	Transportation Charter Services Inc	\$ 1,004.00		AC	Transportation - Field Trip
P0153414	iHeartMedia + Entertainment Inc	\$ 50,025.00		CC	Radio Broadcast Marketing Fee
P0153415	Toshiba Business Solutions	\$ 42.03		FC	Maintenance Agreement for Copier
P0153416	Toshiba Business Solutions	\$ 21.01		FC	Maintenance Agreement for Copier
P0153417	Toshiba Business Solutions	\$ 21.01		FC	Maintenance Agreement for Copier
P0153418	Toshiba Business Solutions	\$ 21.01		FC	Maintenance Agreement for Copier
P0153419	Toshiba Business Solutions	\$ 252.14		FC	Maintenance Agreement for Copier
P0153420	Anna Spencer-Lonetti	\$ 441.90		CC	Reimbursement - Supplies
P0153421	Amazon Business	\$ 433.78		CC	Instructional Materials
P0153422	Amazon Business	\$ 149.33		FC	Promotional Materials
P0153423	Carolina Biological Supply Co	\$ 1,646.01		CC	Instructional Materials
P0153424	Fisher Scientific Co LLC	\$ 1,002.63		CC	Instructional Supplies
P0153425	Language Services Associates Inc	\$ 9,000.00		NOCE	Blanket Order for Interpreting Services
P0153426	Office Solutions	\$ 600.00		CC	Blanket Order for Office Supplies
P0153427	GST	\$ 552.09		FC	Computer Monitor (2)
P0153428	Amazon Business	\$ 61.39		CC	Office Supplies
P0153429	Ewing Irrigation Products Inc	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0153430	Johnson Controls Fire Protection LP	\$ 7,387.16		CC	Fire Alarm System Service Call
P0153431	Total Western Inc	\$ 2,880.00		FC	Boiler Repairs
P0153432	Countryman Associates Inc	\$ 500.00		CC	Blanket Order for Equipment Off-site Repairs
P0153433	Marx Bros Fire Extinguisher Co Inc	\$ 10,000.00		CC	Blanket Order for Fire Equipment Services
P0153434	Amazon Business	\$ 1,240.29		CC	Instructional Materials
P0153435	Amazon Business	\$ 1,395.10		FC	Instructional Supplies
P0153436	Amazon Business	\$ 705.09		CC	Instructional Materials
P0153437	Amazon Business	\$ 81.87		FC	Office Supplies
P0153438	Sunbelt Control Inc	\$ 1,210.00		CC	Blanket Order for HVAC System Services
P0153439	Progent Corporation	\$ 5,000.00		CC	Blanket Order for Consulting Services
P0153440	North Orange County Chamber	\$ 1,500.00		AC	Institutional Membership
P0153441	Shimadzu Scientific Instruments Inc	\$ 4,318.00		FC	Maintenance Agreement for Laboratory Equipment
P0153442	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0153443	Kaizen Collision Center	\$ 8,911.99		CC	Collision Repairs to Campus Safety Vehicle
P0153444	Burlington English Inc	\$ 2,880.00		NOCE	Software
P0153445	Cambridge University Press	\$ 6,190.19		NOCE	Instructional Materials
P0153446	Glacier Communications Inc	\$ 20,000.00		CC	Digital Advertisement
P0153447	Johnson Controls Fire Protection LP	\$ 8,000.00		CC	Annual Monitoring Fee for CC Fire Alarm System
P0153448	Johnson Controls Fire Protection LP	\$ 79,773.49		CC	Annual Monitoring of Fire Alarm System Fee for CC

Item No. 4.a.8

BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153449	Toshiba Business Solutions	\$ 1,482.09		NOCE	Maintenance Agreement for Copier
P0153450	Toshiba Business Solutions	\$ 884.57		NOCE	Maintenance Agreement for Copier
P0153451	Toshiba Business Solutions	\$ 108.19		SCE	Maintenance Agreement for Copier
P0153452	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0153453	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0153454	Toshiba Business Solutions	\$ 2,545.02		CC	Maintenance Agreement for Copier
P0153456	Language Services Associates Inc	\$ 811.00		NOCE	Translating Services
P0153458	Schindler Elevator Corporation	\$ 40,223.00	Capital Outlay	CC	Labor and Materials to Upgrade Door Operator at CC
P0153459	Orange Coast Petroleum Equipment, Inc	\$ 2,200.00		CC	Blanket Order for Fuel Station Recertification
P0153460	CDW Government Inc	\$ 46.81		AC	Storage Bins
P0153461	MKH Electronics Inc	\$ 500.00		CC	Blanket Order for Equipment Repairs
P0153462	Johnson Controls Fire Protection LP	\$ 15,000.00		FC	Blanket Order for Fire Alarm System Repairs
P0153463	Schindler Elevator Corporation	\$ 21,731.16		CC	Maintenance Agreement for CC Elevators
P0153464	Schindler Elevator Corporation	\$ 13,304.00	Capital Outlay	AC	Replacing Emergency Batteries for FC Elevators
P0153465	Amazon Business	\$ 343.67		FC	Instructional Supplies
P0153466	Amazon Business	\$ 35.54		CC	Instructional Supplies
P0153467	Amazon Business	\$ 560.30		CC	Instructional Materials
P0153468	Rosetta Stone Ltd.	\$ 10,000.00		NOCE	Software
P0153469	Virus Geeks Inc	\$ 165,000.00		AC	Virus Geeks PCR Test for District B/A: 6/14/22
P0153470	Krueger International Inc	\$ 8,809.76		NOCE	Classroom Furniture
P0153471	Kaizen Collision Center	\$ 2,533.85		CC	Collision Repair Campus Safety Vehicle
P0153472	Dannis Woliver Kelley	\$ 10,000.00		AC	Legal Consultant Services
P0153473	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0153475	Four Winds Interactive LLC	\$ 5,838.20		CC	Annual Software Support Renewal
P0153476	Toshiba Business Solutions	\$ 2,972.92		CC	Maintenance Agreement for Copier
P0153477	Toshiba Business Solutions	\$ 1,103.01		CC	Maintenance Agreement for Copier
P0153478	Toshiba Business Solutions	\$ 1,143.04		CC	Maintenance Agreement for Copier
P0153479	Toshiba Business Solutions	\$ 654.67		CC	Maintenance Agreement for Copier
P0153480	Toshiba Business Solutions	\$ 302.12		CC	Maintenance Agreement for Copier
P0153481	Toshiba Business Solutions	\$ 3,481.97		CC	Maintenance Agreement for Copier
P0153482	Toshiba Business Solutions	\$ 126.81		CC	Maintenance Agreement for Copier
P0153483	Toshiba Business Solutions	\$ 1,459.84		CC	Maintenance Agreement for Copier
P0153484	Toshiba Business Solutions	\$ 237.46		CC	Maintenance Agreement for Copier
P0153485	Toshiba Business Solutions	\$ 133.32		CC	Maintenance Agreement for Copier
P0153486	Toshiba Business Solutions	\$ 3,996.58		CC	Maintenance Agreement for Copier
P0153487	Toshiba Business Solutions	\$ 91.00		CC	Maintenance Agreement for Copier
P0153488	Toshiba Business Solutions	\$ 106.11		CC	Maintenance Agreement for Copier
P0153489	Toshiba Business Solutions	\$ 718.15		CC	Maintenance Agreement for Copier
P0153490	Toshiba Business Solutions	\$ 666.10		CC	Maintenance Agreement for Copier
P0153491	Toshiba Business Solutions	\$ 126.52		CC	Maintenance Agreement for Copier
P0153492	Toshiba Business Solutions	\$ 334.81		CC	Maintenance Agreement for Copier
P0153493	Toshiba Business Solutions	\$ 270.02		CC	Maintenance Agreement for Copier
P0153494	Toshiba Business Solutions	\$ 323.83		CC	Maintenance Agreement for Copier
P0153495	Toshiba Business Solutions	\$ 17.60		CC	Maintenance Agreement for Copier
P0153496	Toshiba Business Solutions	\$ 279.95		CC	Maintenance Agreement for Copier
P0153497	Toshiba Business Solutions	\$ 599.69		CC	Maintenance Agreement for Copier
P0153498	Toshiba Business Solutions	\$ 544.38		CC	Maintenance Agreement for Copier
P0153499	Toshiba Business Solutions	\$ 878.23		CC	Maintenance Agreement for Copier
P0153500	Toshiba Business Solutions	\$ 408.51		CC	Maintenance Agreement for Copier
P0153501	Toshiba Business Solutions	\$ 65.59		CC	Maintenance Agreement for Copier
P0153502	Sodexo Inc and Affiliates	\$ 6,644.46		FC	Meals - Preschool Lab
P0153503	Penn-Jersey X-Ray	\$ 789.48		CC	Instructional Supplies
P0153504	Shamrock Scientific Specialty Systems Inc	\$ 339.73		CC	Instructional Materials
P0153505	Carolina Biological Supply Co	\$ 256.77		CC	Instructional Materials
P0153506	Amazon Business	\$ 207.91		FC	Instructional Materials
P0153507	Amazon Business	\$ 679.38		CC	Instructional Materials

Item No. 4.a.9

**BOARD RECAP
FOR THE PERIOD JULY 29, 2022 THROUGH AUGUST 23, 2022
BOARD MEETING SEPTEMBER 13, 2022**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0153509	Integrity Electric	\$ 7,723.00	Capital Outlay	AC	Panel Feed Relocation in Building 1200 at FC
P0153510	CSI Fullmer	\$ 6,395.09	Capital Outlay	NOCE	Furniture for NOCE 5th Floor
P0153511	Case & Sons Construction Inc	\$ 12,700.00	Capital Outlay	AC	Repair Water Leak at FC Bldg 400 Room 432
P0153529	Sodexo Inc and Affiliates	\$ 5,370.80		FC	Meals - Preschool Lab
P0153530	Office Solutions	\$ 5,000.00		FC	Blanket Order for Office Supplies
P0153532	Howard Roofing Company Inc	\$ 23,009.00	Capital Outlay	AC	Roof Repairs at FC and Wilshire Bldgs
P0153533	Southern California News Group	\$ 2,267.87	Bond	AC	Advertisement for CC Fine Arts Renovation Project
P0153534	ASCIP	\$ 1,535,064.00		AC	Property & Liability Insurance Premium 22-23 6/14/22
P0153537	Beach Paving Inc	\$ 61,285.00	Capital Outlay	AC	New Asphalt and Crack Filler at CC Parking Lots
P0153538	Orange County Air Conditioning	\$ 58,414.00	Capital Outlay	AC	Install and Configure AC Controls Supervisors at FC
P0153539	Geotechnical Solutions Inc	\$ 5,800.00	Capital Outlay	AC	Geotechnical Engineering & Geology Study for New Elevator at FC
P0153540	Akeso Occupational Health	\$ 860.00		AC	Respiratory Program Consultant
P0153545	1st California Notary Services	\$ 484.88		NOCE	Instructional Supplies
P0153548	Orange County Business Council	\$ 5,000.00		AC	Institutional Membership
P0153549	Kennedy White Inc	\$ 4,200.00		NOCE	Mediation Services
P0154033	Ortiz Tractor Service	\$ 21,250.00	Capital Outlay	AC	Remove and Replace Concrete at FC Bldgs 600 & 2000
P0154038	Ortiz Tractor Service	\$ 39,668.00	Capital Outlay	AC	Drainage Improvement at FC Bldg. 600

\$ 8,125,051.83

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	September 13, 2022	Information	X
		Enclosure(s)	X
SUBJECT:	Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of June 30, 2022		

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

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended June 30, 2022, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of June 30, 2022, the District had **\$329,331,287.65** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$6,697,653,627** and the market value was **\$6,590,844,528**. This represents an unrealized loss for accounting purposes of approximately -1.59%, which equates to **-\$5,251,926** for the District. This paper loss is the result of a increase in interest rates, which caused the values to decrease. The average net interest rate for the quarter ended June 30, 2022, was 0.54%. Net interest earned for the quarter totaled **\$412,264.64**.
2. **Cypress College and Fullerton College Investments.** As of June 30, 2022, the colleges' investments total **\$1,904,737.52**. This amount was invested in certificates of deposit with the interest rates varying from **0.09%** to **2.96%**.

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

Irrevocable Retiree Benefits Trust Report

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

For the quarter ended June 30, 2022, the portfolio value changed from **\$132,816,319.62** to **\$115,948,285.41**, a change in value of **-\$16,868,034.21**. Contributions of **\$1,514,899.06** were made during this quarter. The time weighted return net of fees was **-13.87%** quarter-to-date and **4.76%** inception-to-date.

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

How does this relate to the five District Strategic Directions? This item responds to 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 6320, Investments.

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

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended June 30, 2022.

Fred Williams

Recommended by


Approved for Submittal

4.b.2

Item No.

Cash in County Treasury

As of June 30, 2022

General Fund	160,688,127.96
Child Development Fund	91,666.12
FC Bursar Fund	2,328,069.28
CC Bursar Fund	1,106,995.83
Capital Outlay Fund	64,721,277.01
Self Insurance Fund	26,602,302.11
Retiree Benefit Fund	126.91
Student Financial Aid Fund	9,341,325.92
Bond Fund	64,451,396.51
Total:	<u>329,331,287.65</u>

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING June 30, 2022

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>
<i>Bursar's Office (6 mos - 2 years)</i>	CD # OBP-774145	Union Banc	9/27/2023	\$ 700,000.00	0.145%-1.10%
<i>(3 years)</i>	CD # 911593-41	Schools 1st FCU	1/22/2023	\$ 115,412.74	2.270%
<i>(3 years)</i>	CD # 0092620172-1000	East West Bank	9/25/2022	\$ 250,611.81	0.095%
<i>(3 years)</i>	CD # 920880751-293841	NuVision FCU	1/22/2023	\$ 288,300.72	2.430%
<i>Total Bursar Investments</i>				<u>\$ 1,354,325.27</u>	
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2022	\$ 173,889.64	2.47%
<i>Total Associated Students</i>				<u>\$ 173,889.64</u>	
<i>Total Investments</i>				<u><u>\$ 1,528,214.91</u></u>	

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

**Fullerton College
Investment Report
For Period Ended 06/30/22**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	2.960	8/13/2024	154,859.26
Assoc. Students	CD	Schools First Federal Credit Union	2.230	8/2/2022	111,583.47
Bursar	CD	Schools First Federal Credit Union	0.600	9/14/2022	110,079.88
					<u>\$ 376,522.61</u>

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

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP) AND SPECIFIC INVESTMENT ACCOUNTS ⁽¹⁾
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: June 30, 2022

OCTP INVESTMENT STATISTICS - By Reporting Entity

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 06/30/2022	MONTHLY Gross Yield	QUARTER Gross Yield	Annual Gross Yield	Current NAV
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,790,272,296	282	0.837%	0.762%	0.649%	0.532%	0.9844 ⁽²⁾
	COST (Capital) \$ 5,878,963,366						
	MONTHLY AVG Balance \$ 6,035,299,764						
	QUARTERLY AVG Balance \$ 6,483,011,326						
	ANNUAL AVG Balance \$ 5,868,491,101						
	BOOK Value \$ 5,881,937,318						
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 6,590,844,528	287	0.823%	0.681%	0.601%	0.521%	0.9841 ⁽²⁾
	COST (Capital) \$ 6,694,205,925						
	MONTHLY AVG Balance \$ 6,469,471,054						
	QUARTERLY AVG Balance \$ 6,378,754,913						
	ANNUAL AVG Balance \$ 5,665,497,320						
	BOOK Value \$ 6,697,653,627						

INVESTMENT STATISTICS - Specific Investment Accounts

DESCRIPTION	CURRENT BALANCE	BY SPECIFIC INVESTMENT			
		Fund	Market Value	Book Value	Current NAV
Specific Investment Funds:	MARKET Value \$ 109,596,032				
John Wayne Airport Investment Fund (JWA)	COST (Capital) \$ 111,247,264	JWA	\$ 53,430,220	\$ 53,425,144	1.0001
Fountain Valley School District Fund 40 (FVSD)	MONTHLY AVG Balance \$ 111,205,700	FVSD	33,692,142	34,703,070	0.9709 ⁽²⁾
CCCD Series 2017E Bonds (CCCD)	QUARTERLY AVG Balance \$ 111,149,837	CCCD	22,473,670	22,459,623	1.0006
	ANNUAL AVG Balance \$ 110,747,236				
	BOOK Value \$ 110,587,837				

OCIF TOTALS

INVESTMENTS		CASH	
OCIP	\$ 5,878,963,366		
OCEIP	6,694,205,925		
Specific Investment	111,247,264	Cash	\$ 319,566,361
Totals	\$ 12,684,416,555		\$ 319,566,361
Total Assets in the County Treasury			\$13,003,982,916

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCIP - YTD NET YIELD	0.480%	OCIP	282
OCEIP - YTD NET YIELD	0.471%	OCEIP	287
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.763%	JOHN WAYNE AIRPORT	25
90-DAY T-BILL YIELD - MONTHLY AVERAGE	1.444%	LGIP (Standard & Poors)	30

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2022 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).

(2) Short-term rates have risen sharply causing the market values on OCIP, OCEIP and FVSD to drop slightly below book values. The OCIP, OCEIP and FVSD have sufficient liquidity to meet projected cash flow needs.

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 6/30/22

	Quarter ended <u>6/30/22</u>
Portfolio Value as of 3/31/222	\$ 132,816,319.62
Contributions	1,514,899.06
Withdrawals	
Income Received	672,737.74
Change in Market Value	(18,956,128.53)
Portfolio Fees	<u>(99,542.48)</u>
Portfolio Value on 6/30/22	<u><u>\$ 115,948,285.41</u></u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 13, 2022

SUBJECT: Surplus and Obsolete Supplies and Equipment

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

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

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

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

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

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

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

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

Fred Williams

Recommended by


Approved for Submittal

4.c.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
4	Calculators	AC
4	Cassette Recorders	AC
3	Chairs	AC
2	Clock Stamps	AC
18	Computer Key Boards	AC
3	CPU Holders	AC
1	Disk Holder Box	AC
1	Dual Monitor Holder	AC
6	Electric Staplers	AC
2	File Holders	AC
1	Floor Heater	AC
7	Heavy Duty Staplers	AC
1	Lawn Mower	AC
5	Monitor Stands	AC
1	Paper Shredder	AC
5	Printers	AC
2	Rolodex	AC
1	Scanner	AC
6	Shelves	AC
2	Single Monitor Holders	AC
2	Slow Cooking Equipment	AC
1	Three Hole Punch	AC
1	Wall Mail Box	AC
2	Wand Hand Extractors	AC

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with Geoff Hurst, District Director, Enterprise IT Applications Support and Development.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project is from Capital Outlay, supplemented by Measure J funds.

RECOMMENDATION: Authorization is requested to extend the contract with PlanNet Consulting to February 28, 2023 and increase the contract amount by \$62,350, from \$483,990 to \$546,340. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to execute any agreement and related documents on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

4.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	September 13, 2022	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Enter into a Consultant Services Agreement with Dudek for the Student Housing Environmental Mitigated Negative Declaration Study at Cypress College	Enclosure(s)	<u> </u>

BACKGROUND: On December 8, 2015, the Board approved to enter into a consultant agreement with Dudek to provide environmental planning and consulting services for environmental review of projects planned during the first 10 years of the Measure J Bond Program related to compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), as well as the National Historic Preservation Act (NHPA), at Fullerton College and Cypress College.

Cypress College is seeking to submit a Mitigated Negative Declaration (MND) for the newly proposed affordable student housing project on campus. The proposed student housing project consists of two phases, each including 99 residential units and supplemental spaces. It is assumed that the project-related environmental impacts can be mitigated to a less than significant level, as such, the MND will be the appropriate defensible level to be submitted to the State in conformance with the Environmental Quality Act (CEQA).

The services covered by this agreement shall commence September 14, 2022 and end upon completion of the services for a total not to exceed fee of \$143,000 which includes a reimbursable expense allowance of \$5,997.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, and Dr. Stephen Schoonmaker, Interim Dean, Health Sciences at Cypress College; and Jenney Ho, District Director, Purchasing.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This agreement is funded by Capital Outlay Funds, particularly the Student Housing Grant.

RECOMMENDATION: Authorization is requested to enter into a consultant services agreement with Dudek in the amount not to exceed \$143,000 inclusive of reimbursable expense allowance, for the Student Housing Environmental Mitigated Negative Declaration Study at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M
Approved for Submittal

4.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 13, 2022 Resolution
Information
SUBJECT: Change Order #1 Enclosure(s)
Bid #2122-21, Fullerton College Sherbeck
Field Improvements Project

BACKGROUND: On April 12, 2022 the Board awarded a contract Woodcliff Corporation in the amount of \$3,570,000 including an allowance of \$20,000 for the Fullerton College Sherbeck Field Improvements project. Fullerton College has applied \$5,247.53 of the allowance to address additional required utility investigation.

Fullerton College is now requesting an additional \$38,516 as part of the total amount resulting from adjustments to underground utilities desired by the college or required by code and structural modifications to accommodate existing conditions.

This change order will not extend the contract time.

Project Cost	\$ 3,550,000
Allowance	<u>\$ 20,000</u>
Total Contract	\$ 3,570,000
Change Order #1	<u>\$ 38,516</u>
Revised contract amount	\$ 3,608,516

This agenda item was submitted by Megan Moscol, Fullerton College Assistant Project Manager, Campus Capital Projects.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of change order #1 will be charged to Capital Outlay.

RECOMMENDATION: It is recommended that the Board approve Change Order #1, Bid #2122-21, Fullerton College Sherbeck Field Improvements project with Woodcliff Corporation in the amount of \$38,516 increasing the contract from \$3,570,000 to \$3,608,516 and no extension to contract time. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change order on behalf of the District.

Fred Williams

Recommended by

B. V. dist BndM

Approved for Submittal

4.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: September 13, 2022
SUBJECT: District Study Abroad Program
Summer 2023, Italy

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: At its April 24, 1987 meeting, the Board approved the International Education Program for the District, and the solicitation of proposals from independent contractors to provide travel arrangements for study abroad. AIFS has been recommended to handle all travel arrangements for the proposed Summer 2023 Community Program in Italy.

The proposed Summer 2023 Community Program will begin on June 2, 2023 and end on June 12, 2023. The program will be open to all NOCCCD community members, aged 18 and older.

This board item was prepared by Dr. Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

How does this relate to the five District Strategic Directions? This Community Program supports District Strategic Direction 4) Collective Impact & Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region. By strengthening our partnership with community members, we can also grow our student scholarship fund.

How does this relate to Board Policy: This item is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

FUNDING SOURCE AND FINANCIAL IMPACT: Participants will pay a basic program fee of \$4,095 which includes housing, support staff, some meals, travel excursions, and orientation. For every paid participant, \$300 will go directly into our Study Abroad Student Scholarship fund.

RECOMMENDATION: Authorization is requested to enter into a travel arrangement with AIFS for the NOCCCD Summer 2023 Community Program in Italy. The basic program fee of \$4,095, which is to be paid by each participant, includes housing, an orientation, support staff, travel excursions, and some meals. Authorization is further requested for the Vice Chancellor, Finance and Facilities or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

4.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: September 13, 2022
SUBJECT: District Study Abroad Program
Summer 2023, Dublin, Ireland

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: At its April 24, 1987 meeting, the Board approved the International Education Program for the District, and the solicitation of proposals from independent contractors to provide travel arrangements for study abroad. AIFS has been recommended to handle all travel arrangements for the proposed Summer 2023 Study Abroad Program in Dublin, Ireland.

The proposed Summer 2023 Study Abroad Program will begin on June 10, 2023 and end on July 14, 2023. The program will be open to all Cypress College and Fullerton College students who are in good standing and have completed a minimum of 12 units.

This board item was prepared by Dr. Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

How does this relate to the five District Strategic Directions? This Study Abroad Program supports District Strategic Direction 1) Student Experience & Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals, and Strategic Direction 4) Collective Impact & Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This item is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

FUNDING SOURCE AND FINANCIAL IMPACT: Students will pay a basic program fee of \$4,595 which includes housing, some meals, travel excursions, and orientation.

RECOMMENDATION: Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Summer 2023 Study Abroad Program in Dublin, Ireland. The basic program fee of \$4,595, which is to be paid by each student, includes housing, an orientation, support staff, travel excursions, and some meals. Authorization is further requested for the Vice Chancellor, Finance and Facilities or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

4.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
Resolution
Information
Enclosure(s)

DATE: September 13, 2022

SUBJECT: Cypress College Foundation Request to Host the Woman's Club of Cypress VRC Dedication Event and Serve Alcoholic Beverages

BACKGROUND: The Cypress College Foundation proposes to host the Woman's Club of Cypress VRC Dedication Event, in honor of Page Betar, on the Cypress College campus on the afternoon of Thursday, September 29, 2022. The Woman's Club of Cypress VRC Dedication Event serves to recognize the contributions made by the Woman's Club of Cypress. The event will be held from 5:00 pm – 7:00 pm at the Veterans Resource Center. Admission to the event is free. The Foundation is requesting permission to serve alcoholic beverages, including beer and wine, to the guests. The Foundation will obtain all required permits including the City of Cypress and the State of California Alcoholic Beverage Control approval. The Foundation will be responsible for all costs associated with the event, including insurance and permits.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item relates to Board Policy 3560 Alcoholic Beverages.

FUNDING SOURCE AND FINANCIAL IMPACT: None

RECOMMENDATION: Authorization is requested to allow the Cypress College Foundation to host the Woman's Club of Cypress VRC Dedication Event on the College campus on Thursday, September 29, 2022, and to allow them to serve alcoholic beverages to attendees.

