



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

MEETING: Regular Meeting in October 2020

DATE: Tuesday, October 13, 2020, at 5:30 p.m.

PLACE: Zoom Teleconference

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

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

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

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

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

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

AGENDA:

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

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

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

2. a. **Approval of Minutes of the Regular Meeting of September 22, 2020.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**

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

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

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

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board 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 adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.
- c. It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2019-20 and acknowledge the Estimated Future Liability of \$1,633,244 as reported to the State.
- [d] Authorization is requested to enter into a consultant agreement with MAAS at an hourly rate of \$162 for architectural consulting services effective immediately through July 31, 2021 for an amount not to exceed \$185,000.
- [e] Authorization is requested to enter into an agreement with Civitas for the implementation, support, and maintenance of College Scheduler for a total cost of \$240,000 for five years from October 2020 to October 2025.
- [f] Authorization is requested to enter into an agreement with Launch Your Career to purchase a subscription in the amount of \$470,000 for a three-year subscription starting October 14, 2020, through October 13, 2023.
- [g] Authorization is requested for Fullerton College to accept donations to its divisions, departments, and/or programs.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2020, Fall 2021, and Spring 2021.
- [b] It is recommended that the Board approve the summary of curriculum changes for North Orange Continuing Education, to be effective Spring 2021.

5. **HUMAN RESOURCES**

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

Leaves of Absence
Temporary Academic Hourly

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

Retirement
Resignation
New Personnel
Promotion
Voluntary Changes in Assignment
Stipend for Additional Administrative Duties
New Classified Job Descriptions

- [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.

6. **GENERAL**

- a. It is recommended that the Board review and discuss the report prepared by the Board ad hoc committee investigating allegations of trustee misconduct.
- b. It is recommended that the Board adopt Resolution No. 20/21-04, In Support of California Proposition 15: Schools and Local Communities Funding Act.
- c. It is recommended that the Board adopt Resolution No. 20/21-05, In Support of California Proposition 16: Repeal Proposition 209, Affirmative Action Amendment.
- d. It is recommended that the Board select and appoint at least one candidate to serve on the Citizens' Oversight Committee for the North Orange County Community College District bond projects.

- e. It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 2, 3, 4, and 5.
- f. It is recommended that the Board receive the revised Board Policies in Chapters 2 and 5 and direct that they be placed on a future Board meeting agenda.
- g. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 13, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Enclosure(s)	<u>X</u>

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

The purchase order numbers P0139745 - P0141941, check numbers C0052087 - C0052180; F0263901 - F0265328; Q0000000 - Q0000000; 88506727 - 88507263; V0031822 - V0031828; 70110404 - 70111896; disbursements E8882681 - E8890004; 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 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 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 P0139745 - P0141941 through September 14, 2020, totaling \$7,251,795.07, and check numbers C0052087 - C0052180, totaling \$2,335,058.72; check numbers F0263901 - F0265328, totaling \$1,994,156.19; check numbers Q0000000 - Q0000000, totaling \$0; check numbers 88506727 - 88507263, totaling \$11,286,415.05; check numbers V0031822 - V0031828, totaling \$10,378.00; check numbers 70110404 - 70111896, totaling \$290,842.82; and disbursements E8882681 - E8890004, totaling \$7,319,218.15, through September 30, 2020.