Fred Williams

Recommended by


Approved for Submittal

4.i

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 13, 2022 Resolution
Information
Enclosure(s)
SUBJECT: North Orange County
Social Entrepreneurship Collaborative
Grant Agreement from RevHubOC

BACKGROUND: North Orange County Community College District (NOCCCD) is pleased to report a grant award from RevHubOC for the North Orange County Social Entrepreneurship Collaborative (NOCSEC) in the total amount of \$1,012,216 for the 2022-23 and 2023-24 fiscal years. These funds support the hardest-to-reach populations and communities in North Orange County with access to entrepreneurial training and mentorship. This investment will bolster programmatic efforts to create jobs, boost economic development, and create new pathways to entrepreneurship across Orange County.

NOCSEC was formed by RevHubOC in 2022 to design and build a social entrepreneurship ecosystem in North Orange County to provide every element of support to social innovators from the earliest stages of outreach and engagement, through structured exploration and ideation programming and training, all the way through incubation and scaling of promising ventures into full-fledged, viable social businesses, creating regional jobs and opportunity and providing a roadmap to the expansion of such efforts across the region, state, and nation. Along the path to building the social entrepreneurship ecosystem, NOCSEC will strengthen and expand opportunities for non-social enterprise small business ownership and scalable venture startup for people historically denied these opportunities.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD.

How does this relate to the five District Strategic Directions? This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; 4) Collective Impact and Partnerships; and 5) Physical Environment.

How does this relate to Board Policy: This item is in compliance with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

FUNDING SOURCE AND FINANCIAL IMPACT: NOCCCD has been awarded a total of \$1,012,216 from RevHubOC to be used within two years of receipt of the funds for expenses related to access to entrepreneurial training and mentorship.

RECOMMENDATION: Authorization is requested for NOCCCD to enter into an agreement with the Orange County Department of Education to accept the total of \$1,012,216 to be used within two years of receipt of the funds. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund and the Financial Aid Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg
Recommended by

B. V. dist Breda
Approved for Submittal

5.a.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 13, 2022

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. Dipt Breda

Approved for Submittal

6.a.1

Item No.

Academic Personnel
September 13, 2022

Gott Dank, Adam	NOCE	Director, Disability Support Services 12-month position (100%) Range 24, Column G
	To:	Associate Dean I, Disability Support Services 12-month position (100%) Range 25, Column G Management Salary Schedule Eff. 10/01/2022 PN SCM999
Hambly, Raine	NOCE	Director, Career Technical Education 12-month position (100%) Range 24, Column G
	To:	Associate Dean I, Career Technical Education 12-month position (100%) Range 25, Column G Management Salary Schedule Eff. 10/01/2022 PN SCM985

VOLUNTARY CHANGE IN ASSIGNMENT

Lehmeier, Marisa	CC	Counselor, Disability Support Services Class E, Step 11 Regular and Contract Faculty Salary Schedule
	To:	Counselor, Health Science Class E, Step 11 Regular and Contract Faculty Salary Schedule Eff. 07/01/2022

CHANGE IN SALARY CLASSIFICATION

Dinica, Dana	CC	Dental Hygiene (ADJ) From: Column 1, Step 2 To: Column 3, Step 1 Eff. 08/22/2022
Dadson, Guy	FC	Chemistry Instructor From: Class C To: Class D Eff. 08/18/2022

Academic Personnel
September 13, 2022

Guild, Tracy FC Psychology Instructor
From: Class B
To: Class C
Eff. 08/18/2022

LEAVE OF ABSENCE

@00005138 FC Faculty
SB 114 (SPSL)
Paid Leave using Supplemental Paid Sick Leave
Eff. 07/11/2022-07/14/2022 and 07/21/2022
(33.5 hours)

@00007103 FC Faculty
SB 114 (SPSL)
Paid Leave using Supplemental Paid Sick Leave
Eff. 07/18/2022-07/19/2022
(15 hours)

@00174680 CC Faculty
Family Medical Leave (FMLA/CFRA)
(Intermittent)
Paid Leave using Regular and Supplemental
Sick Leave until Exhausted; Unpaid thereafter
Eff. 08/18/2022-09/19/2022

@00604434 FC Faculty
SB 114 (SPSL)
Paid Leave using Supplemental Paid Sick Leave
Eff. 05/11/2022-05/13/2022 (19.5 hours) and
08/02/2022 (7.5 hours)

@00950997 FC Faculty
SB 114 (SPSL)
Paid Leave using Supplemental Paid Sick Leave
07/13/2022-07/14/2022 and 07/25/2022
(18.5 hours)

@01037523 FC Faculty
Family Medical Leave (FMLA/CFRA)
(Intermittent)
Paid Leave using Regular and Supplemental
Sick Leave until Exhausted; Unpaid thereafter
Eff. 08/18/2022-12/10/2022

Academic Personnel
September 13, 2022

@01045656	FC	Faculty SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 06/28/2022-06/30/2022 (23 hours)
@01255234	FC	Administrator SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 06/15/2022-06/16/2022 (20 hours)
Barsamian, Aram	FC	Music Instructor Load Banking Leave With Pay (11.67%) Eff. 2022 Fall Semester
De Roo, Robin	CC	Chemistry Instructor Load Banking Leave With Pay (13.35%) Eff. 2022 Fall Semester
Gotoh, Akiko	CC	Chemistry Instructor Load Banking Leave With Pay (15.00%) Eff. 2022 Fall Semester
Klassen, Kelly	FC	Mathematics Instructor Load Banking Leave With Pay (73.33%) Eff. 2022 Fall Semester
Loney, Laura	FC	Mathematics Instructor Load Banking Leave With Pay (40.00%) Eff. 2022 Fall Semester
Mangan, Michael	FC	English Instructor Load Banking Leave With Pay (6.67%) Eff. 2022 Fall Semester
Plett, Christina	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2022 Fall Semester
Wu, Jo	CC	Biological Science Instructor Load Banking Leave With Pay (3.33%) Eff. 2022 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2022 FALL SEMESTER

Balzun, Joel	FC	Column 1, Step 2
Fogle, Claire	CC	Column 1, Step 1
Mogasemi, Med	FC	Column 2, Step 1
Monahan, Kevin	CC	Column 1, Step 2
Nguyen, Brian	CC	Column 3, Step 1
O'Connor, Joseph	FC	Column 3, Step 1
Penesa, Brandon	CC	Column 1, Step 1
Pompa Manjarrez, Sheila	CC	Column 1, Step 1
Procsal, Taryn	FC	Column 1, Step 1
Rodriguez, Teddy	FC	Column 3, Step 1
Stark, Katelyn	CC	Column 1, Step 1
Tang, Avery	CC	Column 1, Step 1
Truong, Wenona	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Kopecky, Susannah	CC	Column 2, Step 1
Lopez Moreno, Nadia	FC	Column 1, Step 1
Lyons, Kelli	FC	Column 1, Step 1
Moradisomehsaraei, Shima	CC	Column 3, Step 1
Perez, Alecia	CC	Column 1, Step 1
Samel, Kascia	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Arellano, German	NOCE	Column 3, Step 1
Head, Kandace	NOCE	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Alrubaye, Wasan	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Arellano, Peggy	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Arias, Ana	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022

Academic Personnel
September 13, 2022

Azarcon, Cynthia	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Baloy, Czarina	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester
Belknap, Jeannie	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Breen, Theresa	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Cruz, Cassandra	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
De La Mora, Jamie	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Dinica, Dana	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester
Famolaro, Felix	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
FitzMaurice, Hillary	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Ford, Julie	CC	Supervising Dentist (Dental Assisting Program) Column 3, Step 4 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester
Hyatt-Solomina, Yelena	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022

Academic Personnel
September 13, 2022

Johnson, Lisa	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Kahlon, Harinder	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Kazim, Amir	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester
Khssassi, Zineb	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Koh, Myung	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Kretschmar, Judith	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Lim, Emmie	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Marlowe, Walter	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Mendoza, Armando	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 15 hours Eff. 06/23/2022-07/21/2022
Moreno, Enrique	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Palacio, Daniel	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022

Academic Personnel
September 13, 2022

Pico, Karina	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Qin, Zhen	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester
Rezai, Maryam	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Shields, Julie	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Sorooshian-Tafti, Rose	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Stanojkovic, Ivan	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Thompson, Kimberly	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Trinh, Daniel	CC	Mandatory Hospital Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 4 hours Eff. 08/09/2022
Tseng, Anh	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 08/11/2022
Welch Wheatley, Janine	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 5 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Fall Semester

Academic Personnel
September 13, 2022

NEW ACADEMIC MANAGEMENT JOB DESCRIPTIONS

Associate Dean I, Basic Skills & Support Programs
Range 25
Management Salary Schedule

Associate Dean I, Career Technical Education
Range 25
Management Salary Schedule

Associate Dean I, Disability Support Services
Range 25
Management Salary Schedule

Associate Dean I, ESL/Citizenship
Range 25
Management Salary Schedule

Associate Dean I, LEAP
Range 25
Management Salary Schedule

CORRECTION TO BOARD AGENDA OF AUGUST 23, 2022
CHANGE IN SALARY CLASSIFICATION

Robertson, Alison	CC	ESL Instructor
		From: Class D
		To: Class E
		Eff. 08/18/2022

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, Basic Skills and Support Programs	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of a Vice President or Dean, this position provides leadership in the administration and development of an instructional and student support services areas; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) Basic Skills/High School Diploma programs and may oversee facilities of a NOCE continuing education center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration and development of the NOCE Basic Skills/High School Diploma programs and the Cypress Center, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; participate in resolution of contractual issues as needed.
2.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning; assure consistency of plans with other NOCE and District plans.
3.	Plan and coordinate course offerings; work with faculty and staff to support the efforts of the program; develop and prepare faculty schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs; engage and collaborate with other campus partners as needed.
4.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommends deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determine appropriate equipment and supplies for the instructional area in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
8.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
9.	Maintain communication with District and NOCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
11.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training.
12.	Engage in participatory governance processes and activities; organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean I, Basic Skills and Support Programs may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Associate Dean I, Basic Skills and Support Programs maintains frequent contact with NOCE and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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

Desirable Qualifications

Possession of a master's degree in education or educational administration.

Management experience in continuing/higher education.

Experience with educational program development and administration.

Experience in teaching subjects to a diverse population.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements including Title 5

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

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, Career Technical Education	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of a Vice President or Dean, this position provides leadership in the administration and development of an instructional area; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) Career Technical Education programs and may oversee facilities of a NOCE continuing education center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration of the NOCE Career Technical Education programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; participate in resolution of contractual issues as needed.
2.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning; assure consistency of plans with other NOCE and District plans.
3.	Plan and coordinate course offerings; work with faculty and staff to support the efforts of the program; develop and prepare faculty schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs; engage and collaborate with other campus partners as needed.
4.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determine appropriate equipment and supplies for the instructional area in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
8.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
9.	Maintain communication with District and NOCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
11.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding for new employees and appropriate staff development training.
12.	Engage in participatory governance processes and activities; organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; represent NOCE CTE programs at regional and state levels; coordinate programs and services as appropriate with other District and college personnel.
13.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

OTHER FUNCTIONS

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

WORKING RELATIONSHIPS

The Associate Dean I, Career Technical Education maintains frequent contact with NOCE and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Desirable Qualifications

Possession of a master's degree in education or a vocational field.

Management experience in a continuing/higher education.

Experience with educational program development and administration.

Experience in teaching subjects to a diverse population.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements including Title 5

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

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, Disability Support Services	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of a college Vice President or Dean, this position provides leadership in the administration and development of an instructional, counseling, and student support services area; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) Disability Support Services, specifically ; providing educational and support services to students with disabilities and assuring compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities; may oversee facilities of a NOCE continuing education center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration, organization and development of the NOCE support services for students with disabilities (physical, communicative, learning, psychological, acquired brain injured); provide educational and support services to students with disabilities; ensure the collection, recording and reporting of required student enrollment data.
2.	Provide for diagnostic assessment of students with disabilities and determination of eligibility for support services; develop and implement plans and policies to facilitate and improve disabled students' services and programs; assure consistency of plans with NOCE and the District, and compliance with state and federal laws and regulations applicable to educational opportunities and accessibility for students with disabilities.
3.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional program.
4.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning.
5.	Work with faculty and staff to support the efforts of the program; plans and coordinates services and course offerings; develop and prepare faculty schedules and room assignments; assist in the preparation of the catalogue and class schedules; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
6.	Develop and prepare the annual preliminary budget for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, record and file regarding personnel, facilities, programs, operations, and activities.
7.	Determine appropriate equipment and supplies for assigned programs in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audiovisual and other resources; monitor and control inventories.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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8.	Maintain communication with District and NOCE administrators, faculty members, and classified staff to resolve conflicts and issues and exchange information and coordinate program activities; work with various agencies to coordinate program services and refer students with disabilities; maintain current knowledge of legislation and technology related to disabled students programs and services.
9.	Conducts outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness; foster an institutional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
10.	Engage in participatory governance processes and activities; organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
11.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes; participate in resolution of contractual issues, as needed.
12.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training.
13.	Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
14.	Maintain current knowledge of diagnostic and instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean I, Disability Support Services may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

The Associate Dean I, Disability Support Services maintains frequent contact with students, with various college and District personnel, and with representatives and service providers from the community and governmental agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

In addition, the Director serves as the designated DSPS Coordinator and must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414 (a) through (d) OR meet the minimum qualifications for an educational administrator set forth in Section 53420 AND in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

1. Instruction or counseling or both in a higher education program for students with disabilities;
2. Administration of a program for students with disabilities in an institution of higher education;
3. Teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities;
4. Administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience with educational program development and administration of programs for students with disabilities.

Management experience in continuing/higher education.

Experience in teaching or counseling students with disabilities in a higher education environment.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and Title 5 requirements

Knowledge of federal and state laws and regulations related to students with disabilities

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

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

Knowledge of record keeping procedures

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

Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, ESL/Citizenship	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of a Vice President or Dean, this position provides leadership in the administration and development of an instructional area; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) ESL/Citizenship programs and may oversee facilities of a NOCE continuing education center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration and development of the NOCE ESL/Citizenship programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; participate in resolution of contractual issues as needed.
2.	Develop and update program plans, goals and objectives, including staffing, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning; assure consistency of plans with other North Orange Continuing Education (NOCE) and District plans.
3.	Plan and coordinate course offerings; work with faculty and staff to support the efforts of the program; develop and prepare faculty schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs; engage and collaborate with other campus partners as needed.
4.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determine appropriate equipment and supplies for the instructional area in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
8.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
9.	Maintain communication with District and NOCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
11.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training.
12.	Engage in participatory governance processes and activities; organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean I, ESL/Citizenship Programs may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Associate Dean I, ESL/Citizenship Programs maintains frequent contact with NOCE and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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

Desirable Qualifications

Possession of a master's degree in TESOL, TESL, linguistics, reading, or related field.

Management experience in continuing/higher education.

Experience with educational program development and administration.

Teaching experience in an English as a Second Language program.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements including Title 5

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

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, LEAP	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of a Vice President or Dean, this position provides leadership in the administration and development of an instructional area; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) Lifeskills Education Advancement Program (LEAP) and may oversee facilities of a NOCE continuing education center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration of the NOCE Lifeskills Education Advancement Program (LEAP): Older Adults, Kids' College, and Community Education programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; participate in resolution of contractual issues as needed.
2.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning; assure consistency of plans with other NOCE and District plans.
3.	Plan and coordinate course offerings; work with faculty and staff to support the efforts of the program; develop and prepare faculty schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs; engage and collaborate with other campus partners as needed.
4.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommends deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determine appropriate equipment and supplies for the instructional area in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
8.	Conduct outreach activities and serve as a liaison with community agencies to promote program enrollment and effectiveness; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
9.	Maintain communication with District and NOCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

11.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training
12.	Engage in participatory governance processes and activities; organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean I, Lifeskills Education Advancement Program may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Associate Dean I, Lifeskills Education Advancement Program maintains frequent contact with NOCE and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of a master’s degree in education, sociology or psychology.

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

Coursework in understanding the needs and learning styles of older adults and/or children.

Management experience in continuing/higher education.

Experience with educational program development and administration.

Experience in teaching subjects to a diverse population.

Experience with community agencies, businesses and facilities that serve the adult and youth populations.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and requirements, including Title 5

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

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: September 13, 2022

Resolution _____

Information _____

SUBJECT: Classified Personnel

Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. dist Brub

Approved for Submittal

6.b.1

Item No.

Classified Personnel
September 13, 2022

RESIGNATION

Hangue, Emmanuelle FC Administrative Assistant II
12-month position (100%)
Eff. 09/01/2022
PN FCC629

Torres, Benjamin FC Manager, Campus Accounting
12-month position (100%)
Eff. 08/26/2022
PN FCM940

NEW PERSONNEL

Poveda, Vanessa FC Laboratory Technician, Theatre Arts
10-month position (100%)
Range 36, Step E
Classified Salary Schedule
Eff. 09/15/2022
PN FCC621

PROMOTION

Avalos, Sandra FC Library Assistant I
12-month position (100%)
PN FCC746

To: Library Assistant II
12-month position (100%)
Range 36, Step D
Classified Salary Schedule
Eff. 09/15/2022
PN FCC889

Chum, Huoch FC Facilities Custodian I
12-month position (100%)
PN FCC820

To: Facilities Custodian II
12-month position (100%)
Range 28, Step E + 10% Shift + 5% Longevity
Classified Salary Schedule
Eff. 09/15/2022
PN FCC751

Classified Personnel
September 13, 2022

Mendez, Ronald	FC	Facilities Custodian I 12-month position (100%) PN FCC747
		To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 10% Shift Classified Salary Schedule Eff. 09/15/2022 PN FCC950
<u>RECLASSIFICATION</u>		
Abesamis, Naomi	FC	Director, Student Activities 12-month position (100%) Range 11, Column G + Doctorate
		To: Director, Student Life & Leadership 12-month position Range 16, Column G + Doctorate Management Salary Schedule Eff. 10/01/2022 PN FCM986
Beck, Megan	FC	Evaluator 12-month position (100%) Range 36, Step E + 5% Longevity
		To: Admissions and Records Analyst 12-month position Range 44, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2021 PN FCC865
Brito, Sammie	NOCE	Facilities Security Officer 12-month position (100%) Range 31, Step E + 15% Longevity
		To: Campus Safety Officer II 12-month position Range 36, Step E + 15% Longevity Classified Salary Schedule Eff. 10/01/2021 PN SCC848

Classified Personnel
September 13, 2022

Brown, Alexander	FC	Student Services Coordinator, International Students 12-month position (100%) Range 41, Step E To: Interim Manager, International Students Program 12-month position Range 15, Column B Management Salary Schedule Eff. 10/01/2022 PN FCM960
Chacon, Benjamin	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E To: Campus Safety Officer II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 10/01/2021 PN CCC776
De La Cruz, Gabriela	CC	Director, Financial Aid 12-month position (100%) Range 20, Column A To: Director, Financial Aid 12-month position (100%) Range 21, Column A Management Salary Schedule Eff. 10/01/2022 PN CCM980
Dhillon, Jaswinder	FC	Instructional Assistant 12-month position (100%) Range 36, Step E + 15% Longevity To: Disability Support Services, Lab. Coordinator 12-month position (100%) Range 40, Step E +15% Longevity Management Salary Schedule Eff. 10/01/2021 PN FCC717

Classified Personnel
September 13, 2022

Hamamoto, Bryce	FC	Student Services Specialist, Counseling 12-month position (100%) Range 36, Step E + PG&D To: Student Services Coordinator, Counseling 12-month position (100%) Range 43, Step D +PG&D Classified Salary Schedule Eff. 10/01/2021 PN FCC590
Han, Yong Mi	CC	Manager, International Student Program 12-month position (100%) Range 14, Column G To: Manager, International Student Program 12-month position (100%) Range 15, Column G Management Salary Schedule Eff. 10/01/2022 PN CCM964
Marshall, Steven	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Shift + 15% Longevity To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Shift + 15% Longevity Classified Salary Schedule Eff. 10/01/2021 PN CCC777
Mata, Jayzelle	NOCE	Campus Marketing & Outreach Assistant 12-month position (100%) Range 36, Step E To: Communications Specialist 12-month (100%) Range 40, Step E Classified Salary Schedule Eff. 10/01/2021 PN SCC844

Classified Personnel
September 13, 2022

Matteson, Dale	NOCE	Facilities Security Officer 12-month position (100%) Range 31, Step E + 5% Shift + 20% Longevity To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 5% Shift + 20% Longevity Classified Salary Schedule Eff. 10/01/2021 PN SCC847
Osborne, Catherine	FC	Instructional Assistant, Math 12-month position (100%) Range 36, Step E + 5% Longevity To: Math Laboratory Coordinator 12-month position Range 40, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2021 PN FCC873
Ratnapala, Shajith	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Shift + 10% Longevity + PG&D To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Shift + 10% Longevity + PG&D Classified Salary Schedule Eff. 10/01/2021 PN CCC864
Ryan, Gregory	FC	Director, Financial Aid 12-month position (100%) Range 20, Column G To: Director, Financial Aid 12-month position (100%) Range 21, Column G Management Salary Schedule Eff. 10/01/2022 PN FCM983

Classified Personnel
September 13, 2022

Sandoval, Enrique	NOCE	IT Services Coordinator I 12-month position (100%) Range 48, Step E + PG&D + 5% Longevity To: IT Services Coordinator II 12-month position (100%) Range 52, Step E + PG&D + 5% Longevity Classified Salary Schedule Eff. 10/01/2021 PN SCC864
Savin, Steve	FC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 5% Shift To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 5% Shift Classified Salary Schedule Eff. 10/01/2021 PN FCC935
Tee, Lee Yean	NOCE	Accounting Technician 12-month position (100%) Range 36, Step E + 5% Longevity To: Accounting Specialist 12-month position (100%) Range 40, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2021 PN SCC959
Thomas, Jodie	CC	Administrative Assistant II 12-month position (100%) Range 36, Step E + 5% Longevity + PG&D To: Health Sciences Coordinator 12-month position (100%) Range 40, Step E + 5% Longevity + PG&D Classified Salary Schedule Eff. 10/01/2021 PN CCC918

Classified Personnel
September 13, 2022

Valadez, Anne-Marie	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E To: Campus Safety Officer II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 10/01/2021 PN CCC778
Vazquez, Carlos	FC	Campus Safety Officer 12-month position (100%) Range 31, Step D To: Campus Safety Officer II 12-month position (100%) Range 36, Step C + 5% Shift Classified Salary Schedule Eff. 10/01/2021 PN FCC742
Wollenberg, Daniel	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 5% Longevity To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2021 PN CCC928

VOLUNTARY CHANGES IN ASSIGNMENT

Boss, Brian	FC	Evaluator 12-month position (100%) Range 36, Step E + 5% Longevity + PG&D Permanent Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 5% Longevity + PG&D Classified Salary Schedule Eff. 09/19/2022 PN FCC596
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Classified Personnel
September 13, 2022

Gutierrez, Celina	AC	Payroll Specialist (100%) Extension of Temporary Change in Assignment To: FC Business Office Specialist 12-month position (100%) Range 40, Step E Classified Salary Schedule Eff. 10/01/2022 – 12/31/2022 PN FCC854
Olmedo, Catalina	FC	Business Office Specialist (100%) Extension of Temporary Change in Assignment To: AC Administrative Assistant III 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 10/01/2022 – 12/31/2022 PN DEC918

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Khan, Rabia	FC	Student Services Specialist (100%) Extension of 6% Stipend Eff. 09/01/2022 – 10/31/2022
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LEAVES OF ABSENCE

@00327278	NOCE	Student Services Specialist, SSSP (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/06/2022 – 08/28/2022 (Consecutive Leave)
@00634403	CC	User Support Analyst (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/06/2022 (10 hours); 06/08/2022 – 06/09/2022 (20 hours)
@00673505	AC	Production Center Specialist (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/07/2022 (4 hours); 07/11/2022 – 07/14/2022 (40 hours); 07/18/2022 – 07/20/2022 (30 hours)

Classified Personnel
September 13, 2022

@00958856	AC	Printer (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/05/2022 – 07/07/2022 (30 hours); 07/11/2022 – 07/14/2022 (40 hours); 07/18/2022 (10 hours)
@01729679	CC	Director, Financial Aid (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/18/2022 – 08/28/2022 (Consecutive Leave) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 08/29/2022 – 10/31/2022 (Consecutive Leave)
@01536143	AC	Manager, Custodial Services (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/18/2022 – 07/22/2022 (40 hours); 07/25/2022 – 07/29/2022 (40 hours) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/15/2022 – 09/12/2022 (Consecutive Leave)
@00178878	CC	Campus Safety Officer (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/23/2022 (10 hours)
@01137290	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/05/2022 (10 hours)
@01264519	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/08/2022 (10 hours)

Classified Personnel
September 13, 2022

@01672209	FC	Student Services Specialist, Counseling (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 09/21/2022 – 11/18/2022 (Consecutive Leave)
@00350358	NOCE	Admissions and Records Technician (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/11/2022 – 07/13/2022 (24 hours)
@01761521	CC	Plumber (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 – 07/13/2022 (13.5 hours)
@00239809	CC	Special Project Coordinator, STEM (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/01/2022 – 08/05/2022 (40 hours)
@00892357	FC	Student Services Specialist, Counseling (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 – 07/13/2022 (30 hours)
@00238969	CC	Theatre Production Coordinator (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/26/2022 – 07/28/2022 (30 hours)
@01370236	FC	Student Services Specialist, Transfer Center (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/29/2022 (2 hours); 05/02/2022 (8 hours)
@01213293	FC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/30/2022 – 08/30/2022 (Consecutive Leave)
@01523617	CC	Administrative Assistant I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave

Classified Personnel
September 13, 2022

@00158806	FC	Eff. 07/21/2022 (0.50 hours) Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/29/2022 – 08/14/2022 (Consecutive Leave)
@01564722	CC	Laboratory Technician, Physical Science (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/25/2022 – 07/28/2022 (40 hours); 08/01/2022 –08/04/2022 (40 hours)
@01488227	CC	Instructional Assistant, Photography (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/15/2022 – 08/26/2022 (Consecutive Leave)
@00005391	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/04/2022 (10 hours); 08/08/2022 (10 hours)
@01820493	FC	Financia Aid Technician (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/01/2022 – 11/10/2022 (Consecutive Leave)
@01135674	CC	Financial Aid Technician (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/27/2022 (1 hour)

NEW CLASSIFIED JOB DESCRIPTIONS

Admissions and Records Analyst
Range 44
Classified Salary Schedule

Disability Support Services, Laboratory Coordinator
Range 40
Classified Salary Schedule

Classified Personnel
September 13, 2022

Health Sciences Coordinator
Range 40
Classified Salary Schedule

Math Laboratory Coordinator
Range 40
Classified Salary Schedule

REVISED CLASSIFIED JOB DESCRIPTION

Campus Safety Officer II
Range 36
Classified Salary Schedule

NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director, Student Life & Leadership
Range 16
Management Salary Schedule

REVISED CLASSIFIED MANAGEMENT RANGE ADJUSTMENT

Director, Financial Aid
Range 21
Management Salary Schedule

Manager, International Students Program
Range 15
Management Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Admissions and Records Analyst <i>(New)</i>	Range:	44
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for developing, maintaining, testing, and validating transfer articulation and including internal and external databases within Admissions and Records. Performs difficult to complex business and system analyses of current business practices, processes and workflows within Admissions and Records and recommends modifications or new processes to facilitate various evaluative processes. Develops testing and implementation plans for new systems, system enhancements and upgrades. Reviews and coordinates work on ongoing projects, ensuring compliance with applicable local and state laws and standards.