Fred Williams

3.a.1

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139745	Orange County Pump Company	\$ 15,000.00		FC	Blanket Order for Pump Repairs
P0139972	Orange County Air Conditioning	\$ 2,475.00		CC	Maintenance Agreement for 9 Exhaust Fans Culinary
P0140802	Sapsis Regging Inc	\$ 1,500.00		CC	Blanket Order for Theater Inspection Services
P0140803	PRR Systems Division	\$ 160.00		CC	Blanket Order for Instructional Supplies
P0140804	Sherwin-Williams Co	\$ 600.00		CC	Blanket Order for Instructional Supplies
P0140805	Harbor Freight Tools	\$ 400.00		CC	Blanket Order for Instructional Supplies
P0140806	Anaheim Glass Inc	\$ 3,000.00		CC	Blanket Order for Glass Repairs
P0140807	MKH Electronics Inc	\$ 500.00		CC	Blanket Order for Gym Equipment Repairs
P0140808	Southern California Fitness Service	\$ 2,500.00		CC	Blanket Order for Gym Equipment Repairs
P0140809	Sports Facilities Group Inc	\$ 2,500.00		CC	Blanket Order for Sports Equipment Repairs
P0140827	Johnson Controls Fire Protection LP	\$ 20,000.00		CC	Blanket Order for Fire Alarm Service Calls
P0141286	Action Door Controls Inc.	\$ 10,000.00		CC	Blanket Order for Building Door Repairs
P0141354	Public Economics Inc	\$ 15,000.00		AC	Blanket Order for Consulting Services
P0141379	Johnson Controls Fire Protection LP	\$ 2,776.00		FC	Fire Alarm Control Repairs
P0141380	Computerland of Silicon Valley	\$ 15,157.50		NOCE	Software License Renewal
P0141381	Orange County Fire Protection	\$ 330.00		FC	Fire Alarm System Repairs
P0141382	Atkinson, Andelson, Loya, Ruud & Romo	\$ 25,000.00		AC	Legal Consultant B/A: 7/28/2020
P0141383	VWR Funding Inc	\$ 983.32		CC	Lab Kit Supplies
P0141384	Henry Schein Inc	\$ 40,807.08		CC	Air Filtration System/Equipment
P0141385	Amazon Business	\$ 784.17		FC	Lab Supplies
P0141386	Krueger International Inc	\$ 67,956.81	Bond	AC	Furniture for CC Veterans & Student Activity Center @ CC
P0141387	Atkinson, Andelson, Loya, Ruud & Romo	\$ 40,000.00	Capital Outlay	AC	Professional Legal Services
P0141388	Orange County Air Conditioning	\$ 8,910.00	Capital Outlay	AC	Replacement of AC Unit @ FC
P0141389	BeaconMedaes LLC	\$ 1,726.00	Capital Outlay	CC	Labor and Materials to Repair Medical Equipment
P0141390	Office Solutions	\$ 600.00		FC	Blanket Order for Office Supplies
P0141391	Canon Solutions America Inc	\$ 290.60		AC	Maintenance Agreement for Copier
P0141392	Jostens	\$ 13.09		FC	College Diploma
P0141393	Ixplore Universities LLC	\$ 8,500.00		CC	Subscription Renewal
P0141394	Burlington English Inc	\$ 80,000.00		NOCE	Software Licenses
P0141395	GraceNotes LLC	\$ 190.39		FC	Software Subscription
P0141396	Diablo Valley College	\$ 300.00		CC	Subscription Support Fee
P0141397	OCLC Inc	\$ 6,230.34		FC	Subscription Renewal
P0141398	American Library Association	\$ 2,000.00		FC	Institutional Membership
P0141399	Circadence Corporation	\$ 25,140.00		CC	Software License Renewal
P0141400	Career Dimensions Inc	\$ 1,329.00		CC	Software License Renewal
P0141401	Amazon Business	\$ 2,384.36		FC	Lab Supplies
P0141402	Eureka The California Career Information System	\$ 2,595.00		CC	Software License Renewal
P0141403	Kuder Inc	\$ 2,499.00		CC	Software License Renewal
P0141404	National Council for Marketing and Public Relations	\$ 225.00		NOCE	Webinar Fees
P0141405	EBSCO	\$ 961.21		FC	Subscription
P0141411	California Community Colleges Chief Instructional Officers	\$ 300.00		NOCE	Institutional Membership
P0141412	CSI Fullmer	\$ 28,153.66		NOCE	Furniture and Installation
P0141413	Public Law Center	\$ 3,500.00		FC	Legal Services
P0141414	ARC Document Solutions LLC	\$ 3,358.48		NOCE	Covid 19 Signage
P0141415	Sierra School Equipment Co	\$ 16,431.88		CC	Covid Partitions for Dental Lab
P0141416	Anaheim Union High School District	\$ 1,517.26		NOCE	Reimbursement for Maintenance Services
P0141417	Aztec Software Associates Inc	\$ 21,990.00		NOCE	Software Licenses
P0141418	Aztec Software Associates Inc	\$ 3,840.00		NOCE	Software Licenses
P0141419	National Council for Marketing and Public Relations	\$ 320.00		NOCE	Marketing Award Entry Fees

Item No. 3, a Page 1 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141420	CTK Instruments LLC	\$ 2,000.00		CC	Blanket Order for Laboratory Equipment Repairs
P0141421	Gow-Mac Instrument Company	\$ 500.00		CC	Blanket Order for Laboratory Equipment Repairs
P0141422	Orange County Telescope	\$ 500.00		CC	Blanket Order for Laboratory Equipment Repairs
P0141423	Celestron Acquisition LLC	\$ 300.00		CC	Blanket Order for Laboratory Equipment Repairs
P0141424	Orange County Telescope	\$ 500.00		CC	Blanket Order for Laboratory Equipment Repairs
P0141425	Gall's	\$ 5,000.00		CC	Blanket Order for Uniforms
P0141426	Zephyr Turfcare Equipment	\$ 1,500.00		CC	Blanket Order for Rental of Ground Equipment
P0141427	Environmental Management Technologies	\$ 750.00		FC	Blanket Order for Hazardous Waste Disposal
P0141428	Prudential Overall Supply	\$ 1,500.00		FC	Blanket Order for Towel Service
P0141429	FujiFilm Graphic Systems USA Inc	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0141430	AT&T Mobility	\$ 800.00		FC	Blanket Order for Data Connection Service
P0141431	Benner Metals Corp	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141432	Ill Winds	\$ 500.00		FC	Blanket Order for Instrument Materials
P0141433	Federal Express	\$ 350.00		AC	Blanket Order for Fed Express Charges
P0141434	Jackson's Auto Supply	\$ 2,500.00		FC	Blanket Order for Automotive Supplies
P0141435	Henry Schein Inc	\$ 1,450.00		CC	Blanket Order for Dental Supplies
P0141436	Getinge USA Sales LLC	\$ 2,500.00		CC	Blanket Order for Onsite Equipment Repairs
P0141437	Tom Black Service Center	\$ 2,000.00		CC	Blanket Order for Offsite Lab Equipment Repairs
P0141438	Klinger Educational Products Corp	\$ 1,700.00		CC	Blanket Order for Offsite Lab Equipment Repairs
P0141439	Turf Star Inc	\$ 2,000.00		CC	Blanket Order for Landscaping Equipment Repairs
P0141440	Customers Bank	\$ 13,500.00		CC	Blanket Order for Bank Mobile Card Charges for CC and FC
P0141441	Ricoh USA	\$ 5,000.00		FC	Blanket Order for Printer Repairs
P0141442	Fisk Automotive	\$ 600.00		FC	Blanket Order for Offsite Vehicle Repairs
P0141443	Randall Woltz Piano Service	\$ 500.00		FC	Blanket Order for Piano Tuning Services
P0141444	Safety Kleen Corp	\$ 3,000.00		CC	Blanket Order for Sump Pump Cleaning Services
P0141445	Certified Enterprises Inc	\$ 5,400.00		CC	Blanket Order for Recycling Pick Up Service
P0141446	Safety Kleen Corp	\$ 3,000.00		CC	Blanket Order for Sump Cleaning Services
P0141447	Vocational Biographies Inc	\$ 325.00		CC	Software License Renewal
P0141448	Bridges Transitions Co	\$ 2,000.00		CC	Software License Renewal
P0141449	NMK Corporation	\$ 21.22		FC	Computer Supplies
P0141450	CDW Government Inc	\$ 4,530.42		FC	Computer
P0141451	National Association of Veterans Program Administrators	\$ 175.00		FC	Institutional Membership
P0141452	Altaware Inc	\$ 3,360.00		CC	Software License Renewal
P0141453	CDW Government Inc	\$ 8,115.75		CC	Computer Monitors
P0141454	ProQuest LLC	\$ 638.12		CC	Software License
P0141455	Apple Computer Inc	\$ 934.11		CC	Computer Accessories
P0141456	CDW Government Inc	\$ 70,808.18		CC	Computers with Accessories using FCCC
P0141457	Columbia Dentoform Corp	\$ 700.00		CC	Blanket Order for Dental Supplies
P0141458	Airgas-West Inc	\$ 5,000.00		CC	Blanket Order for Oxygen Tank Refills
P0141459	MMS - Medical Supply Company	\$ 5,000.00		CC	Blanket Order for Medical Supplies
P0141460	Office Solutions	\$ 1,300.00		NOCE	Blanket Order for Office Supplies
P0141461	Office Solutions	\$ 350.00		NOCE	Blanket Order for Office Supplies
P0141462	Office Solutions	\$ 1,200.00		NOCE	Blanket Order for Office Supplies
P0141463	Apple Computer Inc	\$ 2,633.43		CC	Computer
P0141464	Cell Business Equipment	\$ 77,100.00		FC	Software License Renewal
P0141465	Edits	\$ 375.00		CC	Software License Renewal
P0141466	Sidpath Inc	\$ 73,414.94		CC	(50) Computers for COVID for Employee Remote Use
P0141467	ARC Document Solutions LLC	\$ 1,360.35		FC	Campus Signage

Item No. 3, a Page 2 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141468	Vernier Software & Technology	\$ 300.00		CC	Software License
P0141469	Technopro CS Inc	\$ 4,980.00		FC	Software
P0141470	NMK Corporation	\$ 31,414.07	Bond	AC	Computer and Software for CC
P0141471	Toshiba Business Solutions	\$ 522.59		NOCE	Maintenance Agreement for Copier
P0141472	Toshiba Business Solutions	\$ 431.00		NOCE	Maintenance Agreement for Copier
P0141473	Toshiba Business Solutions	\$ 538.75		NOCE	Maintenance Agreement for Copier
P0141474	Toshiba Business Solutions	\$ 431.00		NOCE	Maintenance Agreement for Copier
P0141475	Toshiba Business Solutions	\$ 323.25		NOCE	Maintenance Agreement for Copier
P0141476	MRH Structural Engineering Inc	\$ 3,000.00	Capital Outlay	CC	Structural Engineering on Material Foundation @ CC
P0141477	Weidemann Water Conditioners	\$ 2,200.00		CC	Blanket Order for Equipment Rental
P0141478	Zoom Video Communication Inc	\$ 54.99		AC	Subscription & Webinar
P0141479	Carolina Biological Supply Co	\$ 6,424.06		CC	Lab Kit Supplies
P0141480	Amazon Business	\$ 1,013.06		FC	Textbooks
P0141481	Crosstex International	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141482	VWR Funding Inc	\$ 90,510.00		FC	Custom-made Instructional Lab Kits
P0141483	Postmaster - Cypress	\$ 1,310.00		CC	Postal Services for the CC Campus PO BOX
P0141484	Full Compass Systems Ltd	\$ 2,000.00		CC	Blanket Order for Microphone Repairs
P0141485	S/P 2	\$ 322.18		CC	Internet Based Safety Training
P0141486	Enthusiast Inc	\$ 3,900.00		CC	Website Design for the Journalism Department
P0141487	BSN Sports LLC	\$ 359.94		FC	Faces Masks for Students and Staff
P0141488	National Council for Marketing and Public Relations	\$ 550.00		FC	Institutional Membership
P0141489	Beyond Labz LLC	\$ 2,500.00		FC	Software Licenses
P0141490	Greatlike Media	\$ 4,500.00		FC	Website Maintenance Agreement
P0141492	CandidCareer.com	\$ 3,750.00		CC	Software License Renewal
P0141493	Computerland of Silicon Valley	\$ 40,649.00		AC	Microsoft Software Suite Renewal
P0141495	Toshiba Business Solutions	\$ 2,240.90		FC	Lease Payment for Copier
P0141496	Office Solutions	\$ 1,200.00		CC	Blanket Order for Office Supplies
P0141497	Office Solutions	\$ 1,600.00		CC	Blanket Order to Purchase Copy Paper
P0141498	DS Waters of America Inc	\$ 200.00		FC	Blanket Order for Delivery of Bottle Water
P0141499	Henry Schein Inc	\$ 31.09		CC	Medical Supplies for Students
P0141500	Sodexo Inc and Affiliates	\$ 9,513.22		FC	Catering for Food Bank During COVID-19
P0141501	Graduate Communications	\$ 47,296.00		CC	Independent Contractor for Program Finder Service
P0141502	Advance CTE	\$ 100.00		FC	Institutional Membership
P0141504	Land Garcia Foundation	\$ 500.00		CC	Speaker for Leadership Orientation
P0141505	Transportation Charter Services Inc	\$ 4,185.00		CC	Transportation Services
P0141506	EQ Schools	\$ 90,000.00		NOCE	Workshops and Trainings
P0141507	Charlesworth Fraser	\$ 380.92		FC	Reimbursement
P0141508	Pearson VUE	\$ 685.78		FC	Software
P0141509	GST	\$ 106.90		NOCE	Office Supplies
P0141510	Constant Contact, Inc	\$ 406.00		FC	Subscription Renewal
P0141511	Diamond Sharp Cutlery, Inc	\$ 700.00		CC	Blanket Order for Knife Sharpening Services
P0141512	CDW Government Inc	\$ 869.28		AC	Computer Accessories
P0141513	iT1 Source LLC	\$ 42.03		NOCE	Office Supplies
P0141514	Morrow Meadows Corp	\$ 41,383.93	Capital Outlay	AC	Furnish and Install Emergency Phones @ AC
P0141515	Laerdal Medical Corp	\$ 8,859.50		CC	Medical Equipment
P0141516	Amazon Business	\$ 99.12		FC	Social Distancing Decals
P0141517	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0141519	Ludlow Kingsley	\$ 3,600.00		AC	Website Hosting