ESSENTIAL FUNCTIONS

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

1.	Develop and maintain transfer articulation database, including performing regular maintenance to ensure accuracy of transfer data; evaluate transfer courses for compliance with local and state requirements and general education standards; compare transfer course content via course description, syllabus, and/or student learning outcomes to local courses to determine course equivalency.
2.	Develop and run reports to analyze trends in student transfer articulation; identify necessary changes and enhancements to electronic database and degree audit systems and recommend and implement improvements to transfer evaluation practices.
3.	Act as technical lead and serve as liaison between functional staff in Student Services and Information Services technical staff in the development, implementation, and enhancement of designated systems modules.
4.	Lead and facilitate the analysis of business processes, practices, and workflows for improvements in transfer evaluation and other graduation evaluation related processes.
5.	Coordinate and train designated graduation evaluation staff on input of transfer work into database system and student academic history.
6.	Track curriculum changes at the local and state levels throughout designated systems and analyze impact of changes on evaluation processes.
7.	Analyze and troubleshoot degree audit coding including testing for compliance that student education plans satisfy state standards and evaluating diagnostic reports and student data to detect and resolve any inaccuracies with student degree audit data.
8.	Act as liaison between various areas of Student Services in relation to evaluation processes and designated systems modules.
9.	Train users on systems processes specific to Student Services and evaluation processes; write and oversee the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; meet with users to provide information on systems changes and address questions or issues; instruct users on set up and execution of specific processes.

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

10.	Maintain knowledge of and performs comprehensive evaluations for academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates as needed.
11.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Admissions and Records Analyst maintains frequent contact with various personnel and managers within Student Services, Division Deans, Department Coordinators, Counselors, and Articulation Officers, Information Services department, contract programmers, and vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

A Bachelor's degree from a regionally accredited institution and four years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting OR sixty (60) semester units and six (6) years of experience related to the position OR a combination of equivalent education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and methods of business process and systems analysis
Knowledge of project management tools and techniques, including managing project schedules and effective change management
Knowledge of local and state organization, policies, procedures and rules related to California Community College curriculum
Knowledge of methods and practices for conducting unit and system testing
Knowledge of database design concepts and data management software
Ability to learn quickly, understand and apply user business processes and requirements needed to consult effectively with managers and users
Ability to perform business process analyses and reach sound, logical conclusions regarding essential user needs and requirements
Ability to facilitate and lead user meetings, negotiate understanding and build consensus agreements
Ability to work effectively and collaboratively in a team environment, either as a team member or team leader
Ability to read, interpret, explain, and apply complex technical information on systems processes and interdependencies for technical and non-technical audiences

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

Knowledge of state, district, and department processes and procedures for the development, review, and adoption of courses and instructional programs of District organization, operations, policies, and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures, and equipment

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

Knowledge of various computer software applications

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

Ability to make arithmetic calculations quickly and accurately

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

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

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and timelines

Ability to understand and follow oral and written directions

Ability to communicate effectively, orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours) repetitive use of upper extremities, fine finger manipulation, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Disability Support Services, Laboratory Coordinator <i>(New)</i>	Range:	40
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for the planning, coordinating, and organizing of a variety of tutorial services and activities to assist students and facilitate their educational goals; recruit, train and schedule tutors.

ESSENTIAL FUNCTIONS

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

1.	Coordinate and organize the day-to-day activities of the Adaptive Computer Lab (ACL) to ensure efficiency of operations; recommend and assist in the implementation of the goals and objectives of the ACL; establish schedules and methods for tutorial services; implement policies and procedures.
2.	Provide information to students interested in enrolling in the Adaptive Computer Lab and provide assistance for their course work and needed training on adaptive technology.
3.	Recruit, train, and direct tutors in accordance with established procedures; determine the appropriate assignments for students and tutors; schedule working hours and appoint tutoring program personnel; work with tutors to correct deficiencies.
4.	Conduct meetings with tutoring program staff for program evaluation and improvement. Track, record, and approve timesheets.
5.	Prepare and organize materials used for conducting training session for students. Prepare written materials for distribution to promote tutorial services; conduct oral presentations; prepare and organize materials used for conducting training sessions for tutors, which includes role playing scenarios and employee orientation on requirements and guidelines.
6.	Organize, schedule, and participate in the school visitation programs and other outreach activities as directed.
7.	Compile and maintain a variety of records, logs, files, and statistical reports for federal, state, and other funding sources.
8.	Research, analyze, and recommend appropriate new technology for purchase; coordinate quotes for various software and equipment.
9.	Attend meetings and conferences as required.
10.	Train and provide work direction and guidance to others as directed.
11.	Learn and apply emerging technologies and advance as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

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

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Disability Support Services Laboratory Coordinator maintains frequent contact with various departments, faculty, staff, students, and academic tutors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years of college-level course work in a related field.

Experience as a tutor or coordinator in higher education or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, policies, procedures
- Knowledge of District entrance and academic requirements
- Knowledge of record keeping techniques
- Ability to plan, coordinate, organize and schedule tutorial activities
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and timelines
- Ability to communicate effectively orally and in writing
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Health Sciences Coordinator <i>(New)</i>	Range:	40
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing a wide variety of complex and specialized administrative duties to support one or more functional areas, departments, or administrators, and coordinating office functions to assure efficient operations. This requires specialized knowledge in the specific area supported (e.g., financial aid, student services, health services, various instructional areas, and any other departments).

ESSENTIAL FUNCTIONS

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

1.	Performs complex administrative duties independently in support of one or more functional areas, departments or administrators within established rules and regulations; organizes and manages daily activities to assure efficient operations; provides information to departments, personnel, students, and the public on the phone and in person; answers questions and resolves problems requiring judgement, knowledge, and explanation of policies. Design, implement and update online applications including Health Science Applications using appropriate programming software and building of new online.
2.	Plans, coordinates, and assists in the preparation and maintenance of class and faculty schedules, room assignments, textbook orders, and associated paperwork; assists instructors with preparation of curriculum, forms, applications, and testing materials; ensures classrooms and instructional areas are maintained; assists students with registration. Create, update, and run ADA compliance check for documents posted on related program webpages. Documents include program brochures, sample applications, checklists, workshop handouts, etc. Responsible for digital files. Utilize data to create tutoring options and study group options in compliance with Title V Completion Team. Use statistical information to determine and implement best practices for assigned programs.
3.	Coordinates and facilitates special projects, not limited to application processes, program review, accreditation reports, receptions, facilities use and events; maintains calendar of activities; coordinates travel arrangements, approves, prepares, and distributes promotional and informational materials; maintains current mailing lists.
4.	Research college's accreditation status related to accepted college accreditation companies. Research and evaluate college's general education requirements. Maintain records of State agency permitted changes to course requirements. Track course changes and update accordingly.
5.	Coordinate annual mail, notifications, and correspondence to applicants and the public utilizing appropriate software and campus procedure. Pull transcripts from vendor site(s) and create files for test takers. Used data from vendor site(s) to collaborate with faculty and staff to establish future exam passing rates. Provide and assist applicants with Credit by Exams form (Admissions and Records Form) and Test Clearance Form (Bursar's Form).

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

6.	Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; maintains petty cash accounts; responds to inquiries regarding financial issues. Orders supplies and prepares purchase requisitions; tracks orders to assure delivery and payment; responds to facilities maintenance requests. Present new application procedures and processes annually during the Health Sciences Department meeting each semester.
7.	Evaluates and processes forms, transcripts, and applications; verifies data for accuracy, completeness and compliance within established procedures; enters data into computer system; monitors, calculates and submits time sheets; maintains confidential files and data.
8.	Proctor Career Mobility (LVN/LPT to RN) exams. Utilize student tracking platform to generate statistical report. Prepare reporting used by Admissions and Records to apply Special Approval codes used to clear registration blocks. Assign attributes within Banner to facilitate the generation of data and statistical reports needed. Serve as a committee member of Title V Health Science Completion Team committee.
9.	Types and may compose and edit correspondence, memos, letters, agendas and reports; revises schedules, forms, reports, records, and other information; prepares statistical information for use in reports; schedules appointments and meetings; attends meetings and transcribes and distributes minutes; initiates and answers telephone calls; screens and directs calls; greets visitors and directs to appropriate personnel; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
10.	Trains and provides work direction and guidance to others as directed. Trains staff, students and adult hourlies related to work assignment. Coordinate and participate in Health Science workshops including preparing workshop handouts.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
13.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Health Sciences Coordinator maintains frequent contact with various District departments and personnel, faculty, students, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Sixty (60) college semester units and three (3) years of experience or Bachelor's degree from an accredited institution, and one (1) year of experience preferably in a field related to the assignment.

Related professional experience within an environment with high emphasis on customer service and program coordination, preferably in an educational setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary
Knowledge of project management, communications and marketing principles
Knowledge of computer-based employee/student/program tracking, enterprise systems
Knowledge of various computer software programs
Knowledge of modern office practices, procedures and equipment
Knowledge budget and auditing principles, practices and procedures
Knowledge of financial and statistical record-keeping principles
Knowledge of leadership principles and practices
Ability to understand scope of authority in making independent decisions
Ability to interpret, apply, and explain rules, regulations, policies and procedures
Ability to coordinate grants, categorical funding and assigned programs and assignments
Ability to analyze situations accurately and adopt an effective course of action
Ability to supervise, train and provide work direction to others
Ability to coordinate an assigned program with minimal supervision or direction
Ability to make arithmetic calculations quickly and accurately

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

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to understand and follow oral and written directions
Ability to communicate effectively, orally and in writing
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Requires a valid California Driver's License

WORKING CONDITIONS

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours) repetitive use of upper extremities, fine finger manipulation, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Math Laboratory Coordinator <i>(New)</i>	Range:	40
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for the planning, coordinating, and organizing of a variety of tutorial services and activities to assist students and facilitate their educational goals; recruit, train, and schedule tutors.

ESSENTIAL FUNCTIONS

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

1.	Coordinate and organize the day-to-day activities of the Math Laboratory to ensure efficiency of operations; recommend and assist in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures.
2.	Provide information to students interested in receiving tutorial services; schedule all tutorial appointments; maintain files, records, and related reports; proctor and administer exam in accordance with rules and procedures prescribed by faculty and in conjunction with Disability Support Services.
3.	Recruit, train, and direct tutors in accordance with established procedures; determine the appropriate assignments for students and tutors; schedule working hours and appoint tutoring program personnel; work with tutors to correct deficiencies, serve in the absence of the Faculty Math Laboratory Coordinator.
4.	Conduct meetings with tutoring program staff for planning, scheduling, program evaluation, and improvement.
5.	Prepare written materials for distribution to promote tutorial services; conduct oral presentations; prepare and organize materials used for conducting training sessions for tutors, which includes role playing scenarios and employee orientation on requirements and guidelines.
6.	Organize, schedule, and participate in the school visitation programs and other outreach activities as directed.
7.	Compile and maintain a variety of records, logs, files, and statistical reports related to the activities of the tutoring program; prepare and maintain a variety of records related to students and program activities.
8.	Prepare employee hiring documents; initiate supply purchases and maintain adequate supplies.
9.	Attend meetings and conferences as the representative for the Math Laboratory Faculty Coordinator
10.	Train and provide work direction and guidance to others as directed.
11.	Learn and apply emerging technologies including, but not limited to, WebAssign, MyLab, MyStatLab, Aleks, and Zoom, and others as assigned, necessary to perform duties in an efficient, organized, and timely manner.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

12.	Responsible for the design, planning, implementation and maintenance of the electronic platforms utilized in the Math laboratory. Including but not limited to Virtual Math Laboratory systems. Create and schedule virtual orientations, utilize virtual scheduling software. Create and maintain the Math Laboratory Canvas page. Primary editor/maintainer of the Math Laboratory website.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Math Laboratory Coordinator maintains frequent contact with various departments, faculty, staff, students, and academic tutors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Two (2) years of college-level course work in a related field.

Experience as a tutor or coordinator in higher education or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, policies, procedures
- Knowledge of District entrance and academic requirements
- Knowledge of record keeping techniques
- Ability to plan, coordinate, organize and schedule tutorial activities
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and timelines
- Ability to communicate effectively orally and in writing
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective working relationships with others

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

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment, and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Campus Safety Officer II <i>(Revised)</i>	Range:	36
Date Revised:		Date Approved:	June 22, 2021

PRIMARY PURPOSE

This position is responsible for performing a wide range of activities to promote campus safety, to support traffic and parking control, and to ensure the security of buildings and equipment.

ESSENTIAL FUNCTIONS

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

1.	Patrol campus and parking lots as assigned on foot, bicycle or in vehicle; respond to emergency and dispatches calls according to District policies and procedures and established guidelines; administer first aid as needed; assist injured individuals; escort students, staff, and general public as necessary. Participate in campus safety drills.
2.	Enforce campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assure proper signage for parking control, building safety and ensure they comply with established codes; assure installation and maintenance of signs as needed.
3.	Monitor buildings, parking lots and grounds for safety hazards and prepare hazard reports; notify appropriate authorities according to established procedures; unlock and secure designated buildings and classrooms, raise and lower flags. Assists in the maintenance and repair of various department equipment including parking meters, assigned vehicles, AED machine and other equipment.
4.	Observe, report, and investigate unauthorized persons or activities on campus, notify appropriate authorities according to established procedures; conduct preliminary investigations and reports. Respond to a variety of reported crimes, disturbances and incidents; assist in the investigation and interviews witnesses independently and as required by outside law enforcement agencies. Prepare, complete and maintain a variety of records and reports including activity log, accident and incident reports; prepare and present oral reports, as necessary. Testify in court on citations and criminal matters. Campus safety officers may search, detain, pursue, make citizen's arrests, and interact with person's who display resistance, issues of self-harm, and/or in the process of criminal activities in compliance with BP/AP 7600 Campus Safety Officer.
5.	Respond to campus emergencies or disasters; conduct evacuations of buildings; investigate and report safety incidents. Observe mental health of students and implement intervention if appropriate. Responsible for campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Monitor electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notify appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary.
6.	Plan, organize, and ensure safe conditions for activities and special events. Assure parking control signs, markings comply with established codes, on and off campus, participate in directing traffic flow as necessary; assist visitors, students, and staff by providing directions and other assistance as necessary; escort staff from various offices in the delivery of cash receipts to appropriate office. Collect and transport monies as directed.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

7.	Assist students, staff, or visitors with inoperative vehicles by providing lockout or battery assistance; contact appropriate emergency road service agency; check parking control devices for proper operating condition and perform minor repair work, as necessary. Operate a variety of equipment including bicycles, motor vehicles, electric carts, two-way radios, cell phones, computers, parking meters, and small hand tools.
8.	<u>Assists in various campus activities such as delivering supplies, setting up and taking down facility equipment, moving furniture and setting up equipment as necessary; assists medical personnel with sick or injured students; assists in collecting various monies and tokens as assigned and deliver to appropriate office.</u>
<u>9.</u>	Communicate with various public safety/law enforcement agencies, vendors and others to provide and receive information and assistance.
<u>910.</u>	Train and provide work direction and guidance to staff and temporary employees as directed.
4011.	Learn and apply emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
4412.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
4213.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer II may be required to train and provide work direction to assigned personnel.

WORKING RELATIONSHIPS

The Campus Safety Officer II maintains frequent contact with District personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED and certification in 832 Penal Code Laws of Arrest or certificate of CA POST Basic Academy AND Sufficient related training and experience to demonstrate the knowledge, skills and abilities listed.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, policies and procedures

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Knowledge of law enforcement and security methods
Knowledge of traffic laws and vehicle control procedures
Knowledge of report writing techniques
Knowledge of fire safety equipment
Knowledge of record-keeping techniques
Ability to read, learn, understand, explain and apply applicable laws, penal codes, health and safety rules and regulations and other laws, rules, policies and procedures
Ability to communicate effectively using two-way radio and telephone and before large groups
Ability to operate a vehicle and ride a bicycle
Ability to walk and stand for long periods of time
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds
Ability to administer first aid and CPR
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Possession of a certificate of completion of Penal Code 832 Course or certificate of CA POST Basic Academy Course

Possession of a certification of completion of SB 1626 (State of California)

A valid California Driver's License

First Aid and CPR Certification issued by the American Red Cross or equivalent

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; subject to lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Student Life and Leadership	Range: 16 (CL)	Management Schedule
Date Revised:		Date Approved:	
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Dean, Student Support Services or designee, direct, consult, plan, implement, and evaluate comprehensive services and programs that contribute to enriching student life through educational experiences, service learning, volunteering, and student leadership opportunities; develop and implement support structures, systems, and services that promote student leadership, participation, belonging, equity, and success.

ESSENTIAL FUNCTIONS

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

1.	Provide strategic leadership, vision, and management for the design and development of a dynamic Student Life and Leadership program that supports the college's mission, values, and goals, integrated within the educational experience of students; plan, organize, coordinate, direct, and implement services and programs for students that create opportunities for growth, engagement, and leadership development, impacting student success and retention.
2.	Direct, design, and implement a diverse, inclusive, competency-based Student Life and Leadership development program, using a student development theory-to-practice model that includes developmental goals aimed at the following: personal growth and development, cultural competency, social justice and activism, academic success, and community engagement; create strategies that provide equitable access and opportunities for engagement, such as participation in student leadership retreats, seminars, leadership conferences, and learning opportunities for current and emerging leaders.
3.	Direct, plan, and organize special activities and major events, including District student trustee elections, scholarship awards, and commencement; work with campus governance groups and convene the selection committee; coordinate all preparatory and recognition events and scholarship program dinners; collaborate with colleagues and students to develop, coordinate, and implement special activities and events for students; coordinate with campus departments and the President's cabinet to create a comprehensive commencement experience for graduates, guests, and employees that reflects positively on the college and its mission.
4.	Manage the day-to-day operations of the AS office, the Student Center, and Student Life and Leadership, including directing, planning, assigning, and scheduling of hourly and classified staff; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching, and mentoring for performance improvement in accordance with District Human Resources policies and labor contract agreements; supervise and ensure student public areas are maintained, such as the student services building public areas, the student lounge, television room, game room and conference room.

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

5.	Administer the AS, Inter-Club Council and other student clubs to support the development of student activities and programs; promote the social, cultural and instructional development of students through such activities; provide programming and assistance to all student organizations; recruit, oversee, and assist faculty advisors of AS, clubs, and co-curricular activities and facilitate collaboration with other campus stakeholders to enhance co-curricular opportunities for students; monitor student eligibility for co-curricular activities and participation in college committees; develop and review student organization advisor and student handbooks; oversee student publicity and posting of materials in accordance with District policies; oversee incentive programs for student organizations.
6.	Serve as the technical and administrative advisor for the Associated Student Government (ASG); oversee the development, review and enforcement of ASG documents, including the constitution, election code, and policies and procedures; advise, train, and ensure participation of student leaders in the shared governance process; ensure that the AS are compliant with all District and state laws; use restorative practices and restorative justice principles of participation, empathy, problem-solving and respectful dialogue to build healthy and equitable relationships between student leaders; repair relationships when conflict occurs.
7.	Develop, direct, and evaluate program review; compile and analyze data related to program participation and evaluation; develop organizational structures and work processes that facilitate attainment of established program short-term and long-term goals and fiscal plans to grow and support the department objectives; update program plans, goals and objectives to ensure goals are aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals.
8.	Develop, implement, and monitor operational plans and program budgets to achieve department objectives; make purchases and other expenditures in accordance with District procedures; manage a variety of services such as optional student fees in conjunction with the Associated Students (AS) for AS benefits, student I.D. card procedures, and student representation fees.
9.	Develop, monitor, and control the annual preliminary budgets and expenditures for assigned programs; prepare and submit a variety of statistical and narrative reports such as program reviews, annual recap data and other materials as requested; coordinate and respond to periodic audits; manage the commencement budget; ensure expenditures are authorized according to District policies and applicable regulations.
10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.
11.	Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.
12.	Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner; manage supporting student database systems and related data security.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/college efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

WORKING RELATIONSHIPS

The Director, Student Life and Leadership maintains frequent contact with students, faculty, staff, management, the community, and various State departments and Federal agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

Three (3) years of experience in teaching, counseling, research, student development, student services, recreation or other directly related work experience in organizing and coordinating large-scale student activities, including experience in a lead or supervisory capacity.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Master's degree from an accredited institution, preferably with major course work in human behavior, education, counseling, student personnel services, recreation or closely related field.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of democratic leadership principles as applied to student governance.

Knowledge of District policies, state and federal laws and regulations concerning student government and other student organization and activities on a community college campus, including the California Brown Act.

Knowledge of principles and practices of training and supervision.

Knowledge of District organization, operations, policies and objectives.

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

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Knowledge of appropriate software and databases.
Knowledge of conflict resolution skills.
Knowledge of effective business letter writing, report preparation, financial recordkeeping.
Knowledge of leadership, counseling, modeling and communication skills.
Knowledge of marketing and public relations.
Knowledge of the needs and interests of community college students.
Knowledge of the operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
Knowledge of principles and procedures of community college student life programs and services.
Knowledge of Robert's Rules of Order and Title IX regulations and requirements.

Ability to counsel and advise students effectively.
Ability to develop, implement and evaluate the delivery of social, cultural and instructional support programs, operations, services and activities for students.
Ability to plan, organize, coordinate and direct a comprehensive student life program for a community college, and large and small student functions and events.
Ability to instruct student leaders in the use of parliamentary procedures and the California Brown Act.
Ability to empower and mentor student leaders.
Ability to maintain current knowledge of student life activities, events and programs.
Ability to engage students through social media.
Ability to maintain the security of confidential materials.
Ability to interpret, apply and explain laws, regulations, policies and procedures.
Ability to assess, analyze, implement and evaluate data and project activities.
Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize, coordinate, manage and expedite projects related to assignment.
Ability to develop, prepare and administer project budgets.
Ability to operate a computer, printer, calculator, copier, facsimile machine and related equipment.
Ability to meet schedules and timelines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to supervise, train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; travel to various locations to attend meetings and conduct work; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Financial Aid	Range: 20 21 (CL)	Management Schedule
Date Revised:	November 5, 2008	Date Approved:	September 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Dean of Student Support Services, this position is responsible for performing a variety of administrative and supervisory duties related to the management of the daily operations of a college Financial Aid office and related programs and assuring compliance with applicable laws and regulations.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration, organization and operation of college student financial aid programs; assure implementation and consistency of objectives, policies and procedures with those of the college and the District; assure compliance with federal and state laws and regulations determining eligibility for financial aid and disbursements to applicants.
2.	Develop and implement plans and policies to facilitate and improve Financial Aid programs and services and identify eligible students; provide information and counseling to students regarding financial aid assistance; assure timely dissemination of information concerning financial aid opportunities and procedural requirements.
3.	Explain and interpret policies and procedures relating to financial aid programs; maintain current knowledge of guidelines, regulations and legislation pertinent to student financial aid.
4.	Prepare and assure appropriate distribution of federal, state, local agency and District mandated reports, financial and regulatory updates, and allocation adjustments.
5.	Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintain current knowledge of legislation and technology related to programs and services.
6.	Assist in the preparation of the annual Financial Aid Office budget; monitor expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
8.	Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.
9.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
10.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

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

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

OTHER FUNCTIONS

In addition to the essential functions, the Director, Financial Aid may be assigned administrative responsibility for the veterans affairs, job placement and other related programs and services.