Item No. 3: a Page 3 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141520	Ludlow Kingsley	\$ 6,000.00		AC	Website Maintenance Fees
P0141521	Journal of Visualized Experiments	\$ 10,000.00		CC	Software Subscription Renewal
P0141522	Cell Business Equipment	\$ 50,293.00		FC	Software License Renewal
P0141523	CDW Government Inc	\$ 4,695.00		FC	Software License Renewal
P0141524	Vintage King Audio Inc	\$ 20,162.72		FC	Software License Renewal
P0141525	Computerland of Silicon Valley	\$ 95,878.20		FC	Microsoft Software Renewal
P0141526	Johnson Controls Fire Protection LP	\$ 4,377.08		FC	Fire Alarm System Repairs
P0141527	Southern 30/EEDEC	\$ 200.00		AC	Institutional Membership
P0141532	Cell Business Equipment	\$ 35,339.94		FC	Software License Renewal
P0141533	Foundation Building Materials LLC	\$ 4,281.40		FC	Facilities Supplies
P0141534	Johnson Controls Fire Protection LP	\$ 1,589.36		FC	Fire System Repairs
P0141535	Lacefield Door Co	\$ 1,950.00		FC	Door Installation Services
P0141536	DTNTech	\$ 7,903.50		FC	Sneeze Guard Shields
P0141537	SolarWinds Inc	\$ 15,000.00		AC	Software Support Renewal
P0141538	Plumbing & Industrial Supply	\$ 722.28		FC	Facilities Supplies
P0141539	Sodexo Inc and Affiliates	\$ 7,670.92		FC	Catering for Food Bank During COVID-19
P0141540	GST	\$ 16,507.30		NOCE	Office Supplies
P0141541	California Community Colleges Chief Instructional Officers	\$ 300.00		FC	Institutional Membership
P0141542	Darrell Wesley	\$ 500.00		CC	Guest Speaking Services
P0141543	Nicola Dedmon	\$ 728.00		FC	Reimbursement for Software Purchase
P0141544	Cypress S B Car Spa Inc	\$ 836.00		CC	Car Wash Services
P0141545	King Van & Storage Inc	\$ 125.00		NOCE	Storage Rental Fee
P0141546	California Community Colleges Chief Instructional Officers	\$ 600.00		CC	Institutional Membership
P0141547	Sasco Electric	\$ 3,248.00	Capital Outlay	CC	Electrical Wiring Services
P0141548	Computerland of Silicon Valley	\$ 3,640.00		CC	Software License Renewal
P0141549	Health Services Association California Community College	\$ 155.00		CC	Institutional Membership
P0141550	3M Company	\$ 4,767.83		CC	Software License Renewal
P0141552	Sasco Electric	\$ 5,900.00	Capital Outlay	CC	Data Line Installation
P0141553	IBM	\$ 13,353.60		CC	Software License Renewal for CC and FC
P0141554	SRFS Inc	\$ 19,795.58	Capital Outlay	AC	Filter Supplies for FC
P0141555	Sasco Electric	\$ 6,420.00	Capital Outlay	CC	Electrical Cabling Installation
P0141556	Amazon Business	\$ 752.35		CC	Lab Supplies
P0141558	WMFY We Mail For You	\$ 1,136.76		AC	Brochure Printing
P0141559	Penn-Jersey X-Ray	\$ 795.16		CC	Lab Supplies
P0141560	Eureka The California Career Information System	\$ 1,095.00		FC	Software License
P0141561	Foothill-De Anza Community College District	\$ 1,870.00		FC	Software License
P0141562	Johnson Controls Fire Protection LP	\$ 25,134.00		AC	Fire Alarm System Test & Inspection @ AC
P0141563	KT Industries Inc	\$ 39,975.00		AC	Maintenance Service of Voltage Switchboard @ AC
P0141564	Vital Inspection Services Inc	\$ 19,391.24	Capital Outlay	AC	Inspection Services for Electric Vehicle Charging @ FC
P0141565	Vital Inspection Services Inc	\$ 14,325.72	Capital Outlay	AC	Inspection Services for Storm water Repairs @ FC
P0141566	A Alvarado Painting	\$ 11,462.00	Capital Outlay	AC	Painting Franklin House @ FC
P0141567	Orange County Air Conditioning	\$ 9,965.00	Capital Outlay	AC	Replacement of AC Unit @ FC
P0141568	Toshiba Business Solutions	\$ 1,764.95		CC	Maintenance Agreement for Copier
P0141569	CDW Government Inc	\$ 314.69		AC	Office Supplies
P0141570	Epic Sports Inc	\$ 334.30		FC	Athletic Supplies
P0141571	DS Waters of America Inc	\$ 329.42		AC	Blanket Order for Delivery of Bottle Waters
P0141572	Office Solutions	\$ 1,000.00		FC	Blanket Order for Office Supplies
P0141573	JM McConkey Co Inc	\$ 4,000.00		FC	Blanket Order for Horticulture Supplies