WORKING RELATIONSHIPS

The Director, Financial Aid maintains frequent contact with students, various college and District personnel, and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination equivalent to a bachelor's degree in business administration, public administration or related field and minimum of three years of supervisory experience in the area of student financial aid programs and services.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Possession of an advanced degree in business administration, public administration or related field from a regionally accredited institution.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with computer software and other technologies which are utilized in the provision of financial aid assistance to students.

Familiarity with the Banner finance system.

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

Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal and state laws, guidelines and reporting standards applicable to financial aid programs

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, International Students Program	Range: 14 15 (CL)	Management Schedule
Date Revised:	August 1, 2017	Date Approved:	April 26, 2005
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a Dean, this position is responsible for performing a variety of administrative and supervisory duties related to the college International Students Program and serves as the Primary Designated School Official with responsibility for maintaining compliance with Department of Justice and Department of Homeland Security regulations regarding admissions, monitoring, advising, and matriculation of F-1 visa students.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration, organization and development of the college International Student Program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District.
2.	Recruit international students by representing the college in local communities, organizations and schools, agencies, embassies, and through international contacts.
3.	Promote awareness of the college International Students Program; develop advertising and marketing plans and materials, including catalogs, brochures, website, and application materials.
4.	Oversee the admission of international students, including use of the Student and Exchange Visitor Information System (SEVIS) to maintain accurate records and compliance with mandated immigration regulations; explain, interpret, and apply immigration regulations relating to international students; monitor admissions to ensure conformance with District admission policy; prepare and maintain detailed and comprehensive reports, records and files regarding program students, personnel, facilities and activities.
5.	Oversee the matriculation process for international students, including orientation, assessment testing, counseling and registration; monitor student academic eligibility; conduct workshops and meetings designed to assist international students in achieving academic and career goals.
6.	Provide advice and assistance to international students regarding support services, including acculturation programs, housing resources, F-1 employment resources, foreign financial aid and scholarships, and health insurance coverage; monitor compliance with nonresident alien W-4 employment requirements for students who seek employment with the District.
7.	Develop and recommend program budget; monitor budget to ensure that expenditures and operations remain within established budget limitations; maintain appropriate records and controls to assure program fiscal accountability; prepare fiscal reports as directed.
8.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
9.	Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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10.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate.
11.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Perform related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The International Students Program Manager maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various college and District personnel.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's Degree in a discipline related to the assignment and at least two (2) years of experience in working with an International Students Program or similar program.

United States Citizenship (required for access to SEVIS system).

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Master's degree in a discipline related to the assignment.

Experience with F-1 visa immigration regulations and the Student and Exchange Visitor Information System (SEVIS) and procedures.

Administrative or supervisory experience, preferably in higher education.

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

Experience in educational program development, marketing, recruiting and management, preferably within the California community college system.

Experience working with international students and diverse populations.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of federal F-1 visa immigration regulations

Knowledge of Student and Exchange Visitor Information System (SEVIS) and procedures

Knowledge of state education code and Title 5 requirements relating to admission of students

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

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office environment; subject to interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require some lifting and moving to set up for events; may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 13, 2022

SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

6.c.1

Item No.

Professional Experts
September 13, 2022

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Apuntar, Janelle	NOCE	Project Expert	Outreach Support and Student Registration Assistant	26	08/18/2022	12/17/2022
Avant, James	FC	Assistant Coach 5	Assistant Coach – Football	8	08/22/2022	12/09/2022
Banda, Sergio	AC	Technical Expert II	Diversity & Inclusion Faculty Fellow	10	09/01/2022	06/30/2023
Barba, Yolanda	NOCE	Project Coordinator	Allied Health Career Pathway Coordinator	26	08/22/2022	12/16/2022
Bonnand, George	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Brown, Anthony	CC	Technical Expert II	Psych Tech Program – Student Onboarding & Orientation	10	08/15/2022	08/16/2022
Cheever, Gary	FC	Assistant Coach 2	Assistant Coach – W Water Polo	26	08/29/2022	12/09/2022
Cherney, Julia	CC	Technical Expert II	Perkins V Health Science	4	08/22/2022	06/15/2023
Costello, Jeanne	FC	Technical Expert II	SEAC Writing Taskforce	40	07/01/2022	09/15/2022
Craig, Dale	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/13/2023	05/27/2023
Duron, Yolanda	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Duron, Yolanda	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/23/2023	05/20/2023
England, Elli	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Farol, Ronald	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Flores Sanchez, Karina	NOCE	Project Expert	Career Pathway Specialist	26	09/06/2022	12/16/2022
Foster, Marcia	FC	Technical Expert II	SEAC Writing Taskforce	40	07/01/2022	09/15/2022
Franklin, Darriell	FC	Assistant Coach 4	Assistant Coach – W Soccer	18	08/22/2022	12/09/2022
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/23/2023	05/20/2023
Guardado, Cynthia	FC	Technical Expert II	SEAC Writing Taskforce	40	07/01/2022	09/15/2022
Hattabaugh, Jon Michael	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Hattabaugh, Jon Michael	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/23/2023	05/20/2023

Professional Experts
September 13, 2022

Henderson, Angela	FC	Technical Expert II	Distance Education Division Representative	20	09/05/2022	12/10/2022
Hoefflin, Cindie	CC	Technical Expert I	NOVA Grant – Nursing Program Mentor	20	08/22/2022	12/10/2022
Hoefflin, Cindie	CC	Technical Expert I	NOVA Grant – Nursing Program Mentor	20	01/17/2023	05/20/2023
Jackson, Danica	FC	Assistant Coach 2	Assistant Coach – Dance Team	20	08/22/2022	04/28/2023
Kosatik, Jindrich	FC	Assistant Coach 1	Assistant Coach – Tennis	20	08/22/2022	12/09/2022
Lagunas, Vanessa	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	09/01/2022	11/18/2022
Lagunas, Vanessa	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	01/17/2023	05/12/2023
Langlois, Jessica	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Linden, Kasey	CC	Technical Expert II	CyberPatriot Program Leader	15	09/14/2022	10/15/2022
Linden, Kasey	CC	Technical Expert II	CyberPatriot Program Leader	15	01/15/2023	05/14/2023
Macpherson, Carolyn	AC	Project Coordinator	Accommodations, Leaves, and COVID-19 Tracking	26	10/03/2022	06/30/2023
Mande, Anupama	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Mande, Anupama	FC	Technical Expert II	Distance Education Division Representative	20	09/05/2022	12/10/2022
McAlister, Kathleen	CC	Technical Expert II	DE Faculty Coordinator	40	07/15/2022	08/19/2022
McGraw, Elizabeth	NOCE	Project Manager	LEAP Offsite Facilities Tool, Bldg. Reassignment and Revised Manual Support	20	08/08/2022	12/09/2022
Menton, Allen	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Menton, Allen	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/23/2023	05/20/2023
Ochoa, Jessica	CC	Project Expert	Project RAISER Outreach Coordinator	26	08/19/2022	12/06/2022
Padilla, Debra	NOCE	Project Coordinator	CTE SoCal Sheet Metal JATC	15	09/19/2022	09/30/2022
Raichel, Alexis	FC	Assistant Coach 2	Assistant Coach – W Volleyball	26	08/22/2022	12/09/2022
Reich, Patrick	FC	Project Expert	Football Videographer	26	08/22/2022	12/09/2022
Revelo Recalde, Guido Vinicio	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	09/01/2022	12/16/2022
Revelo Recalde, Guido Vinicio	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	01/17/2023	06/02/2023
Rhymes, Regina	CC	Technical Expert II	Legacy Summer Bridge, Summer 2022	26	08/08/2022	08/17/2022
Richardson, Gordon	CC	Technical Expert II	CyberPatriot Program Leader	10	09/28/2022	10/29/2022
Richardson, Gordon	CC	Technical Expert II	CyberPatriot Program Leader	10	01/15/2023	05/14/2023
Roberts, Martha	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023

Professional Experts
September 13, 2022

Romero Hernandez, Abraham	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/05/2022	12/10/2022
Romero Hernandez, Abraham	FC	Technical Expert II	Curriculum Technical Development and Processing	10	01/23/2023	05/20/2023
Rosen, Ellen	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08.22.2022	06/30/2023
Samano, Jeff	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Sampson, Kevin	FC	Technical Expert II	Distance Education Division Representative	20	09/05/2022	12/10/2022
Smead, Richard	FC	Technical Expert II	CIS Equipment Maintenance and Software Updates	10	08/12/2022	08/20/2022
Soske, Svetlana	NOCE	Project Expert	COVID Checker and Greeter	26	08/08/2022	12/16/2022
Stiemke, Kimberley	NOCE	Technical Expert II	Curriculum Submission	40	08/08/2022	08/26/2022
Stiemke, Kimberley	AC	Technical Expert II	Diversity & Inclusion Faculty Fellow	10	09/01/2022	06/30/2023
Suresh, Suma	CC	Technical Expert II	SIM Lab Coordinator Orientation	12	08/22/2022	08/26/2022
Taylor, Matthew	FC	Technical Expert II	SEAC Writing Taskforce	40	07/01/2022	09/15/2022
Torres, Erica	FC	Project Coordinator	Digital Photography Lab Coordinator	26	08/29/2022	12/22/2022
Torres, Erica	FC	Project Coordinator	Digital Photography Lab Coordinator	26	01/03/2023	05/31/2023
Trapp, Stephen	NOCE	Technical Expert I	HSD DE Course Development	26	09/01/2022	12/16/2022
Vandervort, Kimberly	FC	Technical Expert II	First-year Experience (FYE) Faculty Coordinator	10	08/18/2022	06/30/2023
Vandervort, Kimberly	FC	Technical Expert II	Gamification Faculty Inquiry Group	15	08/22/2022	06/30/2023
Vela, Maria	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	09/01/2022	12/16/2022
Vela, Maria	NOCE	Project Expert	NOCE ESL Assessment Proctor	26	01/17/2023	06/02/2023
Velasco, Kendra	CC	Technical Expert II	Perkins V Health Science	4	08/22/2022	06/15/2023

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Cowley, Virginia	Tuition	Fall	26
Rosenberger, David	Tuition	Fall	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 13, 2022

SUBJECT: Hourly Personnel

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

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

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

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

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

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

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

Irma Ramos

Recommended by

B. V. Dipt Bredel

Approved for Submittal

6.d.1

Item No.

Hourly Personnel
September 13, 2022

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alcantar, Gisselle	CC	Technical - Assist in Ceramics	09/14/22	12/14/22	TE A 1
Alcantar, Gisselle	CC	Technical - Assist in Ceramics	02/06/23	05/08/23	TE A 1
Anani, Sahara	FC	Paraprof - State-mandated coverage in Child Care Center	09/14/22	12/14/22	TE B 2
Anani, Sahara	FC	Paraprof - State-mandated coverage in Child Care Center	02/16/23	05/18/23	TE B 2
Barkey, Leony	FC	Paraprof - Assist the Digital Arts Computer Lab	09/14/22	06/30/23	TE A 1
Burtea, Johnathan	CC	Direct Instr Support - Athletic Program Assistant for Athletic Center	09/14/22	06/23/23	TE I 3
Cobian, John	CC	Technical - Assist in HVAC	09/14/22	12/14/22	TE A 1
Cota, Kaytlin	CC	Direct Instr Support - Athletic Program Assistant for AthleticCenter	09/14/22	06/23/23	TE I 3
Eastman, Alexandra	FC	Paraprof - On-call theater crew for campus productions	09/14/22	06/30/23	TE J 4
Felipe, Patrick	CC	Technical - Assist with Puente Program	09/14/22	12/14/22	TE A 1
Holland, Sharie	CC	Technical - Assist in Bursar Fee station	09/14/22	12/14/22	TE A 1
Holland, Sharie	CC	Technical - Assist in Bursar Fee station	02/16/23	05/18/23	TE A 1
Hucks, Brandon	CC	Direct Instr Support - Athletic Program Assistant for Men's Basketball	09/14/22	06/23/23	TE I 1
Ioranova, Kristen	CC	Direct Instr Support - Athletic Program Assistant for Volleyball	09/14/22	06/15/23	TE I 1
Jordan, Lauren	FC	Paraprof - On-call theater crew for campus productions	09/14/22	06/30/23	TE J 2
Lopez, German	CC	Direct Instr Support - Assistant Coach - Water Polo	09/14/22	06/15/23	TE I 4
Macias-Jacinto, Guadalupe	CC	Technical - Assist with Grads-To-Be program	09/21/22	12/23/22	TE A 4
Macias-Jacinto, Guadalupe	CC	Technical - Assist with Grads-To-Be program	02/22/23	05/24/23	TE A 4
Martinez, Michael	FC	Paraprof - Assist the Digital Arts Computer Lab	09/14/22	06/30/23	TE A 1
Padilla, Samantha	FC	Technical - Assist in Admissions and Records	11/07/22	02/03/23	TE A 4
Ritner, Christina	FC	Paraprof - Provide specialized instructional support for DSS	09/14/22	06/30/23	TE A 3
Roman, Ysabella	CC	Technical - Assist in Legacy Program	09/14/22	12/14/22	TE A 2
Thampi, Ratsana	FC	Paraprof - State-mandated coverage in Child Care Center	09/14/22	12/14/22	TE B 4
Thampi, Ratsana	FC	Paraprof - State-mandated coverage in Child Care Center	02/16/23	05/18/23	TE B 4
Valdez, Ruby	CC	Non-Direct Instr Support - Assist in Ceramics	09/28/22	12/10/22	TE A 1
Valdez, Ruby	CC	Non-Direct Instr Support - Assist in Ceramics	02/13/23	05/15/23	TE A 1

Hourly Personnel
September 13, 2022

Vergara, Ashley	FC	Technical - Assist in Admissions and Records	11/07/22	02/03/23	TE B 4
Villegas, Isabel	FC	Technical - Assist in Admissions and Records	11/07/22	02/03/23	TE A 3
Westerlin, Roxanne	FC	Paraprof - On-call theater crew for campus productions	09/14/22	06/30/23	TE B 2
Zschaechner, Jenna	FC	Paraprof - On-call theater crew for campus productions	09/14/22	06/30/23	TE J 4

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bueno, Yanel	FC	Medical - Certified Therapist for campus Health Center	09/14/22	06/30/23	ME C 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Burandt, Mina	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/16/22	06/30/23	TE A 4
Nguyen, Vy	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/16/22	06/30/23	TE A 2
Perez, Madelynn	FC	Direct Instr Support - Tutor for STEM	09/14/22	05/19/23	TE A 4
Perez, Veronica	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/16/22	06/30/23	TE A 2
Ravadan Castillo, Andrew	FC	Direct Instr Support - Tutor for STEM	09/13/22	05/19/23	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Nguyen, Kyle	FC	Technical - Sub for vacant User Support Analyst PN FCC798	09/05/22	01/07/23	TE A 4
Reynolds, Ryan	FC	Technical - Sub for vacant User Support Analyst PN FCC798	09/05/22	01/07/23	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Amara, Angel	CC	Work Study Student - Assist in Biology lab	09/28/22	06/30/23	TE A 1
Chong, Shaur Heng	FC	Full-time Student - Assist students in the campus Academic Support Center	09/28/22	06/30/23	TE A 1

Hourly Personnel
September 13, 2022

Cobb, Brandon	CC	Work Study Student - Assist in Assessment Center	09/28/22	06/30/23	TE A 1
Dinh, Cathy	CC	Work Study Student - Assist in Business Division office	09/28/22	06/30/23	TE A 1
Dinkins, Carmen	CC	Work Study Student - Assist in CalWORKs	09/28/22	06/15/23	TE A 2
Do, Judy	CC	Work Study Student - Assist in Assessment Center	09/28/22	06/30/23	TE A 1
Esparza, Yesenia	FC	Full-time Student - Assist the Music Lab with various duties	09/28/22	06/30/23	TE A 2
Gonzalez, Kathleen	CC	Work Study Student - Assist in CalWORKs	09/28/22	06/15/23	TE A 2
Greene, Savannah	FC	Work Study Student - Assist Library as needed	09/13/22	06/30/23	TE A 1
Guillen, Jessica	CC	Full-time Student - Assist with Perkins Grant	09/14/22	12/09/22	TE B 4
Harrington, Emily	FC	Full-time Student - Assist the Music Lab with various duties	09/28/22	06/30/23	TE A 2
Henry, Jackson	FC	Full-time Student - Clerical and outreach support for UMOJA	09/13/22	06/30/23	TE A 1
Hernandez, Jaimeceen	CC	Work Study Student - Assist in Biology lab	09/14/22	06/30/23	TE A 1
Hunt, Ryan	FC	Work Study Student - Clerical support for the UMOJA program	09/13/22	06/30/23	TE A 1
Hurt, Ryan	FC	Work Study Student - Clerical and outreach support for UMOJA	09/13/22	06/30/23	TE A 1
Kraemer, Caroline	CC	Full-time Student - Assist in Library	09/14/22	06/30/23	TE A 1
Le, Khanh	FC	Full-time Student - Assist in the DSS center	09/13/22	06/30/23	TE A 1
Macias-Jacinto, Claudia	CC	Full-time Student - Assist in Grads-To-Be program	09/14/22	06/15/23	TE A 2
Medina, Alexa	CC	Full-time Student - Assist in Library	09/14/22	06/30/23	TE A 1
Negerete, Sarissa	CC	Work Study Student - Assist in Library	09/14/22	06/30/23	TE A 1
Rodriguez, Brianna	CC	Work Study Student - Assist in Library	09/14/22	06/15/23	TE A 1
Rodriguez, Brianna	CC	Work Study Student - Assist in Kinesiology	09/14/22	06/15/23	TE A 1
Rodriguez, Steven	FC	Full-time Student - Assist Campus Safety Department with various duties	08/22/22	06/30/23	TE A 3
Sii, Grant	CC	Work Study Student - Assist in Kinesiology	09/14/22	06/15/23	TE A 1
Smith, Juliana	CC	Work Study Student - Assist in Transfer Center	09/14/22	06/30/23	TE A 1
Stauffer, Robert	FC	Full-time Student - Assist the Music Lab with various duties	08/22/22	06/30/23	TE A 2
Valesquez, Vivian	FC	Work Study Student - Assist in Library	09/13/22	06/30/23	TE A 1
Velasquez, Vivian	FC	Work Study Student - Assist Library as needed	09/13/22	06/30/23	TE A 1
Yang, Jeremiah	CC	Work Study Student - Assist in Library	09/14/22	06/30/23	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 13, 2022

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? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

B. V. dist Brad M

Approved for Submittal

6.e.1

Item No.

Volunteer Personnel
September 13, 2022

Volunteers

Name	Site	Title and Description of Service	Begin	End
Camacho-Cornejo, Yurida	NOCE	DSS - Personal Care Attendant	08/22/22	05/26/23
Hyunh, Chuong	NOCE	DSS - Personal Care Attendant	08/22/22	05/26/23
Ngo, Tien	NOCE	DSS - Personal Care Attendant	08/22/22	05/26/23
Parras-Marin, Ivette	NOCE	DSS - Personal Care Attendant	08/22/22	05/26/23
Pedroza, Martha	NOCE	DSS - Personal Care Attendant	08/15/22	05/26/23
Powers, Miguel	FC	Physical Education - Assistant Coaching PE/Athletics	08/25/22	05/31/23
Recendez, Jose	NOCE	DSS - Personal Care Attendant	08/18/22	05/26/23

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	September 13, 2022	Resolution	_____
SUBJECT:	Negotiated Tentative Agreement Between CSEA and its Chapter #167 and the District	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND: CSEA and its Chapter #167 and the District have reached an Agreement with respect to negotiations for the 2022-2023 and 2023-2024 fiscal years.

The Agreement provides for two-thousand dollars (\$2,000.00) of the current fringe benefit allowance (\$4,646.10) to be moved to the Classified Salary Schedule, effective September 1, 2022 to be paid on the October 10th pay warrant. The remaining balance of \$2,646.10 shall remain as fringe benefit allowance.

The 2023-2024 Classified Salary Schedule will be increased by funded COLA, across the schedule, effective July 1, 2023.

Effective January 1, 2023, the District will provide a contribution towards family plan medical premiums.

The Agreement also provides for modifications to Articles 9, 10, 11 and 28.

The CSEA membership has ratified the Agreement.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. #3 - The District will regularly evaluate and address salaries and benefits to ensure fair compensation for all employees.

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

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

RECOMMENDATION: It is recommended that the Tentative Agreement with respect to negotiations for the 2022-2023 and 2023-2024 fiscal years, inclusive of all terms and conditions specified in the written Tentative Agreement between CSEA and its Chapter #167 and the District, be approved as follows:

SALARY ADJUSTMENT FOR THE 2022-2023 FISCAL YEAR

Two-thousand dollars (\$2,000.00) of the current fringe benefit allowance (\$4,646.10) will be moved to the Classified Salary Schedule, effective September 1, 2022. The remaining balance of \$2,646.10 shall remain as fringe benefit allowance.

SALARY ADJUSTMENT FOR THE 2023-2024 FISCAL YEAR

The Classified Monthly Salary Schedule will be increased by funded COLA, across the schedule, effective July 1, 2023.

EMPLOYEE BENEFITS

Effective January 1, 2023, the District will contribute a maximum up to \$8,494.00 annually towards plus one dependent care medical premiums. Effective January 1, 2023, the District will contribute a maximum up to \$13,590.00 annually towards family plan medical premiums. The Unit Member will pay any additional premiums for dependent medical by automatic payroll deductions in accordance with established District payroll procedure. This contribution is separate and distinct from the fringe benefit allowance.

If the Kaiser Other Southern California rate increases in excess of \$8,494.00 or \$13,590.00 effective January 1, 2023, the District will increase the District contribution for employee plus one dependent and family for the 2023 benefit year, not to exceed the 2022-2023 funded COLA percentage.

If the Kaiser Other Southern California rate increases in excess of the January 2024 District contribution amounts effective January 1, 2024, the District will increase the District contribution for employee plus one and family for the 2024 benefit year, not to exceed the 2023-2024 funded COLA percentage.

Effective September 1, 2022, the Fringe benefit amount paid to full time 12-month Unit Members will be in the amount of \$2,646.10 Annually and will be paid on a monthly basis. Unit Members working less than 100% will receive the negotiated amount (\$2,646.10 annually) on a pro rata basis.

AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT

The provisions of Articles 9, 10, 11 and 28 of the collective bargaining agreement between CSEA and its Chapter 167 and the District, shall be amended as provided in the written Agreement between the parties.

It is further recommended that the attached Classified Salary Schedule which reflects the two-thousand dollars (\$2,000.00) shift of fringe benefits effective September 1, 2022 for fiscal 2022-2023, be approved.

Irma Ramos

Recommended by


Approved for Submittal

6.f.2

Item No.

Tentative Agreement
Between
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND THE
California School Employees Association and Its NOCCCD Chapter 167
August 16, 2022

This Tentative Agreement is entered into by and between the North Orange County Community College District ("NOCCCD or District") and California School Employees Association and its NOCCCD Chapter 167 ("CSEA"). NOCCCD and CSEA may be referred to herein as "Party" or collectively as "Parties."

Any issue, subject, or matter discussed by the District and CSEA during negotiations regarding 2022-2023, 2023-2024 bargaining proposals not contained in this document shall be considered withdrawn by the party presenting it. Any "oral agreement" or "understanding" not reflected in writing herein shall have no force or effect.

NOW, THEREFORE, the Parties hereto agree as follows:

The provisions of this agreement, if ratified by CSEA membership and adopted by the Board of Trustees, shall constitute the complete and final settlement and obligation of the parties with respect to negotiations for the 2022-2023, 2023-2024 regarding pay and allowances and employee benefits negotiations are closed.

CSEA and District herein has settled salary and benefits for the 2023-2024 year. CSEA and the District maintain the right to open one (1) non-monetary article in 2023-2024.

ARTICLE 9
PAY AND ALLOWANCE

ARTICLE 9 – PAY AND ALLOWANCE, shall remain unchanged except for the following amendment(s):

SALARY ADJUSTMENT FOR THE 2022-2023 FISCAL YEAR

Two-thousand dollars (\$2,000.00) of the current fringe benefit allowance (\$4,646.10) will be moved to the Classified Salary Schedule, effective September 1, 2022, to be paid on the October 10th pay warrant. The remaining balance of \$2,646.10 shall remain as fringe benefit allowance.

SALARY ADJUSTMENT FOR THE 2023-2024 FISCAL YEAR

The Classified Monthly Salary Schedule will be increased by funded COLA, across the schedule, effective July 1, 2023.

ARTICLE 10
HOURS AND OVERTIME

Language in Article 10 to remain status quo except for the following:

- 10.2.3.5 The alternative schedule will apply to all Unit Members, with the following exceptions:
 - 10.2.3.5.1 ~~School of Continuing Education North Orange Continuing Education.~~ All classifications in ~~School of Continuing Education North Orange Continuing Education.~~ North Orange Continuing Education.
 - 10.2.3.5.2 Cypress College Custodial classifications; Campus Safety classifications; Classifications related to the operation of the Theatre Arts Department.
 - 10.2.3.5.3 Fullerton College Maintenance and Operations classifications; Campus Safety classifications; Child Care classifications; Academic Computing classifications; Classifications related to KBPK operations; Classifications related to the operation of the ~~Theater~~ Theatre Arts Department.
 - 10.2.3.10 For Unit Members on the alternative schedule, the Independence Day holiday will occur according to the provisions of Article 13 and will be compensated in accordance with the provisions of Articles 10.2.2.1.3 and 10.2.2.1.4 of the collective bargaining agreement between CSEA and the District. For those unit members who are assigned to work ten-hour days, if the Fourth of July holiday falls on a ten (10) hour workday, that day becomes a ten (10) hour paid holiday. For those unit member who work less than a ten-hour day, Unit Members on the alternative schedule who do not have sufficient accrued vacation time to comply with this provision may be advanced two (2) hours of vacation leave which shall be deducted from future vacation accrual or may elect to take two (2) hours of unpaid leave.