Item No. 3, a Page 4 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141574	Orange County Farm Supply	\$ 3,000.00		FC	Blanket Order for Horticulture Supplies
P0141575	Harbor Freight Tools	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0141576	Tomato Growers Supply Company	\$ 1,200.00		FC	Blanket Order for Instructional Supplies
P0141577	Ewing Irrigation Products Inc	\$ 1,500.00		FC	Blanket Order for Instructional Supplies
P0141578	Transtar Industries Inc	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0141579	J D Fields Lumber Co Inc	\$ 598.84		CC	Instructional Supplies
P0141580	ARC Document Solutions LLC	\$ 2,420.05		NOCE	Covid 19 Signage
P0141581	ACCCA	\$ 466.56		AC	Membership Fee
P0141583	Henry Schein Inc	\$ 2,472.87		CC	Lab Equipment
P0141584	SonoSim Inc	\$ 10,599.37		CC	Instructional Lab Equipment & Software
P0141585	Buddy's All Stars, Inc.	\$ 2,353.26		FC	Athletic Uniform
P0141586	Sasco Electric	\$ 2,100.00	Capital Outlay	CC	Electrical Cabling Services
P0141587	Cornerstone Technologies	\$ 150.00		FC	Software License Renewal
P0141588	City of Anaheim	\$ 801.00		AC	Fire Department Fees
P0141589	BSN Sports LLC	\$ 665.44		CC	Athletic Supplies
P0141590	Athleteks LLC	\$ 808.13		FC	Athletic Supplies
P0141591	CDW Government Inc	\$ 995.09		AC	Speakerphone
P0141592	Guitar Center Inc	\$ 1,500.00		FC	Blanket Order for Offsite Instrument Repairs
P0141593	Uline Inc	\$ 10,000.00		CC	Blanket Order for Food Handling Supplies
P0141594	National Council for Marketing and Public Relations	\$ 900.00		NOCE	Membership Fee
P0141595	Concentric Sky Inc	\$ 18,300.00		CC	Software License
P0141596	Image Options	\$ 37,841.30	Capital Outlay	CC	Labor and Materials for Installation of Graphic Image on Floor @ CC
P0141597	Sasco Electric	\$ 1,600.00	Capital Outlay	CC	Data Cabling Project
P0141598	Edmars Entrance Solution Inc	\$ 2,000.00		AC	Blanket Order for Door Repairs
P0141599	LAB Corporation	\$ 4,330.00		CC	Software License
P0141600	Continuant Inc	\$ 32,465.76		AC	CC and AC Phone Service Maintenance Renewal
P0141601	Remind101 Inc	\$ 1,500.00		CC	Software Subscription
P0141603	Controlled Key Systems	\$ 1,000.00		NOCE	Blanket Order for Supplies
P0141604	Henry Schein Inc	\$ 4,000.00		CC	Blanket Order for Lab Supplies
P0141605	Trane	\$ 6,981.38		AC	Fan Repair Services
P0141606	Computerland of Silicon Valley	\$ 3,575.75		CC	Software License Renewal
P0141607	Southern California Fitness Service	\$ 728.33		CC	Athletic Supplies
P0141608	US Armor Corporation	\$ 136.76		NOCE	Campus Safety Supplies
P0141609	KSR Associates LLC	\$ 5,461.85		AC	Ventilation Controller System
P0141610	Provantage	\$ 6,837.09		FC	Backup Power Supply
P0141611	Beyond Labz LLC	\$ 1,500.00		CC	Software License Renewal
P0141612	Sasco Electric	\$ 880.00	Capital Outlay	CC	Data Cabling Project
P0141613	DynTek Services Inc	\$ 13,800.00		CC	Software License
P0141614	Embi Tec	\$ 7,438.64		FC	Lab Supplies
P0141616	Pathways of Hope	\$ 175,607.00		NOCE	Pathways of Hope Agreement for CC, FC, and NOCE B/A: 7/28/20
P0141617	Oaktree Products Inc	\$ 2,643.97		CC	Face Masks
P0141618	Henry Schein Inc	\$ 585.49		CC	Athletic Supplies
P0141619	Onan Capital Inc	\$ 436.39		CC	Face Shields for Automotive Technology
P0141620	Hit Labs Inc	\$ 17,321.00		FC	Software Subscription
P0141621	CDW Government Inc	\$ 8,115.75		CC	Computer Monitors
P0141622	Kaplan Early Learning Company	\$ 1,376.48		FC	Lab Supplies
P0141628	Toshiba Business Solutions	\$ 1,050.57		FC	Maintenance Agreement for Copier
P0141629	RJ Electric	\$ 7,000.00	Bond	AC	Labor and Materials to Install AC Unit
P0141630	Orange County Air Conditioning	\$ 9,395.00	Capital Outlay	AC	Labor and Materials to Replace AC Unit