ARTICLE 11
EMPLOYEE BENEFITS

ARTICLE 11 – EMPLOYEE BENEFITS, shall remain unchanged and the language in the collective bargaining agreement shall remain status quo except for the following amendment(s) as delineated below.

11.2.1 The District will pay the full cost of a District-approved hospitalization plan for the Unit Member.

~~Effective sixty days after ratification and Board of Trustee approval, Effective January 1, 2023, the District will contribute a maximum up to \$8,058.00 \$8,494.00 annually towards plus one dependent care medical premiums. Effective January 1, 2023, the District will contribute a maximum up to \$13,590.00 annually towards family plan medical premiums.~~

The unit member will pay any additional premiums for dependent medical by automatic payroll deductions in accordance with established District payroll procedure. This contribution is separate and distinct from the fringe benefit allowance.

~~Effective July 1, 2021, the District will contribute a maximum up to \$8,058.00 annually towards dependent care medical premiums. The unit member will pay any additional premiums for dependent medical by automatic payroll deductions in accordance with established District payroll procedure. This contribution is separate and distinct from the fringe benefit allowance.~~

If the Kaiser Other Southern California rate increases in excess of \$8,494.00 or \$13,590.00 effective January 2023, the District will increase the District contribution for employee plus one dependent and family for the 2023 benefit year, not to exceed the 2022-2023 funded COLA percentage.

If the Kaiser Other Southern California rate increases in excess of the January 2024 District contribution amounts effective January 2024, the District will increase the District contribution for employee plus one and family for the 2024 benefit year, not to exceed the 2023-2024 funded COLA percentage.

11.2.2 The Fringe benefit amount paid to full time 12-month unit members will be in the amount of \$2,646.10 ~~\$4,646.10~~ Annually and will be paid on a monthly basis. Unit Members working less than 100% will receive the negotiated amount (~~\$2,646.10~~ ~~\$4,646.10~~ annually) on a pro rata basis.

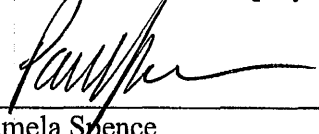
ARTICLE 28 DURATION

ARTICLE 28 DURATION shall remain unchanged and the language in the collective bargaining agreement shall remain status quo except for the following amendment(s) as delineated below.

This Agreement shall cover the 2021-2022, 2022-2023 and 2023-2024 academic years, and shall terminate June 30, 2024.

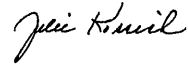
1. Negotiations for the ~~2020-2021, 2021-2022, and 2022-2023~~ and 2023-2024 academic years are closed; however, CSEA and the District maintain the right to open one (1) non-monetary article in 2023-2024.

California School Employees Association

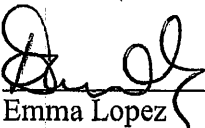
 8/23/2022

Pamela Spence Date
President, CSEA NOCCCD Chapter # 167

North Orange County Community College
District and its NOCCCD Chapter #167

 8/26/22


Julie Kossick Date
Associate Vice Chancellor, Human Resources

 8/23/2022

Emma Lopez Date
CSEA Labor Relations Representative

Simone Brown Thunder

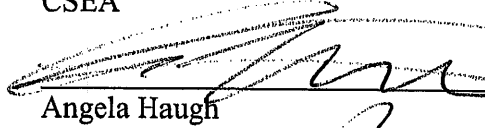
Simone Brown Thunder Date
NOCCCD

 8/24/2022

Marwin Luminarias
CSEA Date

 8/24/22

Elaine Loayza
CSEA Date

 8/24/22

Angela Haugh
CSEA Date

 8/24/22

Hugo Flores
CSEA Date

AnnMarie Ruelas 8/26/22

Ann Marie Ruelas
NOCCCD Date

Martha Turner 8/26/22

Martha Turner
NOCCCD Date

Eddie Roth 8/26/22

Eddie Roth
NOCCCD Date

Signature: 

Email: eroth@fullcoll.edu

Signature: *Martha Turner*

Email: mturner@noce.edu

Signature: *Loree Lynn Thunder*

Email: sthunder@nocccd.edu

Signature: *Ann Marie Ruelas*

Email: aruelas@cypresscollege.edu

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 CLASSIFIED MONTHLY SALARY SCHEDULE
 EFFECTIVE September 1, 2022

STEP RANGE	A	B	C	D	E	RANGE
14	3,016	3,162	3,309	3,454	3,609	14
15	3,084	3,238	3,388	3,523	3,711	15
16	3,162	3,309	3,454	3,609	3,793	16
17	3,238	3,388	3,523	3,711	3,878	17
18	3,309	3,454	3,609	3,793	3,968	18
19	3,388	3,523	3,711	3,878	4,052	19
20	3,454	3,609	3,793	3,968	4,144	20
21	3,523	3,711	3,878	4,052	4,244	21
22	3,609	3,793	3,968	4,144	4,336	22
23	3,711	3,878	4,052	4,244	4,433	23
24	3,793	3,968	4,144	4,336	4,536	24
25	3,878	4,052	4,244	4,433	4,650	25
26	3,968	4,144	4,336	4,536	4,760	26
27	4,052	4,244	4,433	4,650	4,873	27
28	4,144	4,336	4,536	4,760	4,987	28
29	4,244	4,433	4,650	4,873	5,108	29
30	4,336	4,536	4,760	4,987	5,216	30
31	4,433	4,650	4,873	5,108	5,335	31
32	4,536	4,760	4,987	5,216	5,460	32
33	4,650	4,873	5,108	5,335	5,589	33
34	4,760	4,987	5,216	5,460	5,721	34
35	4,873	5,108	5,335	5,589	5,858	35
36	4,987	5,216	5,460	5,721	6,009	36
37	5,108	5,335	5,589	5,858	6,148	37
38	5,216	5,460	5,721	6,009	6,294	38
39	5,335	5,589	5,858	6,148	6,441	39
40	5,460	5,721	6,009	6,294	6,588	40
41	5,589	5,858	6,148	6,441	6,747	41
42	5,721	6,009	6,294	6,588	6,911	42
43	5,858	6,148	6,441	6,747	7,086	43
44	6,009	6,294	6,588	6,911	7,252	44
45	6,148	6,441	6,747	7,086	7,422	45
46	6,294	6,588	6,911	7,252	7,603	46
47	6,441	6,747	7,086	7,422	7,780	47
48	6,588	6,911	7,252	7,603	7,977	48
49	6,747	7,086	7,422	7,780	8,163	49
50	6,911	7,252	7,603	7,977	8,364	50
51	7,086	7,422	7,780	8,163	8,558	51
52	7,252	7,603	7,977	8,364	8,767	52
53	7,422	7,780	8,163	8,558	8,973	53
54	7,603	7,977	8,364	8,767	9,194	54
55	7,780	8,163	8,558	8,973	9,419	55
56	7,977	8,364	8,767	9,194	9,647	56
57	8,163	8,558	8,973	9,419	9,877	57
58	8,364	8,767	9,194	9,647	10,120	58
59	8,558	8,973	9,419	9,877	10,363	59
60	8,767	9,194	9,647	10,120	10,619	60
68	10,599	11,122	11,669	12,243	12,849	68

Premium Pay:	Swing Shift - 5% premium pay	
	Graveyard Shift - 10% premium pay	
	Five years of continuous service	----- 5% of present step
	Ten years of continuous service	----- 10% of present step
	Fifteen years of continuous service	----- 15% of present step
	Twenty years of continuous service	----- 20% of present step
	Twenty-five years of continuous service	----- 25% of present step
	Thirty years of continuous service	----- 30% of present step
	<i>CBA 9.7.7 Employees hired on or after January 1, 2019</i>	----- 33% of present step
		----- 36% of present step

Board Approved: PBA

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	September 13, 2022	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Emergency Conditions Recovery Plan and Application	Enclosure(s)	<u> X </u>

BACKGROUND: North Orange County Community College District, like many other CCCs, has experienced a significant enrollment decline since the 2017-18 academic year, roughly 30%. The District's Board and leadership team, along with faculty and staff, are keenly aware of the impact enrollment decline has on the district's goal of serving more students and closing the equity gap in student achievement. In order to buy the District time in enrollment recovery, the leadership team in consultation with all constituencies, have decided to apply for Emergency Conditions for the 22-23 fiscal year.

With the Emergency Conditions application, the District is required to draft an Emergency Conditions Recovery Plan (see attached). The campuses have provided the bulk of the information for this EC recovery plan and the District Office has compiled the information to submit to the Chancellor's Office. The goal of this five-year enrollment recovery plan is twofold:

1. Increase enrollment by 5% per year between 2022 and 2027
2. Improve FTES/FTEF ratio by .5% per year between 2022 and 2027

The District is also required to update this plan and have the Board approve the updated plan by February 2023.

As a part of the application process, the District is also required to certify the following:

1. All three educational entities in the District (Cypress College, Fullerton College and North Orange Continuing Education) have signed the CVC-OEI membership form and are in the process of becoming home and teaching colleges.
2. NOCCCD has always had on time submission of MIS data.
3. NOCCCD has no outstanding audit reports due to the Chancellor's Office.
4. NOCCCD is working with the Board of Trustee to update the District's fiscal reserves Policy (from current 5% to two-months' worth of operating expenses).

The District was able to meet the September 1, 2022 deadline for this EC application and we are requesting the Board to ratify our application and the EC Recovery Plan.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The District is projected to receive additional funding with the Emergency Conditions application.

RECOMMENDATION: It is recommended that the Board ratify the District's Emergency Conditions Application as well as the NOCCCD Emergency Conditions Recovery Plan.

W. Cherry Li-Bugg
Recommended by


Approved for Submittal

7.a.2
Item No.

North Orange County Community College District (NOCCCD)

Emergency Conditions Recovery Plan

Fall 2022

North Orange County Community College District, consistent with almost every other CCC in the system, has experienced a significant enrollment decline since the 2017-18 academic year, roughly 30%. The District's Board and leadership team, along with faculty and staff, are keenly aware of the impact enrollment decline has on the district's goal of serving more students and closing the equity gap in student achievement. Not only have we done a tremendous amount of work to restore our enrollment, but we also now have a five-year plan for enrollment recovery. The goal of this five-year enrollment recovery plan is twofold:

1. Increase enrollment by 5% per year between 2022 and 2027
2. Improve FTES/FTEF ratio by .5% per year between 2022 and 2027

Below, NOCCCD will provide more details on this enrollment recovery plan including responding to specific prompts from CCCCCO.

A. Describe the actions the district has taken to increase enrollment.

1. What is the district currently doing to increase enrollment, persistence, and completion?

The District and its three educational entities: Cypress College, Fullerton College and North Orange Continuing has done a tremendous job to increase enrollment, persistence and completion.

At the District level, we conducted four major initiatives:

1. Engaged Graduate Communication in late fall 2021 to conduct a District-wide marketing campaign that included OCTA bus ads and Spanish radio ads for Cypress College, Fullerton College and North Orange Continuing Education.
2. In the spring 2022 term, the District engaged Gensler to conduct an Education Engagement Index survey of students and employees alike, focusing on the students'/employees' experiences during the pandemic and their preferences for future learning and work modalities. Majority of the students and employees expressed a strong preference for a flexible, hybrid learning and work environment.
3. In late spring 2022 term, the District again engaged Graduate Communications (as a part of a OC Strong Workforce Regional initiative) to conduct surveys of all District students who have stopped out. Detailed information on this survey will be shared later in this document.
4. Since 2019, the District as a part of its goal to build an evidence-based culture, has engaged all stakeholders in reviewing data accuracy and validity. As a part of this goal, the Educational Services and Technology team has led District wide data summits and workgroups focused on 320 and MIS data report. The culmination of the 320 work was an Attendance Accounting Institute in the summer of 2022 to ensure accurate coding for the 320 reporting so that we could maximize our FTES reporting.

At Cypress College, we have continued the practice of contacting students that have applied to the college but not enrolled (20,330 contacted for F22), adding late start classes, and increasing online offerings, which continue to have 10 to 15% higher fill rates. Through our Guided Pathway efforts, we are working to improve success and retention rates by increasing the percentage of students with comprehensive educational plans. Cypress College has also embarked upon a project to improve completion and transfer rates by facilitating the usage of DegreeWorks for milestone achievements, which includes frontloading transcripts, auto-awarding of certificates/degrees, and connecting students' course/program requirements with College

Scheduler. Data dashboards have been expanded to better identify equity gaps and enrollment trends by demographic, mode, and time of day, which have facilitated strategic scheduling changes to provide more students with greater access and support. Cypress College marketing and advertising efforts so far are listed below:

Radio and TV

- KIIS-FM
 - Campaign to support enrollment ran May, June, and saturation leading up to semester start in August
- Spectrum
 - Campaign to support enrollment ran May, June, and August leading up to semester start in August
- Spotify
 - Campaign to support enrollment running August

Social Media

- TikTok
 - Short promotional video ads in support of fall enrollment
- YouTube
 - Same ad as on Spectrum to run in August blitz
 - Facebook and Instagram
 - SWP/Graduate Communications Digital Ads

Direct Mailer

- 100,000-plus homes in surrounding communities
- Highlights college's students, graduates and accolades

Reminder to Students

- Registration reminders
- Missed registration reminders
- Nudges to Increase units enrolled
- Not too late to register reminders
- Add Codes reminder

Call Campaigns

- Stop Out Campaign - calling all students who were previously enrolled
- Applied But Not Enrolled campaign- calling all students who have applied
- High Touch Enrollment Concierge calls

Student Connection Promotions:

- Branding items
- Care packages for students the first two weeks of the semester

At Fullerton College, we have continued to be responsive to student course preferences, making it easier for students to enroll. The College has taken a proactive approach to engaging both incoming students and those that have paused their studies.

- Streamlining Application Process - The College has expanded the number of students with registration appointments, minimizing the number of times students who take semesters off must complete an application.
- Flexible Course Schedules - The College surveyed its students numerous times to understand their enrollment preferences. Students indicated a desire for flexible and hybrid course schedules that include both in person and online courses and services. As such the college has maintained robust online course offerings while safely opening the campus for in person courses and services. For example, the fall 2022

schedule has a 60:40 in-person to online ratio. Collaboration to Target New Students - Through the Guided Pathways initiative, the College has increased collaborations between Outreach, Promise, Counseling, Admissions and Records and Financial Aid. Examples of this collaboration include:

- The creation of “Future Hornets Days’ to support students with onboarding steps on late afternoons and Saturdays
- Outreach expanded parent events throughout the year
- The Office of Institutional Effectiveness (OIE) has worked with programs to identify and contact new applicants early in the onboarding process
- Promise has leveraged these collaborations to expand services and more effectively onboard students. Despite overall enrollment declines, the program has seen cohort numbers increase.
- Proactive Call Center - The College has taken a proactive approach to re-engaging students who were “lost” since the pandemic. Using data aggregated by the Office of Institutional Effectiveness, “leaver” students were identified and contacted directly by the College’s call center. Students were asked about challenges to enrollment, received support on issues, and encouraged to return.
- Marketing and Communications
Fullerton College enhanced paid marketing as a response to enrollment declines to compliment long-standing public relations tactics to promote the college to prospective students, students who stopped out, the community at-large and the internal college community. With an organic internal audience of 84,500 built over time on the main social media networks LinkedIn, YouTube, Instagram, Facebook and Twitter, the paid marketing – extended this reach significantly and drove traffic to the college website in hopes to increase applications/registrations. The Find Your Future Campaign includes both English and Spanish ads and was done in collaboration with the Office of Campus Communications and the Strong Workforce CTE Director. Additional collaboration takes place with the Office of Campus Communications, Admissions and Records and the Strong Workforce teams to specifically target emails, social media ads, and text messages to students who had missed their registration appointment and encouraged them to access in-person registration support.

Content included:

- An original 10-part video series
- Static ads
- Carousel ads
- Animated ads
- Billboards
- Traditional radio
- Streaming radio
- Print advertisement
- Updated college view book and student resources brochure
- Organic social media posts
- Text messaging and emails focused on registration reminders

Social media and news outlets included:

- Cali 93.9 FM
- Spotify
- YouTube
- Facebook
- Instagram
- TikTok
- Website crawling with redirect ads
- Angels baseball game program (print)

Marketing and Public Relations Tactics included:

- pay-per-click ads
- search keyword retargeting
- lookalike audience targeting
- website remarketing
- robust organic social media posts
- outdoor signage
- text messaging
- emailing
- face-to-face outreach through twice-a-week campus tours and community events such as the Fullerton Farmers Market
- Partnership building with the Disney Aspire Program and Guild Education in collaboration with the Division of Technology and Engineering and Office of Educational Partnerships and Programs

At North Orange Continuing Education, in order to promote NOCE's offerings within the community and enhance student experience at NOCE, the school's leadership took a critical look at the key progression points of a NOCE student's pathway and implemented strategies to increase outcomes at each of these points: **Outreach – Onboarding – Instruction – Student Services – Basic Needs**. The following are the highlights of the enrollment recovery strategies implemented in 2021/22 in each of the momentum points.

- Outreach - a comprehensive digital marketing campaign was launched for each of the six NOCE instructional programs followed by a nurture campaign to further engage those who expressed interest in the programs. NOCE completed redesign of the class schedule, a publication mailed to 360,000 households every semester and summer session. Some of the class schedule features addressed include less text, more visual graphics, more student success stories, streamlined and simplified registration process, restructured organization of the publication, and an overall updated design.

- Onboarding - creation of a one-stop virtual and in-person onboarding team StarHelp was to assist students with enrollment steps and referrals to various support services.
- Instruction - instructional strategies focused on diversifying course offerings, strengthening distance education program, and broadening access to class offerings. NOCE reopened more than 70 campus-based locations to offer ESL classes and programs for older adults and began partnering with Ease Learning, a consultant agency pairing subject matter experts with faculty to design accessible and robust DE content.
- Student Services - virtual and in-person vaccination hubs were implemented to assist students with being compliant with the District's mandate. Additionally, 24/7 multilingual translation services became available to all employees who interact with current and prospective students.

2. What will the district do differently to increase enrollment, persistence, and completion? Please include information about strategies related to: student reengagement and persistence, changes to course scheduling and program review, and/or strategies by affected population(s).

Cypress College activities/plan include:

- Changes to Scheduling - In analyzing our current fall 2022 enrolment we have a high fill rate and longer than usual waitlists in specific classes and areas. We are currently adding classes and moving waitlisted students into new section that will accommodate them and are adding 12-week late start classes in math, English and Business, all which are currently over enrolled.

The math and English course over-enrollment specifically, was an unexpected response to AB705. To meet the requirements, we removed almost all pre-college math and English courses but underestimated the number of college-level courses we would need to meet this new demand. This is being addressed including analyzing the need for more online classes in both areas and reviewing models at other colleges to help support these programs pedagogically in an online environment.

- Student Services Re-engagement and Persistence - Student Services Outreach includes strong relationships

and outreach to our feeder high schools, a strong dual enrollment program which features a focused Guided Pathways approach to all college courses taken in high school, early awareness of Cypress College programs and services beginning in the 9th grade, and transfer agreements with CSUF, UCI, HBCUs, and private/out of state universities.

Cypress College conducts multiple recruitment efforts each year – Connect2Cypress and Commit2Cypress, enhanced by ongoing Charger Friday events or all feeder high schools throughout the spring.

- Connect2Cypress- Fall Kickoff to Outreach Recruitment (November 1, 2022)
 - Serving AUHSD, ABC, Garden Grove, Fullerton Union High School District
 - Cypress College Open House Connecting student to our Guided Pathways
 - Academic/Student Support Services Resource Fair
 - Majors2Career for current and prospective students
 - Career Assessment/workshops
 - Career Talks
 - Resume Workshops
 - Mock Interviews
- Commit2Cypress- Each May over 2500 students attend to “commit” to enrolling at Cypress College
 - Student Services/Academic Program Workshops
 - Charger Experience Program students will sign their contracts for the 2022-23 Academic Year
 - Resource Fair
 - Formal Presentation- handoff from High School to Cypress College to the 4year Partners (UCI/CSUF)
- Charger Fridays- every Friday March 3, 2023 – May 12, 2023. School Districts include:
 - AUHSD
 - ABC Unified
 - Los Alamitos HS
 - Pacifica HS
 - Garden Grove Unified High School District
 - Fullerton Union High School District

- Retention and Recruitment - All Student Service areas including EOP&S, DSS, Financial Aid, A&R, Charger Experience, Counseling, Career Center and Transfer Center have active call campaigns ongoing. During the semester the Student Ambassadors call each and every enrolled student to check in, ask what they need, and connect them to resources. The College's new Welcome Center in the Student Services One Stop is staffed by student ambassadors and provides a point of contact for all students, provides answers to quick questions, helps direct students to the right counter/person, and provides a friendly face upon entry into the Student Center.

In addition, the college has retained its hybrid student service counters offering services in both online and in person options. The College counseling division has had embedded counselors in every pathway since 1966, which has accelerated our Guided Pathways efforts. Every pathway has a counselor and students know who their counselor is for advisement in the major.

- Strategies for Affected Population(s) - Cypress College has many affinity groups including support for African American, Latinx, Formerly Incarcerated, STEM2 for underrepresented students, and our Charger Experience Program for students who receive free tuition for taking 12 or more units per semester.

Top strategies include Summer Bridge programs (Legacy, Charger Experience); orientations, cultural celebrations, commencement celebrations, funding focused on basic needs and emergency grants, and creating cultural centers to support special populations.

The College has also created centers for these programs including our Veterans, Puente, Legacy, LGBTQ+, Charger Experience and STEM2 Programs. Each program has a generous budget, has faculty coordinators with dedicated release time, and have received grants to further support the work. The following are examples of strategies that our affinity groups are engaged in:

- **Legacy**
 - New Center Grand Opening- September 22
 - Legacy New Student Orientations held June 30, July 7, 14, 21, and 29 from 3-4pm on campus and online.
 - Recruit at Charger Fridays
 - Back to school BBQ welcome back to school (August 11th,
 - SUMMER Bridge Program
 - Juneteenth Celebration & BBQ

- Summer Bridge Culmination event
- **LIFE**
 - Grant funding of \$25,000 per year
 - Outreach to community organizations which provide resources for formerly-incarcerated community members, such as PACT, Lifer, Women's meetings
 - Meetings with student parole and probation officers and units, conducting presentations and answering questions
 - Outreach in juvenile units, answering questions, and helping with the application and financial aid processes
 - Call campaign for approximately 70+ students coded as SG-15 who are NOT currently LIFE students.
 - Collaborate with the local youth facilities (YGC, juvenile hall, youth authority) and working with the probation officers to register their youth for CC classes.
 - Attend community events (ie PACT meetings, Women's Parole Meetings, Lifer meetings, Women's Empowerment Meetings, OC Recovery Rally", etc..) throughout the year, which increases our visibility with parole officers and recently released community members
 - Ally Trainings annually
- **Puente**
 - New Center Grand Opening September 22
 - 60+ students to applied from Charger Fridays
 - Outreach during Charger Experience-Charger Fridays, Connect2Cypress
 - Ongoing Puente Orientations
 - Strong Mentor/Mentee Program
 - Telephone Tree for incoming and current students
- **STEM2**
 - STEM(2) Center since 2018 – new center opening in Spring 2023
 - In-class presentations (virtual and in-person) in STEM gateway and general counseling courses
 - STEM presentations for affinity programs such as Puente, Legacy, and EOP&S
 - Call newly admitted STEM program students to confirm registration for mandatory STEM program orientation
 - Call students to ensure they are making their counseling appointments

- Promote STEM-based events and workshops via email, Facebook, Instagram, and LinkedIn.
- Work closely with SEM faculty to promote all STEM Program events and activities
- STEM(2) named a Nasa campus- one of only 11 community colleges in the nation
- NASA on Campus Project 2023 - Begin outreach campaign for NASA on CAMPUS 2023. (Open to all STEM and CTE students. Announcements will be made via @Cypress Newsletter and all Cypress College social media platforms. NASA on CAMPUS information sessions will also be available this fall.
- Phone banking and email outreach for CIC | PCUBED CSU Fullerton (Computer Science)
 - Email communication will also be going out to students currently enrolled in Computer Science gateway courses.
- Financial Literacy Workshops
- Charger Experience Program Events
 - CEP Scholar Events to honor students who earned 3.0 higher
 - Bi Monthly Study Halls
 - Workshops- Time Management, Transfer 101, Career Workshops
- Student Success Appointments for students who would have been disqualified/ placed on probation, assist students in returning after being disqualified, provide students with resources
- **LGBTQ**
 - Dedicated faculty coordinator
 - LGBTQ+ Center opening Fall 2022
 - Lavender graduation ceremony
 - Preferred names in Banner/Canvas system
 - Recruitment in high schools
 - Ongoing events in celebration of our queer community

At Fullerton College, the following activities have been conducted and/or planned:

- Persistence and Completion Activities - The College is improving completion and persistence by fully implementing AB705 and adapting the Guided Pathways framework into its processes. Data collected by the College indicated a gap in the sense of belonging of its Black and Latinx students compared to other groups. In response, the College

has made structural, funding, and physical changes to help close these gaps in these students' sense of belonging.

- Math and English Completion - The College has fully implemented AB705 and has seen significant increases in the number of first-time students completing transfer-English and math in their first academic year. The College currently offers various options for students including courses with embedded tutoring support and “enhanced” courses with additional instructional hours. The College has already received accolades from the Campaign for College Opportunity for the number of Latinx students who have completed transfer English.
- Guided Pathways Initiative -The College created and launched its “Hornet Pathways” which intentionally organizes programs and provide visual guides for students. The College launched their Instructional Success Teams for each academic division to support faculty in creating more effective learning environments for students. Each team consists of a Data Coach, Professional Learning Coach, Equity Coach, and a Student Support Coach that provide direct professional development for faculty in addressing student equity gaps.
- Increasing Sense of Belonging - The College has been intentional in building out support programs to target student communities to foster a sense of belonging. These include the following activities:
 - Opened and staffed the *Cadena Cultural Center*, an on campus hub that provides access to a network of various departments, student organizations, and staff to provide services that enhance students’ awareness of culture and diversity and to promote a sense of belonging among students and staff
 - Launched the LGBTQIA2S+ ally training and hired support staff and faculty to lead these efforts
 - The College made a commitment to the Umoja program by shifting its funding from categorical to general funding
 - Two full-time faculty were hired for the Ethnic Studies program
 - The Office of Institutional Effectiveness partnered with the Guided Pathways office to support a faculty-led Student Voice qualitative research project that aims to identify why gaps in students sense of belonging exist and how to address them
- Redesigning Physical Spaces - Based on recommendations from the Educational Facilities Master Plan and the College’s innovative Student Equity Walk event, the College set out to intentionally redesign spaces to make students feel more welcome. For example:
 - A&R, Counseling, Financial Aid, the Promise Center, and Behavioral Health Services were redesigned to be more welcoming and engaging. Each location was remodeled to include areas for socializing, rest, and group work. These upgrades are supplemented by additional access to technology and support staff

At North Orange Continuing Education, all enrollment recovery strategies were initially developed and implemented in 2021/22. An additional set of strategies was developed for 2022/23 to enhance each of the student's pathway progression points and, therefore, increase student engagement, persistence and completion. They include:

- Outreach and re-engagement of community partners: NOCE will continue to expand its community-based offerings to ensure access to instruction and student services especially by the students experiencing challenges with transportation. For example, NOCE will be a service provider for the Community School Model Center located in Sycamore High School, AUHSD. Additionally, NOCE will host a community partner event to showcase its instructional offerings.
- Instruction: NOCE will begin implementation of the 2022-24 Distance Education Plan in order to strengthen its Distance Education Program and respond to a growing demand for online learning. Some of the initial steps will be to pilot a DE course blueprint and student orientation course. NOCE faculty will continue developing new and revising existing courses and programs, specifically, the goal is to complete curriculum design for the IT Network Specialist certificate and begin offering it as a pre-apprenticeship program.
- Addressing digital divide: a student virtual and in-person technology support center will become operational. Besides addressing students' technical needs, the center will coordinate a laptop loan program.

3. How is the district using existing resources to support student basic needs and direct resources to students?

Cypress College has had a basic needs point person since 2019. This collaboration with a community based organization, Pathways of Hope, has allowed us to access their resources with Second Harvest and community food banks to benefit and support our students. They also act as a one-stop resource for emergency housing needs. The following are the ways we advocate for and support our student's basic needs.

- **Food Pantry and Grocery Assistance** - Our on-campus Food Pantry within Student Life and Leadership provides grocery assistance to all registered Cypress College and NOCE students. Each week, students receive a variety of fresh produce, refrigerated/frozen perishables, dry goods, and non-perishables. The Food Pantry also coordinates the receiving of donation drop-offs and works with constituent campus groups to educate the campus community about food insecurity issues.

NOCCCD's ongoing partnership with Pathways of Hope has elevated our Pantry's operations and expanded our regular available resources. Our designated Pathways of Hope Service Navigator assists with acquiring inventory from Second Harvest Food Bank and coordinating preparation and distribution with a team of volunteers.

Last Spring, the Food Pantry averaged 60-65 student visits per week. Over the last fiscal year, a total of 1,771 services were rendered by our Food Pantry within our campus community (number includes students and family members within their households). In July alone, over 4,500 pounds of food were distributed by the Food Pantry at Cypress College.

Food Pantry distribution is available every Wednesday and will be expanded to both Wednesdays and Thursdays starting Fall 2022. Our college and the Food Pantry are also CalFresh outreach partners and encourage students to apply for program benefits for additional assistance.

- Student Housing - The College has been working on addressing the need for student housing for over four years. In 2018 a survey of our students revealed that 55% indicated they experienced food insecurity and 13% had experienced homelessness. Student housing has been identified in our strategic master plan and we applied for state funding in 2021 to build affordable housing on campus to support 400 beds featuring family, studio and traditional dorm rooms. We are developing and approving this plan for re-application in 2022. 58% of our students receive financial aid and the high cost of rental units in Orange County make affordable housing a mandatory student need. Housing will not only enhance recruitment and enrollment of students but will enable us to create a wraparound student experience including tutoring, mentoring, and health and wellness,
- Housing and Rental Assistance
 - Without current sustainable student housing, our Basic Needs coordinator and partnership with Pathways of Hope provides temporary housing/rental assistance to our students on a case-by-case basis.
 - Since April, about 15 students with critical housing needs have reached out to our Service Navigator for assistance.
- Basic Needs Coordinator and Center – In alignment with AB 132, a Basic Needs coordinator will help connect students to housing, mental health, food, and other services. Although we have employed a staff member from PoH for 4 years, this new position will be more comprehensive and align with our campus services. In addition, we have identified a location for our new Basic Needs Center which will be a central point on campus to address the requirements of the bill.

- Cypress College Foundation Emergency Assistance - The Cypress College Foundation provides emergency assistance to students throughout the year. Faculty, counselors and other staff provide referrals based on student emergency needs for assistance or students go directly to Financial Aid. The Financial Aid office reviews the students' overall financial situation, assuring that they are receiving all available opportunities. Based on their situation, the Financial Aid office will make a recommendation for a student to receive either an emergency grant or interest free, short-term loan from the Foundation. The student completes a simple form indicating their need and requested funds. The Cypress College Foundation, upon recommendation, will provide immediate financial support. The Foundation also provides emergency financial assistance from specific programs such as Health Science and the Veterans Support Fund.
- HEERF Funding - Our Cypress College Emergency Relief funding has been spent in multiple ways, with the majority going to boost student financial aid providing emergency assistance, and enhancing student financial support during the pandemic.

As of June 30, 2022, Cypress has invested the following funds for supporting student basic needs and continued student success:

- \$21,001,943 in student funds (in total)
- 5,301 students received HEERF emergency financial aid grants
- \$19,935,959 has been dispersed directly to students as Emergency Financial Aid Grants to date using HEERF
- \$362,842 for free meals through the Charger Café
- \$150,539 for computer equipment and hotspot access for our students to access instructional modalities implemented to sustain student success
- \$143,447 provided mental health resources for students' mental health needs

These detailed expenses total \$20,592,787.

Below is a snapshot of student relief funding by ethnicity over the past 4 semesters.

FALL 2020		
Ethnicity	Students	HEERF Paid Amt
African-American Non-Hispanic(B.)	152	\$76,000.00
American Indian/Alaskan Native(N.)	5	\$2,500.00
Asian(A.)	782	\$390,892.00
Filipino(F.)	138	\$69,000.00
Hispanic(H.)	1,627	\$814,500.00
Pacific Islander(P.)	16	\$8,000.00
Unknown/Non-Respondent(X.)	280	\$140,000.00
White Non-Hispanic(W.)	353	\$176,500.00
TOTALS	3,353	\$1,677,392.00

FALL 2021		
Ethnicity	Students	HEERF Paid Amt
African-American Non-Hispanic(B.)	217	\$413,000.00
American Indian/Alaskan Native(N.)	7	\$12,000.00
Asian(A.)	1,002	\$1,923,000.00
Filipino(F.)	94	\$167,000.00
Hispanic(H.)	2,998	\$5,706,600.00
Pacific Islander(P.)	18	\$35,000.00
Unknown/Non-Respondent(X.)	494	\$919,000.00
White Non-Hispanic(W.)	529	\$989,000.00
TOTALS	5,359	\$10,164,600.00

Spring 2021		
Ethnicity	Students	HEERF Paid Amt
African-American Non-Hispanic(B.)	390	\$228,114.00
American Indian/Alaskan Native(N.)	17	\$9,401.00
Asian(A.)	1,729	\$981,961.00
Filipino(F.)	205	\$120,573.00
Hispanic(H.)	4,239	\$2,513,988.00
Pacific Islander(P.)	35	\$19,627.00
Unknown/Non-Respondent(X.)	674	\$394,210.00
White Non-Hispanic(W.)	916	\$541,262.00
TOTALS	8,205	\$4,809,136.00

Spring 2022		
Ethnicity	Students	HEERF Paid Amt
African-American Non-Hispanic(B.)	223	\$111,500.00
American Indian/Alaskan Native(N.)	10	\$5,000.00
Asian(A.)	1,008	\$504,000.00
Filipino(F.)	84	\$42,000.00
Hispanic(H.)	2,871	\$1,435,500.00
Pacific Islander(P.)	23	\$11,500.00
Unknown/Non-Respondent(X.)	542	\$271,000.00
White Non-Hispanic(W.)	539	\$269,500.00
TOTALS	5,300	\$2,650,000.00

At Fullerton College, prior to the start of the pandemic, the College leveraged the Hope Center's #REALCOLLEGE Survey to identify areas of concern for its students. In the fall 2020 semester, the College participated in the Hope Center's #REALCOLLEGE Basic Needs Insecurity During the Ongoing Pandemic Survey which indicated that about 62% of students experienced at least one form of basic needs insecurity, with 40% experiencing food insecurity in the prior 30 days.

With the results of both surveys in mind, the College made a series of financial decisions to address student needs through direct aid, the forgiveness of student debts, providing access to free classroom and work resources, and providing support for mental and physical health.

- Leveraging HEERF Funding for Direct Aid
 - Using HEERF funding, the College forgave \$1,528,871 of student debt
 - HEERF funding was also used to provide direct aid to students from spring 2020 through spring 2022. Eligible students received \$500 per term through spring 2021, and then \$1000 in fall 2021 and spring 2022.
- Removing financial barriers
 - The College hired a new foundation director and re-launched the *Friends of Fullerton College*. In its first year, the program
 - Doubled its endowment to over \$2.6 million and doubled scholarships to over \$90,000.
 - Created a new apprenticeship program
 - Was moved near the associated students office to ease student access to resources
 - In the fall 2021 term, over 2,400 Fullerton College students had their unpaid balance holds (UB Holds) waived to encourage continued enrollment
- Addressing Hunger
 - Beginning in the 2021-2022 year, the College provided free hot meals during breakfast and lunch at its cafeteria for all students. The program was improved for 2022-20223, as students will now have access to a daily allowance which they can use towards purchasing any food items, at any time, at the cafeteria.
 - The College has expanded offerings and access to the FC Food Bank, a partnership with Pathways of Hope
- Addressing Mental and Physical Health

- The College has expanded access to mental health support for students. Students at the college can receive mental health counseling, psychological services and referrals at no costs. The College has an independent mental health office with a director and counselors.
- The College rebranded its behavioral intervention team to the Student Support Resource Team (SSRT) which provides holistic support to students in crisis
- The College has offered free COVID-19 vaccinations for students since the start of the fall 2021 term.
- The College is embedding mental health support in key student programs such as Umoja
- Addressing Access to Classroom and Work Resources
 - The College has an active device lending program for students. From spring 2020 to Fall 2021, over 1,500 laptops and other devices were lent out to students in order to access online courses. The College will also provide Zoom compatible workstations around campus.
 - The College appointed an Open Educational Resources (OER) faculty lead to help guide the College's efforts to increase access to low-cost or free textbooks. The College currently provides notices in the online course schedule when a class includes options for OER materials.
 - The College opened its Career Closet, which provides lightly used professional attire for students
 - The College's foundation is now offering classroom to job apprenticeships for its drone pilots and horticulture students.

NOCE continues to be intentional and thoughtful in procuring resources and developing sustainable ways of addressing basic needs of its students. Since the beginning of the pandemic, NOCE provided uninterrupted services to assist students with food insecurity and to provide access to technology for remote learning. Starting Spring 2022 semester, Anaheim Campus Food Pantry became, once again, open for in-person services. As funds are available, NOCE will continue to offer food vouchers to qualifying students through its emergency aid program. NOCE will subsidize hot-meal services for those students enrolled in noncredit programs at Cypress and Fullerton campuses and will explore a similar service at the Anaheim Campus.

Special attention is given to mental health assistance. The CARE Team was launched in fall 2022 to implement a case management approach to behavior interventions. NOCE was selected to participate in the Steve Fund Equity in Mental Health on Campus Cohort, an 18-month engagement to conduct needs assessment and campus action to establish a mental health assistance system for students of color.

4. Provide details on class scheduling for Fall 2022 and Spring 2023 (as available) including the proportion of courses offered by time of day (day/evening/weekend), the proportion of courses offered by course length (full session, 8 - 10 week, less than 8 weeks), and the proportion of courses offered by modality (in person, online, hybrid).

NOCCCD Course Schedule Offerings by Type

Fall 2022

Course schedule details by modality (online, in-person, hybrid), time of day (day, evening, weekend), and course length (full-term, short-term) are presented below for fall 2022 by NOCCCD institution.

Course Sections by Modality, Fall 2022

Modality	Cypress		Fullerton		NOCE		NOCCCD Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Asynchronous Online	337	21.3%	645	28.7%	184	24.4%	1166	25.5%
Hybrid	325	20.6%	104	4.6%	23	3.1%	452	9.9%
In-Person	876	55.5%	1405	62.6%	475	63.0%	2756	60.2%
Synchronous Online	41	2.6%	92	4.1%	72	9.5%	205	4.5%
Grand Total	1,579	100.0%	2,246	100.0%	754	100.0%	4,579	100.0%

Source: Banner as of Aug 19, 2022

Course Sections by Time of Day, Fall 2022

Time of Day	Cypress		Fullerton		NOCE		NOCCCD Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
Day	917	58.1%	1067	47.5%	375	49.7%	2359	51.5%
Evening	262	16.6%	325	14.5%	118	15.6%	705	15.4%
Weekend	8	0.5%	193	8.6%	10	1.3%	211	4.6%

No Meeting/ Arranged Hrs	392	24.8%	661	29.4%	251	33.3%	1304	28.5%
Grand Total	1,579	100.0%	2,246	100.0%	754	100.0%	4,579	100.0%

Source: Banner as of Aug 19, 2022

Course Sections by Course Length, Fall 2022

Course Length	Cypress		Fullerton		NOCE		NOCCCD Total	
	Count	% of Total	Count	% of Total	Count	% of Total	Count	% of Total
<8 Weeks	114	7.2%	174	7.7%	101	13.4%	389	8.5%
8-10 Week	29	1.8%	20	0.9%	171	22.7%	220	4.8%
10-15 Weeks	64	4.1%	73	3.3%	13	1.7%	150	3.3%
Full-term	1372	86.9%	1979	88.1%	469	62.2%	3820	83.4%
Grand Total	1,579	100.0%	2,246	100.0%	754	100.0%	4,579	100.0%

Source: Banner as of Aug 19, 2022

Spring 2023 (Estimated)

The spring 2023 course schedule is still being developed. However, below are estimates of the proportion of sections by type for each institution.

Percentage of Course Sections by Modality, Spring 2023 Estimated

Modality	Cypress	Fullerton	NOCE
	% of Total	% of Total	% of Total
Asynchronous Online	22.0%	28.5%	25.0%
Hybrid	25.0%	4.5%	3.5%
In-Person	50.0%	63.0%	62.2%
Synchronous Online	3.0%	4.0%	9.3%

Percentage of Course Sections by Time of Day, Spring 2023 Estimated

	Cypress	Fullerton	NOCE
Time of Day	% of Total	% of Total	% of Total
Day	55.0%	47.5%	58.0%
Evening	20.0%	14.5%	15.7%
Weekend	.05%	8.5%	1.3%
No Meeting/Arranged Hrs	24.5%	29.5%	25.0%

Percentage of Course Sections by Course Length, Spring 2023 Estimated

	Cypress	Fullerton	NOCE
Course Length	% of Total	% of Total	% of Total
<8 Weeks	7.0%	8.0%	14.3%
8-10 Week	4.0%	1.0%	22.7%
10-15 Weeks	4.0%	3.0%	1.7%
Full-term	85.0%	88.0%	61.3%

B. Describe the district's operational plans to absorb enrollment losses after 2022-23.

Key to our plan are the actions previously discussed in the section on increasing enrollment as well as monitoring the impacts of enrollment levels on operational efficiencies. There will be an inverse relationship between our enrollments and the operational changes that will need to be made. The District has already begun to assess enrollments and over the last several years have identified the earned apportionment compared to emergency condition/hold harmless funding. Doing this allows us to see the effects that our enrollment levels have had on our on-going funding. Our plan will have the following five components: 1. Keep expenditures under the hold harmless funding levels, this gives us through the 2024-2025 fiscal year to implement the plans to increase enrollments. 2. Use District reserves, if necessary, to extend the time past the 2024-25 fiscal year to increase enrollments. Currently the District has an unrestricted reserve level of 41% at fiscal year-end 2021-22. 3. Starting with the 2022-23 fiscal year, all hiring decisions for both replacement and new positions will consider enrollments. The goal would be to gradually make reductions in proportion to how far below we are under our emergency condition FTES level. Vacant positions would go unfilled until enrollments are restored. Like other economic downturns, we would reduce staffing costs through attrition. Worst case we would go

with “Reduction in Force Plans” (RIF) or furloughs. 4. We have negotiations concluded with most groups through June 30, 2024; starting July 1, 2024, some of the COLA dollars could be used to bridge the gap until enrollments improve. 5. Cutting or postponing other expenses might also be used to make reductions in overall expenditures.

1. Describe efforts to increase uptake of federal financial aid and fee waivers and key contact at the District leading this work.

At Cypress College, the Financial Aid Department conducts outreach/marketing, enrollment, and retention-based activities throughout the year. Examples of these efforts and strategies are:

Outreach - Provide Financial Aid information and assist with FAFSA during events coordinated by the Charger Experience

- Program-Charger Fridays, Connect2Cypress, Commit2Cypress, and New Student Welcome Night
- Provide Financial Aid information during Cash for College Events in collaboration with the Charger Experience Program for all AUHSD high schools
- Provide classroom presentations on campus and NOCE

Marketing

- Campus Communication via- Marc Posner, Director of Campus Communications.
- Social Media- Instagram
- Financial Aid pamphlets available at front desk
- Class Presentations

Enrollment

- Work with Admissions to identify and remove enrollment barriers for students (students with holds)
- Verifying identity to prevent potential fraudulent students.

Retention

- Financial Aid Labs (on-campus workshops)
- Promote Financial Literacy Workshops from Babson College coordinated by Charger Experience Program
- Provide service to students via Front counter, Cranium, Phones and Email modalities
- Weekly calls to students regarding outstanding documentation, application process.
- Monthly emails reminding enrolled students to apply for aid.
- Communication to students reminding them of income appeal options.
- Meet with District-wide Financial Aid teams on a monthly basis

The key contact at Cypress College is Dr. Paul de Dios, Vice President of Student Services, pdedios@cypresscollege.edu

The Fullerton College Financial Aid Office (FA), led by Greg Ryan, has adjusted numerous policies and practices in response to the COVID-19 pandemic and the effect on students' income and basic needs. For example, in April 2020, FA launched a campaign to do income adjustments for the 2019-2020 academic year using "year to date" and projected income. FA was given emergency authority to reduce all income to zero and recalculate an award if a student (or their parents) became unemployed and were receiving unemployment benefits. This practice has continued at the College as the office worked with software vendor, Campus Logic, to allow for multiple income adjustments in one year. This opportunity was advertised through multiple methods (ex: social media, workshops) to try and spread the word to all students. FA also created and advertised a budget increase form for students who needed to increase their cost of attendance to assist with the need to transition to remote learning, procure internet, and purchase technology to learn remotely.

Given the move to a remote learning environment, and the closure of its physical offices, the FA office modified the modality of their outreach events to help keep students aware of financial aid opportunities and to increase application submissions. From March 2020-August 2021, the FA worked with various groups on campus to present key information to over 1,700 students over Zoom. In the 2021-2022 year, Zoom presentations continued and were supplemental with the return of in person events, as over a thousand more students participated in these sessions.

In addition to increasing in-reach and outreach events, FA re-deployed its team to focus on case management. The team proactively reached out to students who were enrolled but did not complete their financial aid applications

In 2020-2021 the office reached out to 820 students, in 2021-2022 they assisted 118 additional students, and so far in 2022-2023, they have assisted 352 students. FA also worked with students who applied, but whose applications were rejected by the Federal processor, to try to assist the student in making the required corrections, so that the College could continue determining their eligibility. This assistance was provided to 81 students in 2020-2021 and 98 students for 2021-2022.

The key contact at Fullerton College is Mr. Greg Ryan, Director of Financial Aid. gryan@fullcoll.edu

- 2. Conduct an analysis of students the district lost between Spring 2020 and Fall 2021, disaggregated by age, race & ethnicity, and other impacted groups.*

NOCCCD Leaver Student Analysis - Spring 2020 through Fall 2021

Leaver Student Characteristics

NOCCCD examined students who were enrolled in spring 2020 at one of the three institutions in the District—Cypress College, Fullerton College, and North Orange Continuing Education (NOCE) and did not return through fall 2021 nor earn a degree/certificate. The purpose of this brief is to provide the District with an idea of the characteristics of students it lost during the period in which it offered the majority of its courses and services remotely due to the COVID-19 pandemic.

The Percentage Point Gap Minus One (PPG-1) method was used to examine disproportionate impact on the types of leaver students by demographics—gender, race/ethnicity, enrollment status, age, EOPS status, and DSS status. The PPG-1 method compares the outcomes of a disaggregated subgroup and the reference group minus all OTHER students (e.g., compares the leaver rate of Hispanic students to the leaver rate of all non-Hispanic students). Summary results are presented below; details are included in Appendix A.

Overall	Approximately 23% of spring 2020 credit college students and 40% of noncredit students left the District and did not re-enroll through fall 2021
<i>Gender</i>	Male students left the District at higher rates than the total student population (credit and noncredit)
<i>Race/ Ethnicity</i>	At the credit colleges, Black/African American and those with an unreported race/ethnicity stopped out at higher rates than other students by race/ethnicity
	At NOCE, Hispanic/Latinx, Asian, Multiethnic, and Black/African American students stopped out at higher rates than the rest of the student population
<i>Age</i>	Credit students 25 years or older left the colleges and did not return or graduate at higher rates than the total credit student population
	Noncredit students younger than 50 years old left NOCE at higher rates than the total noncredit student population
<i>Enrollment Status</i>	First-time students, first-time transfer students, special admit K-12 students, and returning transfer students stopped out at higher rates than the rest of the credit student population
	New and returning noncredit students stopped out at higher rates than the rest of the noncredit student population
<i>Special Populations</i>	DSS and EOPS students stopped out at <i>lower</i> rates than their counterparts

Leaver Data Highlights:

NOCCCD Leaver Students, Spring 2020 through Fall 2021

Term	Total Enrollments Spring 2020	Leavers	Percent
Credit Colleges	36,086	8,296	23.0%
Noncredit	18,612	7,371	39.6%
Total	54,698	15,667	28.6%

Note: Due to the nature of NOCE course enrollments and the timing of the pandemic, which occurred in the middle of NOCE's winter 2020 trimester, OIRP examined winter 2020 and spring 2020 enrollments as pre-pandemic baseline. This group of students were then examined to see if they re-enrolled in either Fall 2020, Spring 2021, Summer 2021, or Fall 2021.






NOCCCD Stop Out Student Survey Trends

NOCCCD participated in a regional study examining the reasons why students did not complete their educational program at one of NOCCCD's institutions between 2020 and 2022. The survey was distributed electronically between May and June 2022 and was sent to students who met these criteria:

- Cypress and Fullerton Colleges: Students enrolled in 2020 or 2021, who did not earn a degree or certificate, and who were not enrolled as of spring 2022
- North Orange Continuing Education (NOCE): Students enrolled from Fall 2019 and Winter 2020 who had not re-enrolled again after Winter 2020 (March 2020)

Summary results are presented below.