Item No. 3.a Page 5 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141631	KSR Associates LLC	\$ 12,391.25	Bond	AC	Purchase Air Cool Split System for AC
P0141632	Trane	\$ 4,996.00	Bond	AC	AC Equipment for Anaheim Campus
P0141633	Toshiba Business Solutions	\$ 84.05		FC	Maintenance Agreement for Copier
P0141634	Vital Inspection Services Inc	\$ 4,873.92		FC	Inspector of Record Services
P0141635	CDW Government Inc	\$ 1,054.90		FC	Computer
P0141636	ARC Document Solutions LLC	\$ 5,000.00		FC	Blanket Order for Campus Signage
P0141637	Student Insurance	\$ 217,101.00		AC	Student Insurance 6/23/20
P0141638	Home Depot	\$ 1,000.00		FC	Blanket Order for Hardware Supplies
P0141639	Office Solutions	\$ 2,500.00		FC	Blanket Order for Office Supplies
P0141640	Nth Generation Computing Inc	\$ 242.00		FC	Software License
P0141641	JB Bostick Company Inc	\$ 11,560.00		NOCE	Parking Lot Restriping Services
P0141642	ASCIP	\$ 1,418,391.00		AC	Property & Liability Insurance Premium BA: 6-9-20
P0141643	Eversoft Inc	\$ 2,000.00		AC	Blanket Order for Equipment Repairs
P0141644	Yorke Engineering LLC	\$ 21,259.00		CC	Compliance and Source Testing Services
P0141646	BSN Sports LLC	\$ 439.44		FC	Covid19 Supplies
P0141647	International E-Z Up Inc	\$ 889.87		NOCE	Promotional Supplies
P0141648	Amazon Business	\$ 18.85		CC	Lab Supplies
P0141649	CSI Fullmer	\$ 85,495.39	Capital Outlay	CC	Furniture and Installation
P0141650	Uline Inc	\$ 1,649.51		FC	Signage
P0141651	Substance Media Inc	\$ 550.00		FC	Independent Contractor for Video Services
P0141652	CSI Fullmer	\$ 34,065.23	Capital Outlay	CC	Furniture and Installation
P0141653	Amazon Business	\$ 1,141.23		FC	Instructional Supplies
P0141654	Amazon Business	\$ 62.35		CC	Instructional Supplies
P0141655	Office Solutions	\$ 350.00		NOCE	Blanket Order for Office Supplies
P0141656	Office Solutions	\$ 1,000.00		NOCE	Blanket Order for Office Supplies
P0141657	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0141658	Pacific Coast Entertainment	\$ 59,939.63	Capital Outlay	AC	Prop. 39 Lighting 5 Years Project @ FC
P0141659	CDW Government Inc	\$ 204,069.87		FC	Laptops for Music Dept. for COVID BA: 8-25-20
P0141660	VWR Funding Inc	\$ 36,096.25		FC	Instructional Supplies
P0141661	Pacific Coast Entertainment	\$ 16,162.50	Capital Outlay	AC	Prop. 39 Lighting 5 Years Project
P0141662	CSI Fullmer	\$ 1,222.18		CC	Furniture and Installation
P0141663	Pearson VUE	\$ 38,400.00		CC	Online Tutoring Services for the Tutoring Center
P0141664	Oncore Consulting, LLC.	\$ 1.45		CC	Smog Inspection Fees
P0141665	Respondus Inc	\$ 10,840.00		CC	Software License
P0141666	Henry Schein Inc	\$ 3,434.00		CC	Electrical Supplies for the Dental Department
P0141667	Swift River Online Learning	\$ 2,250.00		CC	Virtual Clinical Simulation Suite
P0141668	JM & J Contractors	\$ 9,700.00	Capital Outlay	AC	Repair Damaged Facade at Fullerton College
P0141669	Office Solutions	\$ 1,000.00		NOCE	Blanket Order for Office Supplies
P0141670	Controlled Key Systems	\$ 15,156.00		NOCE	Maintenance Agreement for Velocity Server
P0141671	Snap-on Tools	\$ 5,000.00		CC	Blanket Order for Automotive Tools
P0141672	Matco Tools	\$ 5,000.00		CC	Blanket Order for Automotive Tools
P0141673	Office Solutions	\$ 800.00		CC	Blanket Order for Office Supplies
P0141674	Home Depot	\$ 2,000.00		FC	Blanket Order for Hardware Supplies
P0141675	Ingardia Bros Produce Inc	\$ 7,700.00		CC	Blanket Order for Culinary Supplies
P0141676	West Coast Prime Meats LLC	\$ 5,000.00		CC	Blanket Order for Culinary Supplies
P0141677	Chefs Warehouse, West Coast, LLC	\$ 1,500.00		CC	Blanket Order for Culinary Supplies
P0141678	ProGuard Service and Solutions	\$ 1,000.00		CC	Blanket Order for Cleaning Supplies
P0141679	Uline Inc	\$ 500.00		CC	Blanket Order for Culinary Supplies
P0141680	Office Solutions	\$ 250.00		CC	Blanket Order for Office Supplies
P0141681	MMS - Medical Supply Company	\$ 391.30		CC	Lab Supplies