Top Reasons for Discontinuing Program

	COVID-19 related changes, challenges, or cancellations
	Undesirable method of instruction (online or in-person)
	Change in priorities/loss of motivation
	Personal, health or family-related reasons
	Career or job-related conflicts or limitations

Desired College Improvements for Re-Enrollment

1. **Scheduling:** More convenient or flexible class schedules
2. **Finances:** Lower tuition/class fees or more financial aid
3. **Time Commitment:** Programs that can be completed more quickly; less difficult or time-consuming class requirements
4. **Pandemic Impact:** Fewer COVID-related concerns or restrictions and having in-person classes again

Implications & Opportunities

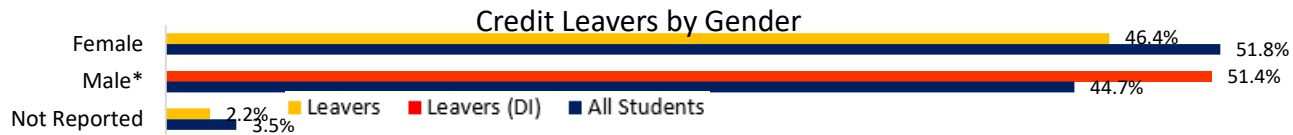
- The ongoing COVID-19 pandemic has been the major contributor to stop-out activity
- Most students would consider re-enrolling at one of the NOCCCD institutions

- Offering both in-person and online class options would provide greater convenience and accommodate varying preferences to students
- More flexible class schedules are strongly desired, perhaps including weekday, weekday/weekend combination, and remote options
- Making programs more affordable (i.e., reducing tuition/class fees or increasing financial aid) or broadening available class topics would be motivating for students, especially younger, and first-generation students (credit colleges)

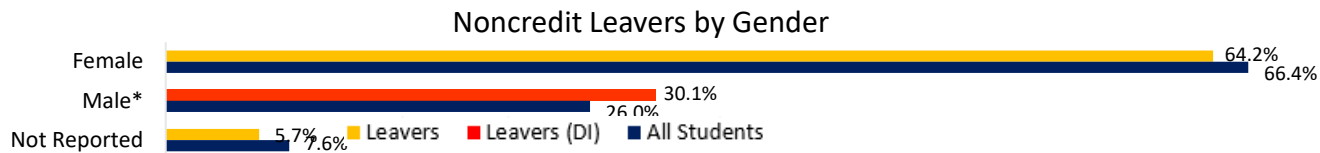
Appendix A: Detailed Leaver Student Characteristics

Leavers by Gender

Male students stopped out between spring 2020 and fall 2021 at a higher rate compared to the total student population for NOCCCD credit and noncredit institutions. At the credit colleges, males made up 44.7% of the spring 2020 population, but made up 51.4% of the leaver students. At NOCE, males made up 26.0% of the winter/spring 2020 population but made up 30.1% of the noncredit leaver students.



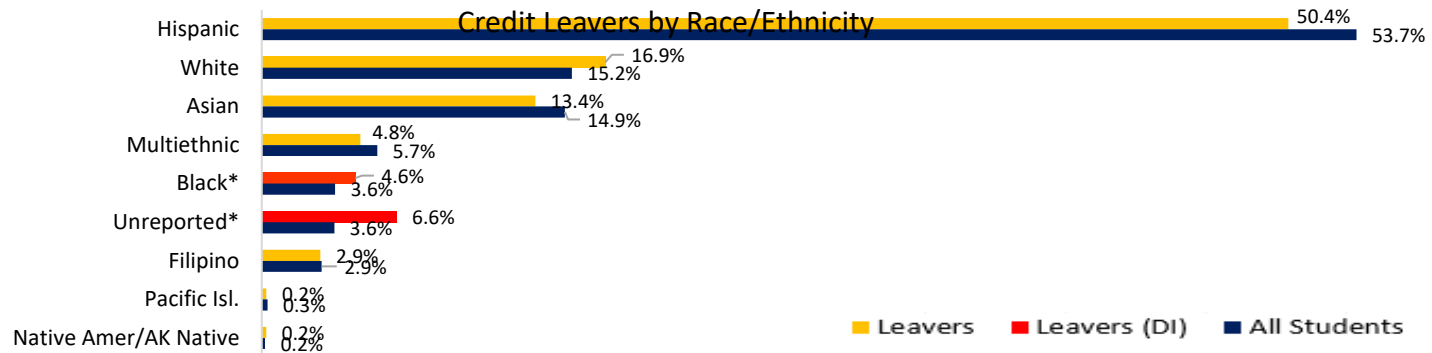
*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.



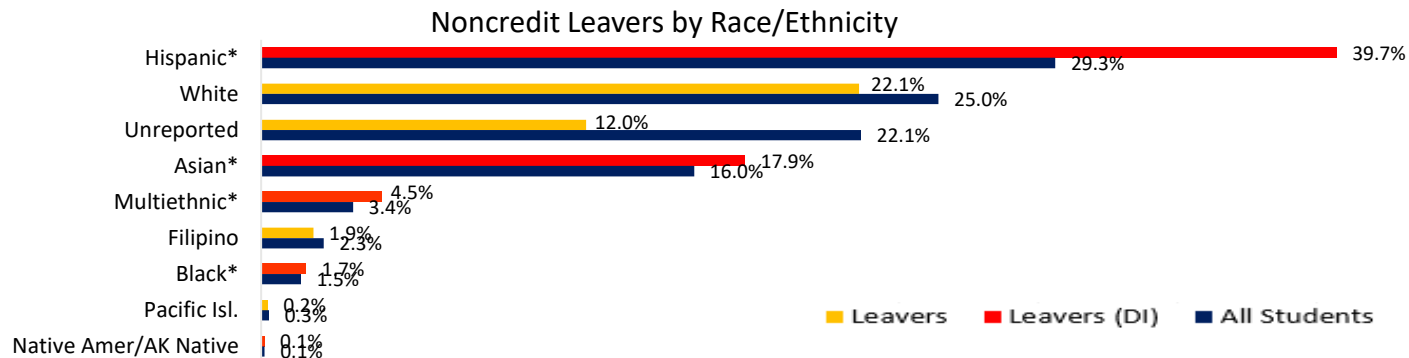
*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

Leavers by Race/Ethnicity

Looking at students by race/ethnicity reveals that at the credit colleges, Black/African American, and those with an unreported race/ethnicity stopped out at higher rates compared to the total student population. At NOCE, Hispanic/Latinx, Asian, Multiethnic, and Black/African American students stopped out at higher rates than the rest of the noncredit student population.



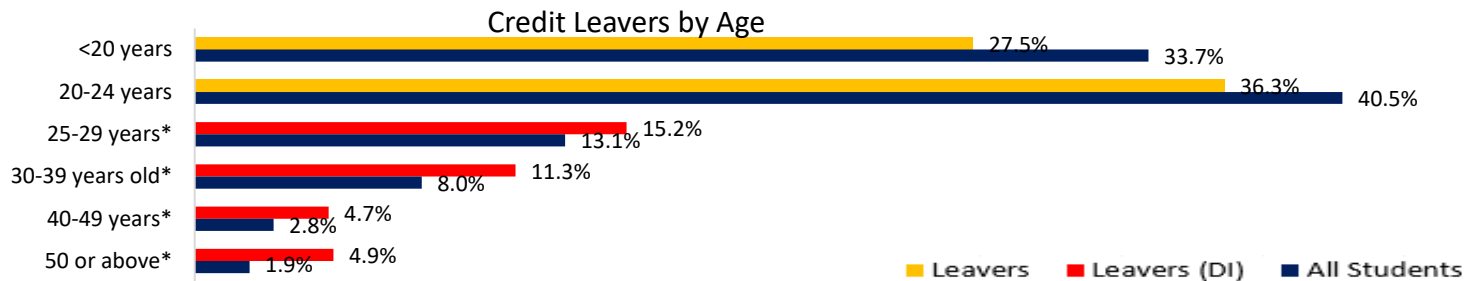
*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.



*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

Leavers by Age

At the credit colleges, students 25 years or older left and did not return or graduate through fall 2021 at higher rates than the total student population. The reverse trend was observed at NOCE—noncredit students younger than 50 years old left NOCE at higher rates than the total noncredit student population.



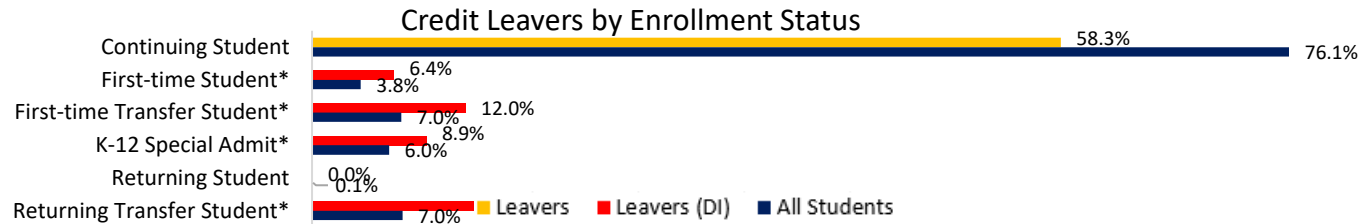
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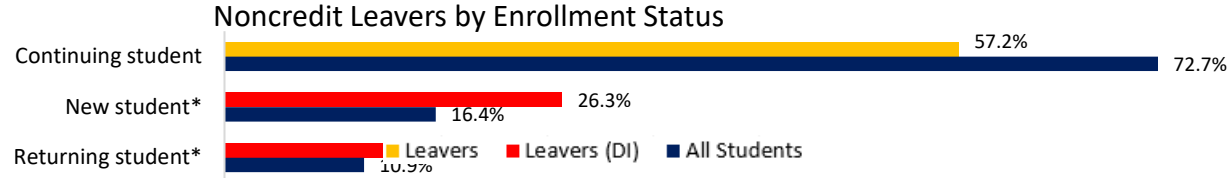
*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

Leavers by Enrollment Status

Students are categorized each semester by their current standing with respect to prior attendance at the college. Those students in spring 2020 who were first-time students, first-time transfer students, special admit K-12 students, and returning transfer students left the credit colleges and did not return/graduate through fall 2021 at higher rates than the rest of the credit student population. At NOCE, new and returning students stopped out at higher rates than other noncredit students.



*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

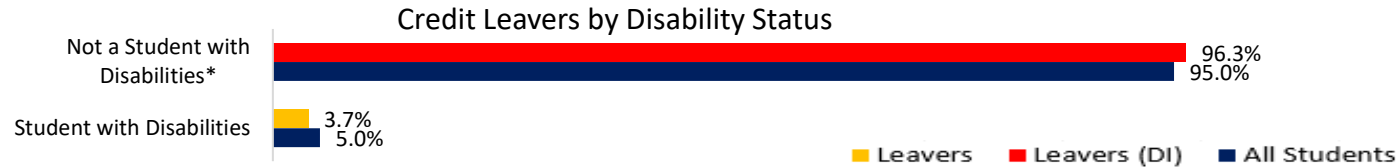


*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

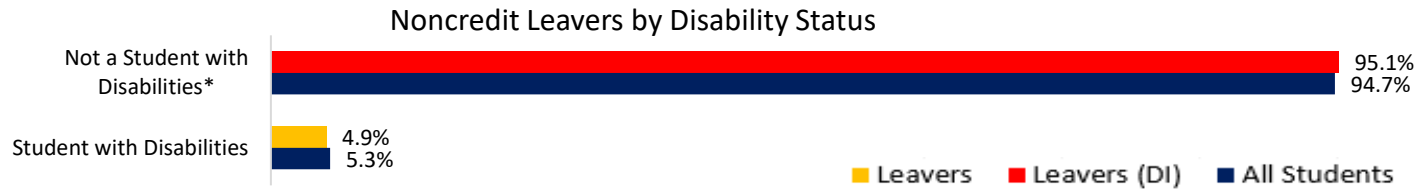
*Note: NOCE internally calculates enrollment statuses for students since credit college designation over-rides any NOCE student data related to enrollment status.

Leavers by Disability Support Services (DSS) Status

Students who were not identified as having a disability (or receiving disability support services) left the credit colleges and NOCE at higher rates than students with disabilities between spring 2020 and fall 2021.



*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.



*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

Leavers by EOPS Status

Students who did not receive Extended Opportunity Programs and Services (EOPS) left the credit colleges at higher rates than students participating in EOPS between spring 2020 and fall 2021.



*Leavers (DI) category demonstrates observable disproportionate impact with a 95% confidence interval.

interval.

3. Tell us about the plan to engage your Board in this data and mitigating actions, including long-term planning to advance the district's Vision for Success goals.

We will schedule one or more Board Study Sessions to review and discuss the revised emergency conditions allowance application before the February 28, 2023, date. Furthermore, the Board will engage in an annual retreat to set strategic directions on student success, create a culture that facilitates change and transformation, as well as continue to monitor student success and student employment gains.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: September 13, 2022
SUBJECT: Future Board Agenda Items

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

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

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


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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Byron D. Clift Breland
Recommended by


Approved for Submittal

7.b
Item No.

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

August 23, 2022

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, August 23, 2022, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

Board President Jacqueline Rodarte called the meeting to order at 5:36 p.m. and led the Pledge of Allegiance.

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

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Kai Stearns, District Director, Public & Governmental Affairs; Monte Perez, Interim President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Raine Hambly, representing the District Management Association; Damon De La Cruz, representing the Cypress College Academic Senate; Christie Diep, representing United Faculty; Pamela Spence, representing CSEA; Seija Rohkea, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Treisa Cassens, Paul de Dios, Kathleen Reiland, and Stephen Schoonmaker from Cypress College; Dana Clahane, Gil Contreras, Rod Garcia, Monica Hagmaier, Jose Ramon Nuñez, Nicole Rossi, and Cindy Zarske from Fullerton College; and Simone Brown Thunder, M. Leonor Cadena, Danielle Davy, Geoff Hurst, Tami Oh, Chelsea Salisbury, Amita Suhrid, and Rick Williams from the District Office.

VISITORS: Blake Boehm, Marissa Forte, Michelle Forte, Dash Johnson, Erin Lacorte, and Emma Lopez. Public participation was provided via YouTube livestream.

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

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

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

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

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

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

CHANCELLOR'S REPORT: Chancellor **Byron D. Clift Breland** welcomed everyone to the start of the fall semester and expressed pleasure in seeing activity on the campuses, especially the Opening Day and Convocation events. The Chancellor shared data from a recent State Chancellor's Office report regarding enrollment decline from spring 2019 (pre-pandemic) to 2022, the non-uniform decline among demographic groups, and stated that he looked forward to seeing the enrollment and persistence efforts within the District.

Dr. Clift Breland thanked his executive team for engaging in a recent Chancellor's Staff retreat which focused on institutional goals, centering work on students, and candid feedback on strengths and growth edges. He reported that that he looked forward to Board retreat on August 27 which would be facilitated by Brice Harris and would include discussion of the Board self-evaluation and goals.

Chancellor Clift Breland reported on his attendance at the recent Orange County Regional Governance Council meeting along with **Monte Perez**, Fullerton College Interim President, which manages local Strong Workforce funding. He also thanked **Trustee Evangelina Rosales**, and **Kai Stearns**, District Director, Public and Governmental Affairs, and **Chelsea Salisbury**, Communications Coordinator, for their attendance at the Orange County Community Colleges Legislative Task Force meeting to discuss legislative updates on key State budget items.

MINUTES: It was moved by Trustee Ryan Bent and seconded by Trustee Jeffrey P. Brown to approve the Minutes of the Regular Meeting of July 26, 2022. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0151478 – P0154052 through July 28, 2021, totaling \$9,776,944.04, and check numbers C0053925 – C0053966, totaling \$190,260.95; check numbers F0286031 – F0286805, totaling \$172,978.84; check numbers 88524913 – 88525783, totaling \$7,355,107.17; check numbers V0031871 – V0031874, totaling \$21,899.25; check numbers 70122734 – 70122759, totaling \$4,549.25; and disbursements E9046520 – E9048994, totaling \$1,634,472.19, through July 31, 2012.

Item 3.b: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jeffrey P. Brown to approve Resolution No. 22/23-03, authorizing the issuance of North Orange County Community College District (Orange and Los Angeles Counties, California) Election of 2014 General Obligation Bonds, Series C, and Actions Related Thereto.

Chancellor Byron D. Clift Breland introduced Fred Williams, Vice Chancellor of Finance & Facilities, who alongside Blake Boehm, from KNN Public Finance, provided an overview of the Bond issuance process.

Trustees inquired how the District rating impacts the bond sale and benefits the District, what the rate per \$100,000 of assessed valuation is for taxpayers, the status of various projects (including security updates, active shooter training, and classroom phones), and a projected end date for Measure J. Subsequent to the discussion, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

Item 3.c: By the block vote, authorization was granted to enter into an agreement with the North Orange County Regional Occupational Program (NOCROP) to reimburse them in compliance with the approved proposal from the North Orange County Regional Consortium under the California Adult Education Program in an amount not to exceed \$171,000.

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

Item 3.d: By block vote, authorization was granted to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Fall 2023 Study Abroad Program in Rome, Italy. The basic program fee of \$8,995, which is to be paid by each student, includes housing, an orientation, support staff, travel excursions, and some meals.

Authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Item 3.e: By block vote, authorization was granted to approve out-of-country travel for Markus Burger to Merano, Italy September 12-19, 2022 to participate in producing an immersive audio Requiem at Merano Cathedral with the University of Leipzig and the Merano Music Festival.

Item 3.f: By block vote, authorization was granted to approve out-of-country travel for Dani Wilson, Angela Henderson, Carina Valencia, Albert Abutin, and Alexander Brown to Seoul, South Korea, November 6 – November 11, 2022, to attend the Council on International Educational Exchange Annual Conference.

Item 3.g: By block vote, authorization was granted to allow the Soroptimist of Cypress to host the Wine and Jazz Social Fundraiser on the College campus on Thursday, October 6, 2022, and to allow them to serve alcoholic beverages to attendees.

Item 3.h: By block vote, authorization was granted for Fullerton College to accept donations to its divisions, departments, and/or programs.

Item 3.i: By block vote, authorization was granted for the NOCE LEAP program to accept donations to support its LEAP classes.

Item 3.j: By block vote, authorization was granted for an institutional membership to the North Orange County Chamber for the period of October 1, 2022 through October 1, 2023, at a cost not to exceed \$1,550.

Item 3.k: By block vote, authorization was granted to increase the contract with Virtual Care Group from \$150,000 to \$203,837 through August 31, 2022.

Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the contract on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted for NOCCCD to enter into an agreement with the Orange County Department of Education to accept the total of \$600,000 to be used within four years of receipt of the funds and to adopt a resolution to accept new revenue and authorize expenditures within the General Fund and the Financial Aid Fund, pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted for the Vice Chancellor, Finance & 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.

HUMAN RESOURCES

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

TEMPORARY CONTRACT

Juarez, Anita	FC	Ethnic Studies Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 1 Eff. 08/18/2022-05/20/2023
Rosales, Elizabeth	FC	Ethnic Studies Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class F, Step 1 Eff. 08/18/2022-05/20/2023
Setterby, Diana	CC	Ethnic Studies Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 1 Eff. 08/18/2022-05/20/2023

TEMPORARY MANAGEMENT CONTRACT

Ullrich, Theresa	FC	Interim Director, College Health Services 12 Month Position (100%) Range 26, Column A Management Salary Schedule Eff. 09/01/2022-06/30/2023 PN FCM995-TR
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CHANGE IN SALARY CLASSIFICATION

Abutin-Mitsch, Jeannie	CC	Counselor From: Class C To: Class D Eff. 07/01/2022
Afra, Maha	CC	Dance Instructor From: Class C To: Class D Eff. 08/18/2022
Brown, Anthony	CC	Psychiatric Technology Instructor From: Class B To: Class C Eff. 08/18/2022
Carey, Jennifer	NOCE	Basic Skills Noncredit Instructor From: Class C To: Class D Eff. 08/11/2022
Coronado, Michael	CC	Journalist Instructor From: Class C To: Class F Eff. 08/18/2022
Cutrona, Piero Sergio	CC	Kinesiology Instructor From: Class C To: Class D Eff. 08/18/2022
DeMartino, Sarah	CC	Mathematics Instructor From: Class D To: Class E Eff. 08/18/2022
Fujimoto, Janet	CC	English Instructor From: Class B To: Class C Eff. 08/18/2022
Henke, Carol	FC	Art Instructor From: Class D To: Class E Eff. 08/18/2022
Hui, Arthur	FC	ESL Instructor From: Class C To: Class D Eff. 08/18/2022

Jo, Jiewoon	CC	Marketing Instructor From: Class D To: Class F Eff. 08/18/2022
Johannsen, Jonathan	CC	Computer Science Instructor From: Class B To: Class C Eff. 08/18/2022
Jones, Jeanette	CC	Culinary Arts Instructor From: Class D To: Class E Eff. 08/18/2022
Kuo, Tsung Ju	FC	Disability Support Services (Adaptive Computer Technology) Instructor From: Class B, Step 1 To: Class B, Step 6 Eff. 08/18/2022
Luther, Mihoko	CC	Foreign Language Instructor From: Class C To: Class D Eff. 08/18/2022
Nevarez, Rachel	FC	Fashion Instructor From: Class D To: Class E Eff. 08/18/2022
O'Rourke, Margaret	CC	English Instructor From: Class B To: Class C Eff. 08/18/2022
Perez, Francisco	CC	Biology Instructor From: Class B, Step 1 To: Class E, Step 7 Eff. 08/18/2022
Politanoff, Ashton	CC	English Instructor From: Class C To: Class D Eff. 08/18/2022
Ranada, Raymond	CC	Radiology Technology Instructor (Clinical Coordinator) From: Class B, Step 1 To: Class D, Step 10 Eff. 08/18/2022

To: 2023 Spring Semester/2023 Fall Semester

LEAVE OF ABSENCE

@01924400	FC	Faculty Family Medical Leave (FMLA/CFRA) (Intermittent) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/22/2022-11/11/2022
Bauer, Jill	CC	ESL Instructor Load Banking Leave With Pay (6.67%) Eff. 2022 Fall Semester
Bianchino, Annie	FC	Chemistry Instructor Load Banking Leave With Pay (3.33%) Eff. 2022 Fall Semester
Cobler, Timothy	FC	Mathematics Instructor Load Banking Leave With Pay (34.00%) Eff. 2022 Fall Semester
Combs, Jennifer	CC	Student Development Instructor Load Banking Leave With Pay (20.00%) Eff. 2022 Fall Semester
Covey, Kendyl	CC	English Instructor Load Banking Leave With Pay (50.00%) Eff. 2022 Fall Semester
Dadson, Guy	FC	Chemistry Instructor Load Banking Leave With Pay (16.67%) Eff. 2022 Fall Semester
De Dios, Angela	CC	Psychology Instructor Load Banking Leave With Pay (60.00%) Eff. 2022 Fall Semester
De Jesus, Roman	FC	Oceanography/Earth Science Instructor Load Banking Leave With Pay (15.00%) Eff. 2022 Fall Semester
England, Elli	FC	English Instructor Load Banking Leave With Pay (26.67%) Eff. 2022 Fall Semester
Gonzalez, Amber	FC	Ethnic Studies Instructor Load Banking Leave With Pay (34.00%) Eff. 2022 Fall Semester

Grote, Silvie	CC	Physical Education Instructor Load Banking Leave With Pay (34.00%) Eff. 2022 Fall Semester
Herrera, Alex	CC	Foreign Language Instructor Load Banking Leave With Pay (46.67%) Eff. 2022 Fall Semester
Hobbs, Royden	FC	Environmental Science Instructor Load Banking Leave With Pay (100.00%) Eff. 2022 Fall Semester
Hui, Arthur	FC	ESL Instructor Load Banking Leave With Pay (1.67%) Eff. 2022 Fall Semester
Keller, Jonathan	FC	Construction Technology Instructor Load Banking Leave With Pay (3.33%) Eff. 2022 Fall Semester
Kinkel, Jennifer	FC	Early Childhood Education Instructor Load Banking Leave With Pay (100.00%) Eff. 2022 Fall Semester
Kirby, Brendon	FC	Welding Instructor Load Banking Leave With Pay (34.00%) Eff. 2022 Fall Semester
Lawrence, Roberta	CC	Dental Hygiene Instructor Load Banking Leave With Pay (26.67%) Eff. 2022 Fall Semester
Linggi, Edward	FC	Foreign Language Instructor Load Banking Leave With Pay (33.33%) Eff. 2022 Fall Semester
Melella, Laura	FC	Office Technology Instructor Load Banking Leave With Pay (100.00%) Eff. 2022 Fall Semester
Palmisano, Michelle	CC	Biological Science Instructor Load Banking Leave With Pay (100.00%) Eff. 2022 Fall Semester
Perez, Roger	FC	English Instructor Load Banking Leave With Pay (6.67%) Eff. 2022 Fall Semester
Pope, Daniel	FC	Art Instructor Load Banking Leave With Pay (33.33%) Eff. 2022 Fall Semester

Reilly, Joseph	FC	History Instructor Load Banking Leave With Pay (20.00%) Eff. 2022 Fall Semester
Rosen, Ellen	FC	ESL Instructor Load Banking Leave With Pay (31.67%) Eff. 2022 Fall Semester
Samano, Jeffrey	FC	Speech Instructor Load Banking Leave With Pay (18.33%) Eff. 2022 Fall Semester
Sanchez, Adriana	FC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2022 Fall Semester
St. John, Paul	FC	Accounting Instructor Load Banking Leave With Pay (33.33%) Eff. 2022 Fall Semester
Yimenu, Tilahun	FC	Chemistry Instructor Load Banking Leave With Pay (100.00%) Eff. 2022 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2022 SUMMER INTERSESSION

Franklin, Darriell	FC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2022 FALL SEMESTER

Al Bin Ali, Fahd	FC	Column 3, Step 1
Arambulo, Jessica	CC	Column 1, Step 1
Baltagi, Zeina	CC	Column 1, Step 1
Barber, Jordyn	FC	Column 1, Step 1
Bean, George	FC	Column 1, Step 1
Brown, Stephan	FC	Column 1, Step 1
Corches, Alex	CC	Column 1, Step 1
Dunnam, Stephanie	NOCE	Column 1, Step 2
Edwards, Todd	CC	Column 1, Step 1
Erickson, Evelyn	CC	Column 1, Step 1
Espinosa, Aaron	CC	Column 1, Step 1
Estrada, Jorge	FC	Column 1, Step 1
Harrigan, Selena	FC	Column 1, Step 1
Hasenbein, John	FC	Column 1, Step 1
Hazzard, Matthew	FC	Column 1, Step 1
Ikram, Muhammad	CC	Column 1, Step 1
Johnson, Ayrika	FC	Column 1, Step 1
Kennedy, Allan	FC	Column 1, Step 1
Lanuza, Celeste	FC	Column 1, Step 1
Lynch, Heather	CC	Column 1, Step 1
Martinez, Hector	FC	Column 1, Step 1