Item No. 3: a Page 6 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141682	CSI Fullmer	\$ 199,588.38	Bond	AC	Furniture for CC VRC BA: 6-28-18
P0141683	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0141684	CDW Government Inc	\$ 157.00		FC	Software License
P0141685	Computerland of Silicon Valley	\$ 14,386.00		NOCE	Software License Renewal
P0141686	Avid Technology Inc	\$ 471.57		FC	Software License
P0141687	Republic Master Chefs Textile Rental Services	\$ 1,100.00		CC	Blanket Order for Linen Supplies
P0141688	Toshiba Business Solutions	\$ 29.42		NOCE	Maintenance Agreement for Copier
P0141689	Hi Standard Automotive LLC	\$ 7,630.54		FC	Automotive Equipment
P0141690	Currier & Hudson	\$ 250,000.00		AC	Blanket Order for Legal Services BA: 8-25-20
P0141691	National Council for Marketing and Public Relations	\$ 225.00		AC	Webinar
P0141692	GST	\$ 481,944.17	Capital Outlay	AC	Computers and Audio Visual Upgrade Project at FC BA: 8-25-20
P0141693	Sodexo Inc and Affiliates	\$ 10,316.95		FC	Catering for Food Bank
P0141694	Kilgore International Inc	\$ 3,512.65		CC	Dental Chair
P0141695	Xtreme Soccer	\$ 1,492.62		CC	Athletic Supplies
P0141696	BSN Sports LLC	\$ 719.23		CC	Athletic Supplies
P0141697	Xtreme Soccer	\$ 1,324.27		CC	Athletic Supplies
P0141698	BSN Sports LLC	\$ 1,460.54		CC	Athletic Supplies
P0141699	Bads, Ltd	\$ 8,497.78		CC	Rental of Big Tent for Outside Classes
P0141700	Kimley-Horn and Associates Inc	\$ 11,700.00	Capital Outlay	AC	Topographic and Underground Utility Survey @ FC
P0141701	Sasco Electric	\$ 37,547.00	Capital Outlay	CC	Electrical Works at Cypress College Dental Lab
P0141702	Office Solutions	\$ 1,500.00		NOCE	Blanket Order for Office Supplies
P0141703	Office Solutions	\$ 1,500.00		NOCE	Blanket Order for Office Supplies
P0141704	Office Solutions	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0141705	iT1 Source LLC	\$ 1,946.47		NOCE	Computer
P0141707	Siemens Medical Solutions USA Inc	\$ 87,563.04		CC	Instructional Equipment
P0141708	Veolia ES Technical Solutions LLC	\$ 960.00		NOCE	Blanket Order for Medical Waste Removal
P0141710	CDW Government Inc	\$ 64,458.38		CC	Computers with Warranty using FCCC
P0141711	Vintage King Audio Inc	\$ 22,546.84		FC	Software License
P0141712	S/P 2	\$ 299.00		CC	Software License
P0141713	Henry Schein Inc	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141715	Cambridge West Partnership LLC	\$ 25,000.00		AC	Consultant - SCFF Allocation Model BA: 8-25-20
P0141716	CDW Government Inc	\$ 2,367.99		FC	Computer Tablet
P0141717	North Orange County ROP	\$ 4,392.52		NOCE	Travel Expenses
P0141718	Anaheim Union High School District	\$ 3,148.16		NOCE	Travel Expenses
P0141719	Henry Schein Inc	\$ 1,607.64		CC	Dental Supplies
P0141720	Streaming Media Hosting	\$ 40,801.75		FC	Drone Camera Unit
P0141721	VAE Industries Corp	\$ 3,562.22		FC	Canopies for Outreach Events
P0141722	M-F Athletic Company Inc	\$ 124.06		CC	Athletic Supplies
P0141723	MMS - Medical Supply Company	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141724	Prudential Overall Supply	\$ 300.00		CC	Blanket Order for Laundry Service
P0141725	Hu-Friedy Mfg Co LLC	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141726	Office Solutions	\$ 250.00		NOCE	Blanket Order for Office Supplies
P0141727	Apple Computer Inc	\$ 11,498.00		FC	Software License
P0141728	Productive Practices LLC	\$ 2,694.19		CC	Computer Accessories
P0141729	Henry Schein Inc	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141731	ASSR	\$ 9,999.00		FC	Software License
P0141732	Lacy Construction	\$ 11,292.87		FC	Machine Anchorage Project
P0141733	Sasco Electric	\$ 6,915.00	Capital Outlay	CC	Electrical Installation Services at CC
P0141734	Brea/Orange County Plumbing	\$ 375.00		FC	Plumbing Services
P0141735	Vintage King Audio Inc	\$ 10,872.27		FC	Instructional Materials