Ozment, Gregory	NOCE	Column 2, Step 1
Park, Jiyhun	FC	Column 3, Step 1
Peng, Zi Rui	CC	Column 3, Step 1
Pipping Rea, Mary	CC	Column 1, Step 1
Raihan, Shanjida	FC	Column 1, Step 1
Rastin, Shirin	FC	Column 1, Step 1
Rodriguez Rios, Gustavo	CC	Column 1, Step 1
Sabo, Stephanie	CC	Column 1, Step 1
Santizo, Erika	FC	Column 1, Step 1
Shieh, ROUNG-MIN	CC	Column 2, Step 1
Street, Karah	CC	Column 3, Step 1
Talaro, Wendy	CC	Column 1, Step 1
Trinh, Daniel	CC	Column 1, Step 1
Viveros, Deborah	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Bishop, Ryan	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Dini, Manije	NOCE	Column 1, Step 1
Jones, Abram	NOCE	Column 1, Step 1
Ramirez, Cindy	NOCE	Column 2, Step 1
Sivri, Ecenur	NOCE	Column 2, Step 1
Yang, Samuel	NOCE	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Amend, Rex	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Brydges, Michael	CC	Planning Meetings for CC Complex 4 th Floor Reorg Project Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 2 hours Eff. 07/18/2022 – 08/12/2022
Clark, Lisa	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
De La Cruz, Damon	CC	Planning Meetings for CC Complex 4 th Floor Reorg Project Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 2 hours Eff. 07/18/2022 – 08/12/2022

Duenas, Yolanda	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Grote, Silvie	CC	Planning Meetings for CC Complex 4 th Floor Reorg Project Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 2 hours Eff. 07/18/2022 – 08/12/2022
Gutierrez, Ruth	CC	Planning Meetings for CC Complex 4 th Floor Reorg Project Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 2 hours Eff. 07/18/2022 – 08/12/2022
Lelesi, Peggy	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Luther, Mihoko	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Manjra, Samreen	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Marquardt, Marcus	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 07/21/2022 – 08/17/2022
Mays-Larson, Phyllis	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Morris, Kelly	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Odebunmi, Mary	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Ortega, Ryan	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule

Not to exceed 4 hours
Eff. 08/01/2022 – 08/17/2022

Palmer, Leslie	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Peacock, Joyce	CC	Planning Meetings for CC Complex 4 th Floor Reorg Project Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 2 hours Eff. 07/18/2022 – 08/12/2022
Pham, Thu	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 07/21/2022 – 08/17/2022
Pomeroy, Diana	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Rees, Myev	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Spitler, Patti	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Taylor, Vincent	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022
Webster, Petty	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 36 hours Eff. 06/20/2022 – 08/02/2022
Williams, Marredda	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 4 hours Eff. 08/01/2022 – 08/17/2022
Winn, Savauna	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 07/18/2022 – 08/03/2022

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

RESIGNATION

Aponte, Zola CC Instructional Assistant, Career Center
12-month position (100%)
Eff. 08/31/2022
PN CCC725

RETIREMENT

Kraft, Rhonda CC Administrative Assistant III, ISS
12-month position (100%)
Eff. 08/31/2022
PN CCC851

PROBATIONARY RELEASE

@01928411 Student Services Specialist, DSS Wilshire
11-month position (100%)
Eff. 08/10/2022
PN SCC838

NEW PERSONNEL

Acevedo, Richard CC Facilities Custodian I
12-month position (100%)
Range 27, Step E + 10% Shift
Classified Salary Schedule
Eff. 08/15/2022
PN CCC819

Aguillon, Yadira FC Administrative Assistant II
12-month position (100%)
Range 36, Step A
Classified Salary Schedule
Eff. 08/15/2022
PN FCC578

Bringman, Michelle NOCE Special Projects Manager, Student Services
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 09/01/2022 – 06/30/2023
PN SCT946

Cisneros, Jennifer CC Lab Technician, Health Science
12-month position (100%)
Range 36, Step C
Classified Salary Schedule
Eff. 08/22/2022

PN CCC673

Dacuycuy, Tiffany	FC	Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 08/15/2022 PN FCC743
Elliott, Regina	FC	Administrative Assistant II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 08/15/2022 PN FCC779
Greiner, Anna	AC	Special Projects Director, Educational Services Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 09/01/2022 – 06/30/2023 PN DET987
Jennings, Jennifer	CC	Student Services Specialist, CalWORKS 12-month position (100%) Classified Salary Schedule Range 36, Step C Eff. 08/15/2022 PN CCC862
Miller-Wakeham, Braden	CC	Special Project Director, Title V Grant Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 08/17/2022 – 06/30/2023 PN CCT696
Muranaga, Matthew	FC	Instructional Assistant 12-month position (100%) Classified Salary Schedule Range 36, Step E Eff. 08/29/2022 PN FCC976
Rohkea, Seija	FC	Laboratory Technician 10-month position (75%) Classified Salary Schedule Range 36, Step E Eff. 08/29/2022 PN FCC822

Sanchez, Jemima	CC	Facilities Custodian I 12-month position (100%) Classified Salary Schedule Range 27, Step E + 10% Shift Eff. 08/15/2022 PN CCC819
Silva, Vicente	CC	Facilities Custodian I 12-month position (100%) Classified Salary Schedule Range 27, Step E + 10% Shift Eff. 08/15/2022 PN CCC869
Torres Garcia, Eduardo	CC	Facilities Custodian I 12-month position (100%) Classified Salary Schedule Range 27, Step E + 10% Shift Eff. 08/15/2022 PN CCC755
Tran, Luu	CC	Administrative Assistant II 11-month position (100%) Classified Salary Schedule Range 36, Step E Eff. 08/15/2022 PN CCC890
Valle, Jonathan	CC	Accounting Technician 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 09/01/2022 PN CCC743
Vazquez Arriaga, Luz	CC	Special Project Coordinator, Cybersecurity Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 08/01/2022 – 06/30/2023 PN CCT721

PROMOTION

Chavez, Sandra	NOCE	Administrative Assistant II 12-month position (100%) PN SCC975
		To: FC Administrative Assistant III, ISS 12-month position (100%) Range 42, Step C + 5% Longevity Classified Salary Schedule

Eff. 09/01/2022
PN FCC811

Coleman, Yuvia FC

User Support Analyst
12-month position (100%)
PN FCC798

To: AC IT User Support Specialist
12-month position (100%)
Range 44, Step B
Classified Salary Schedule
Eff. 09/01/2022
PN ISC963

West, Deborah FC

Campus Safety Officer
12-month position (100%)
PN FCC842

To: CC Administrative Assistant I
12-month position (100%)
Range 33, Step E + 10% Longevity
Classified Salary Schedule
Eff. 09/01/2022
PN CCC843

VOLUNTARY CHANGES IN ASSIGNMENT

Arcos-Realpe, Liz CC

Administrative Assistant II (100%)

Temporary Change in Assignment

From: Physical Plant and Facilities
To: Health Sciences
Eff: 08/15/2022 – 12/31/2022

Fayad, Sabrina CC

Receptionist (50%)

Return to Regular Assignment
Eff. 08/15/2022
PN CCC968

Joy, Karen CC

Administrative Assistant II (100%)

Return to Regular Assignment
Eff. 08/15/2022
PN CCC844

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Gomez, Edgar FC

Health Services Assistant (100%)
Extension of 6% Stipend

Eff. 07/01/2022 – 06/30/2023

Valle, Marcela NOCE Admissions and Records Specialist (100%)
 Extension of 6% Stipend
 Eff. 07/01/2022 – 06/30/2023

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Leonardo, Paulo AC Facilities Custodian Coordinator II (100%)
 10% Stipend
 Eff. 08/15/2022 – 09/15/2022

LEAVES OF ABSENCE

@00327278 NOCE Student Services Technician, SSSP (100%)
 Family Medical Leave (FMLA/CFRA/PDL)
 Paid Leave Using Regular and Supplemental Sick
 Leave Until Exhausted; Unpaid Thereafter
 Eff. 05/06/2022 – 08/14/2022 (Consecutive Leave)

Family Medical Leave (FMLA/CFRA) and Parental
 Leave (AB 2393)
 Paid Leave Using Sick Leave and Bonding Leave
 Until Exhausted; Unpaid Thereafter
 Eff. 08/15/2022 – 11/04/2022 (Consecutive Leave)

@00631236 NOCE Administrative Assistant II (100%)
 SB 114 (SPSL)
 Paid Leave Using Supplemental Paid Sick Leave
 Eff. 07/11/2022 (5 hours); 07/13/2022 (4 hours);
 07/14/2022 (10 hours);
 07/18/2022 – 07/21/2022 (40 hours)

@01201830 AC IT Project Leader (100%)
 SB 114 (SPSL)
 Paid Leave Using Supplemental Paid Sick Leave
 Eff. 07/11/2022 – 07/13/2022 (24 hours)

@01250082 CC Instructional Assistant, Career Center (100%)
 SB 114 (SPSL)
 Paid Leave Using Supplemental Paid Sick Leave
 Eff. 07/11/2022 – 07/14/2022 (40 hours);
 07/18/2022 – 07/21/2022 (40 hours)

@01571146 FC Administrative Assistant II (100%)
 SB 114 (SPSL)
 Paid Leave Using Supplemental Paid Sick Leave
 Eff. 07/22/2022 – 07/23/2022 (20 hours)

@00001615	CC	Facilities Custodian (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 –07/14/2022 (27 hours); 07/18/2022 –07/19/2022 (20 hours)
@00618182	CC	Administrative Assistant II, ISS (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/13/2022 (10 hours)
@00796663	CC	Administrative Assistant III, ISS (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/05/2022 – 07/07/2022 (30 hours); 07/11/2022 –07/14/2022 (40 hours)
@01520513	NOCE	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 06/21/2022 – 07/18/2022 (Consecutive Leave)
@00003374	FC	Administrative Assistant II (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/08/2022 – 07/09/2022 (20 hours); 07/13/2022 –07/16/2022 (40 hours); 07/20/2022 – 07/21/2022 (20 hours)
@01676047	CC	Administrative Assistant II (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/07/2022 (10 hours); 07/11/2022 –07/14/2022 (40 hours)
@00004644	CC	Laboratory Technician, Biology & Chemistry (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/11/2022 – 07/14/2022(40 hours); 07/18/2022 -07/19/2022 (20 hours)
@00164620	NOCE	Instructional Assistant, Literacy Lab (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 – 07/14/2022 (30 hours); 07/18/2022 –07/20/2022 (30 hours)

@00629470	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/11/2022 –07/14/2022 (40 hours); 07/18/2022 –07/21/2022 (40 hours)
@01750894	CC	Receptionist (50%) Unpaid Personal Leave Eff. 07/26/2022 – 08/11/2022
@01066222	CC	Groundskeeper (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/03/2022 – 05/06/2022 (28 hours); 05/09/2022 –05/11/2022 (24 hours)
@00757480	AC	Graphic Designer (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/20/2022 – 07/21/2022 (16 hours); 07/25/2022 –07/27/2022 (24 hours)
@00006500	FC	Instructional Assistant, Computer Lab (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/01/2022 –06/09/2022 (54 hours)
@01761521	CC	Plumber (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 – 07/14/2022 (24 hours)
@00004593	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/24/2022 – 12/24/2022 (Intermittent Leave)
@01813270	CC	IT Technician II (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/19/2022 (10 hours)
@00981659	FC	Manager, Tutoring Programs (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/18/2022 –07/21/2022 (40 hours)
@01629407	CC	Student Services Coordinator (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave

		Eff. 06/07/2022 – 06/09/2022 (30 hours)
@01844936	CC	Special Project Coordinator, Dual Enrollment (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/18/2022 – 07/21/2022 (40 hours)
@00007913	CC	Evaluator (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/09/2022 (8 hours)
@01256669	CC	Skilled Maintenance Mechanic (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/25/2022 – 08/08/2022 (Consecutive Leave)
@01693633	CC	Admissions and Records Technician (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/11/2022 – 05/13/2022 (24 hours); 05/16/2022 – 05/20/2022 (40 hours)
@01150954	FC	Facilities Custodian II (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/18/2022 – 07/22/2022 (44 hours)
@00097858	FC	Director, Academic Support Programs (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/13/2022 – 07/14/2022 (20 hours)
@00372613	FC	Business Office Specialist (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/20/2022 – 07/21/2022 (20 hours); 07/27/2022 – 07/28/2022 (20 hours)
@01172594	NOCE	Admissions and Records Specialist (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/13/2022 – 07/15/2022 (24 hours); 07/21/2022 – 07/22/2022 (16 hours); 07/28/2022 (2 hours); 08/25/2022 (2 hours)
@01162498	FC	Radio Broadcast 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. 08/10/2022 – 09/07/2022 (Consecutive Leave)
@01060795	CC	Dental Hygiene Services Assistant (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/12/2022 – 07/14/2022 (30 hours); 07/19/2022 (10 hours)
@01149363	FC	Financial Aid Technician (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/13/2022 – 07/14/2022 (20 hours); 07/18/2022 (10 hours)
@00881561	AC	Human Resources Coordinator (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/07/2022 (10 hours)
@01134335	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/07/2022 – 06/10/2022 (40 hours); 06/14/2022 – 06/17/2022 (40 hours)
@01660433	FC	Student Services Specialist, Promise (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/14/2022 (10 hours)
@01213293	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/30/2022 – 08/25/2022 (Consecutive Leave)
@01775171	AC	Payroll Specialist (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/14/2022 (10 hours)
@01681651	CC	Administrative Assistant III, ISS (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 04/27/2022 – 07/08/2022 (Consecutive Leave)
@01593478	CC	Facilities Custodian I (100%) SB 114 (SPSL)

		Paid Leave Using Supplemental Paid Sick Leave Eff. 07/18/2022 –07/22/2022 (40 hours); 07/25/2022 –07/26/2022 (16 hours)
@00438905	FC	Manager, Campus Accounting (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/19/2022 – 07/20/2022 (20 hours)
@01557695	AC	Executive Assistant III (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/22/2022 – 07/23/2022 (16 hours)
@01617633	NOCE	Student Services Specialist, DSS (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/05/2022 – 07/07/2022 (24 hours)
@01928411	NOCE	Student Services Specialist, DSS (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/19/2022 (10 hours)

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

(See Supplemental Minutes #1302 for a copy of the professional expert personnel listing.)

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

(See Supplemental Minutes #1302 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1302 for a copy of the volunteer listing.)

Item 5.f: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath to approve the following salary increase and benefits adjustment for Executive Officers for the 2022-23 and 2023-24 fiscal years and salary column advancements:

Adjustment For The 2022–23 Fiscal Year — Effective August 1, 2022

Executive Officers will be provided an on-schedule salary increase of 5.28% for COLA and 1.70% (1.02% for 2021-22 COLA and an additional 0.68%), for a total of 6.98%, across the schedule, effective August 1, 2022.

Two-thousand dollars (\$2,000.00) of the current fringe benefit allowance (\$4,646.10) will be moved to the Executive Officer Salary Schedule, effective August 1, 2022. The remaining balance of \$2,646.10 shall remain as fringe benefit allowance.

District Health and Welfare Benefits Plan

The annual fringe benefit dollar allowance and health and welfare benefits plan for Executive Officers shall be the same as that which is provided for the District's twelve-month management employees. The fringe benefits are in addition to the standard medical benefits available to District employees.

Column Advancement (2022-23)

JoAnna Schilling, President, Cypress College, from step F to G, two hundred ninety-five thousand, nine hundred eighty-four dollars (\$295,984) effective August 1, 2022.

Valentina Purtell, President, North Orange Continuing Education, from step G to H, three hundred six thousand, nine hundred ninety-seven dollars (\$306,997) effective August 1, 2022.

Adjustment For The 2023–24 Fiscal Year – Effective July 1, 2023

The Executive Officers salary schedule will be increased by funded COLA, across the schedule, effective July 1, 2023.

Salary Schedule

The attached Executive Officer Salary Schedule which reflects the 6.98% on-schedule increase effective August 1, 2022, be approved.

Doctoral Stipend

Eligible Executive Officers receive a \$3,500 doctoral stipend per fiscal year.

In addition, the contract period is extended through June 30, 2025 for the following Executive Officers, and the original employment contracts amended to reflect the salary increases and extension:

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

During the discussion, Trustee Evangelina Rosales asked for clarification on the overall evaluation process for administrators and why the multiple components of the agenda item were combined and not presented separately.

Trustees Ryan Bent, Barbara Dunsheath, Stephen T. Blount, and Jeffrey P. Brown voiced support for the item noting that it was about parity because this group has not received the same raises that everyone else has, the desire to treat all employees equally and keep the District competitive, and the fact that even with the proposed increases the District is still essentially tied for last among surrounding districts.

Trustee Ed Lopez inquired about the doctoral stipend and the proposed implementation date, and shared his belief that executive salaries in higher education are too high especially when compared to the President of the United States and Governor of California.

Chancellor Byron D. Clift Breland thanked the Board for the discussion. He clarified that the executive compensation increase is closer to \$20,000 (not \$40,000 as alluded to) and

emphasized the need to look at the labor market in order to be able to recruit and retain all employees.

Board President Jacqueline Rodarte thanked everyone for their questions and sharing their personal philosophies on salaries for public employees. She asked all to be mindful of the delay for this group in receiving a raise and the need to be cognizant of future hiring in order to position the District to attract candidates. Subsequently, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, and Rodarte voting yes and Trustees Lopez and Rosales voting no.**

(This action was orally reported by the Board President Jacqueline Rodarte per the Brown Act, at California Government Code section 54953(c)(3), as amended.)

(See Supplemental Minutes #1302 for a copy of the salary schedule.)

GENERAL

Item 6.a: Board President Jacqueline Rodarte asked if there were any requests for potential future agenda items. Trustee Evangelina Rosales expressed a desire to revisit the District vaccine mandate discussion. Trustee Barbara Dunsheath requested that the new Centers for Disease Control (CDC) guidelines be included in that agenda item.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported on the well-attended NOCE Opening Day themed "What's Your Yes?" and thanked all who participated including **Chancellor Cliff Breland, Vice Chancellor Williams, Board President Rodarte**, and the faculty leaders who presented their initiatives. She shared that NOCE enrollment is down 43% when compared to last fall, but noted that half of NOCE classes are at off-campus locations where students register in-person and a couple of weeks will be needed to determine fall enrollment. President Purtell announced a new partnership with the Women's Transitional Living Center in Fullerton and noted that NOCE hosted campus visits from Long Beach City College and Columbia College to learn more about NOCE's noncredit programs and services.

Monte Perez reported on the Fullerton College Convocation program and thanked **Chancellor Cliff Breland** and **Trustees Blount, Brown, and Rosales** for their attendance. He noted that it is good to see students back on campus and reported that unduplicated headcount for the fall semester is 17,740 with an even split between online and in-person attendance, and fill rates are 87% online and 78% in-person. He projected a 2.5% decline in FTES, but noted that the campus is performing outreach, onboarding, and a variety of student services to increase enrollment.

JoAnna Schilling thanked everyone who attended the Cypress College Opening Day—which had over 300 in-person attendees—and included messages from **Assemblywoman Sharon Quirk Silva, Board President Jacqueline Rodarte, and Chancellor Byron D. Cliff Breland**. She reported that 1,000 new students attended Welcome Night, and that enrollment is slowly increasing with efforts for continued outreach, onboarding, additional late start classes, and student support services. Dr. Schilling announced that Cypress College Night at Dodger Stadium would take place on September 24 and acknowledged the Dental Hygiene Program for being ranked third in the State by the digital journal *Best Universities* based on accreditation, cost, and expected median starting salary.

RESOURCE TABLE PERSONNEL COMMENTS

Raine Hambly announced the 2022-23 DMA Executive Board which includes **Treisa Cassens** as the President Elect, and invited the Board to attend the DMA Fall Breakfast and Meeting on September 16.

Christie Diep reported that United Faculty filed an unfair practice regarding the United Faculty Lead Negotiator and will be going to a PERB hearing. She cautioned that employees cannot be censored when they are discussing working conditions and are protected under EERA and District Administrative Procedure 3050. She alleged that Human Resources has committed to a strategy of moving forward despite the cost of legal expenses which are a frivolous waste of taxpayer money, but noted that United Faculty and CTA are available to discuss these issues further with any Board member or administrator.

Pamela Spence welcomed the new student trustees and reported on her attendance at the Cypress College Opening Day event and the CSEA Annual Conference. She reported that CSEA has almost concluded the negotiations process with a ratification meeting and vote taking place soon, and also expressed support for Adjunct Faculty United for paid office hours.

Seija Rohkea introduced herself as the Adjunct Faculty United President and expressed excitement at being able to attend Board meetings moving forward.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster reported that it was nice to be back on campus and thanked **Vice President Gil Contreras** and his team for the free parking and hot meals that are being provided to students. She shared her hope that the Board would decide to not place more obstacles for students when revisiting the District vaccine mandate and expressed gratitude for being allowed to attend the CCLC Student Trustee Workshop.

Student Trustee Kisha Mehta shared her enthusiasm for the start of the semester which includes a far different atmosphere from last year and expressed her gratitude to all NOCCCD staff and faculty for creating an environment where students can return to in-person instruction. She also expressed appreciation for online course offerings and personally attested to the flexibility that dual modalities have given her.

Trustee Ryan Bent announced his plans to run for a seat on the Yorba Linda City Council and his expectation to continue in his trustee role simultaneously.

Trustee Jeffrey P. Brown reported on his attendance at the Fullerton College Convocation and praised **Trustee Evangelina Rosales** for her opening remarks and **Monte Perez** for sharing his inspiring background.

Trustee Evangelina Rosales welcomed students and faculty back to campus and thanked everyone who contributed to preparing the campuses for the Fall semester. She reported on her attendance at the Fullerton College Convocation and thanked **Monte Perez** for sharing his message with the campus community.

Trustee Stephen T. Blount reported on his attendance at the Fullerton College Convocation event where he had the opportunity to speak to faculty and staff, including **Zoot Velasco**, as well as **Fullerton Chief of Police Bob Dunn**.

Trustee Barbara Dunsheath commended Cypress College for their Opening Day program and highlighted the awards and inspirational words about the impact of COVID-19.

Board President Jacqueline Rodarte shared that she looked forward to an exciting school year for students and employees, and also to the upcoming Board retreat where trustees will discuss how, as a collective, they can be visionaries for the District.

NON-AGENDA PUBLIC COMMENTS

Nicole Rossi and **Cindy Zarske**, Fullerton College Faculty, read into the record a letter from members of the Fullerton College Division of Mathematics and Computer Science in response to the Board's decision to not approve their unanimous selection for their Interim Dean position and objected to the manner in which the situation was handled. They stated the Board's decision demonstrates disrespect and sends a message that the employees of Fullerton College are incapable of decision-making and undeserving of professionalism.

(See Supplemental Minutes #1302 for a copy of the full statement.)

Marissa Forte, Fullerton College Student, voiced support for **Student Trustee Paloma Foster's** vaccine mandate statement, read a letter written to the California Community Colleges Interim Chancellor about the continuation of enforced vaccine mandates, and urged the Board to end the discriminatory policy.

Erin Lacorte urged the Board to not forget marginalized groups when planning at their upcoming Board retreat and questioned their commitment to students, faculty, and other front facing individuals without any action which helps contribute to a racist, oppressive, higher education system. Erin also shared with the Board a recent diagnosis of hepatic angiosarcoma – an aggressive and rare form of cancer.

(See Supplemental Minutes #1302 for a copy of the full statement.)

CLOSED SESSION: At 7:21 p.m., Board President Jacqueline Rodarte adjourned the meeting to closed session per the following sections of the Government Code and stated there would not be a read out:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54957: PUBLIC EMPLOYEE: Fullerton College President.

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

RECONVENE MEETING: At 9:24 p.m., Board President Jacqueline Rodarte reconvened the meeting in open session.

ADJOURNMENT: At 9:24 p.m., it was moved by Trustee Ryan Bent and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Evangalina Rosales, Secretary, Board of Trustees

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

August 27, 2022

The Board of Trustees of the North Orange County Community College District met for a Special Meeting on Saturday, August 27, 2022, at 9:00 a.m. at Fullerton Marriott at California State University Fullerton, University Room at 2701 Nutwood Avenue, Fullerton, CA 92831.

President Jacqueline Rodarte called the meeting to order at 9:10 a.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 Evangelina Rosales. Student Trustee Kisha Mehta arrived at 11:47 a.m. Absent: Student Trustee Paloma Foster.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: None.

VISITORS: Brice Harris, Consultant.

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

BOARD RETREAT: Brice Harris, CCLC Board Consultant, facilitated discussion on the 2022 Board Self-Assessment that included a summary of the evaluation instrument results from the current and prior years; Board and CEO roles and responsibilities; and Board goal setting.

(See Supplemental Minutes #1303 for a copy of the presentation.)

CLOSED SESSION: At 2:58 p.m., Board President Jacqueline Rodarte adjourned the meeting to closed session per the following section of the Government Code and Student Trustee Kisha Mehta was excused:

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor

RECONVENE MEETING: At 3:45 p.m., Board President Jacqueline Rodarte reconvened the meeting in open session.

ADJOURNMENT: At 3:45 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**