Item No. 3, a Page 7 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141736	DTNTech	\$ 15,000.00		FC	Blanket Order for Sneeze Guards
P0141737	JM & J Contractors	\$ 1,500.00		FC	Concrete Repair Services
P0141738	CSI Fullmer	\$ 28,970.07		CC	Furniture and Installation
P0141739	Amazon Business	\$ 24.75		CC	Instructional Supplies
P0141740	Toshiba Business Solutions	\$ 1,251.23		NOCE	Maintenance Agreement for Copier
P0141741	Interact Communications Inc	\$ 69,700.00		CC	Independent Contractor for Media Buying Services
P0141742	RF MacDonald	\$ 36,588.00	Capital Outlay	CC	Labor and Materials to Install New Boiler @ CC
P0141743	Office Solutions	\$ 2,000.00		FC	Blanket Order for Office Supplies
P0141744	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0141746	Burmax Co Inc	\$ 3,500.00		FC	Blanket Order for Instruction Supplies & Materials
P0141747	Dermalogica Inc	\$ 4,000.00		FC	Blanket Order for Instructional Supplies & Material
P0141748	Claudia Delk	\$ 2,792.80		CC	CalWORKs Child Care Payments
P0141750	Food Makers Bakery Equipment Inc	\$ 2,000.00		CC	Blanket Order for Culinary Equipment Repairs
P0141751	Amazon Business	\$ 620.98		FC	Instructional Supplies
P0141752	Renegade Brands USA, Inc.	\$ 2,115.94		CC	Cleaning Supplies
P0141753	MEB Enterprises	\$ 1,729.40		CC	Athletic Supplies
P0141754	Palomar Community College District	\$ 1,120.00		FC	Webinar Fee
P0141755	Rosemary Maldonado	\$ 185.97		CC	Student Fee Reimbursement
P0141756	Markus Burger	\$ 399.00		FC	Reimbursement for Digital Music Purchase
P0141757	MEB Enterprises	\$ 1,215.42		CC	Athletic Supplies
P0141758	Synergy Sports Technology LLC	\$ 900.00		CC	Software Subscription for the Basketball Team
P0141759	AMATYC	\$ 510.00		FC	Institutional Membership
P0141760	Dang Tran	\$ 119.99		CC	Student Fee Reimbursement
P0141761	KAP7 International Inc	\$ 988.87		CC	Athletic Supplies
P0141762	American Society of Radiologic Technologies	\$ 1,190.00		CC	Student Memberships - Radiology Program
P0141763	Nova-Tech International Inc	\$ 201.64		CC	Covid Supplies
P0141764	SmartSparrow LLC	\$ 1,293.00		FC	Software
P0141765	GE Healthcare	\$ 6,000.00		CC	Blanket Order for Equipment Repairs
P0141766	Sandra Avalos	\$ 75.00		FC	Reimbursement for Online Workshop Fee
P0141767	Interact Communications Inc	\$ 19,200.00		FC	Independent Contractor for Marketing Services
P0141775	Anaheim Embroidery Inc	\$ 1,200.00		CC	Blanket Order for Promotional Materials
P0141776	Energy Management Pros	\$ 14,885.00	Capital Outlay	AC	Labor and Materials to Install Dimmer Rack @ FC
P0141777	Home Depot	\$ 2,500.00		FC	Blanket Order for Hardware Supplies
P0141778	Rosario Aquino	\$ 3,278.40		CC	Blanket Order for Child Care
P0141779	Orange County Air Conditioning	\$ 11,485.00	Capital Outlay	AC	Replacement of AC Unit at Bldg. 1830 @ FC
P0141781	Cauvel & Dacey P C	\$ 40,000.00	Capital Outlay	AC	Capital Outlay Legal Services
P0141782	Lifesigns Inc	\$ 1,000.00		CC	Blanket Order for Interpreting Services
P0141783	Metadot	\$ 950.40		NOCE	Software
P0141784	Home Depot	\$ 1,000.00		CC	Blanket Order for Hardware Supplies
P0141785	R & B Wholesale Distributors Inc	\$ 3,680.08	Bond	AC	New Appliances VRC Building
P0141786	Quizlet Inc	\$ 172.75		NOCE	Software Subscription
P0141787	Anaheim Union High School District	\$ 359,239.45		NOCE	Reimbursement for Staffing, supplies etc per MOU B/A 8-25-20
P0141788	Safeguard Business Systems	\$ 3,950.21		FC	Promotional Supplies
P0141789	CSI Fullmer	\$ 4,492.87	Capital Outlay	AC	Furniture for Cypress College VRC
P0141790	CSI Fullmer	\$ 716.70	Capital Outlay	AC	Furniture for Cypress College VRC
P0141791	CSI Fullmer	\$ 1,565.33	Capital Outlay	AC	Furniture for Cypress College VRC
P0141792	CSI Fullmer	\$ 2,071.93	Capital Outlay	AC	Furniture for Cypress College VRC
P0141793	CSI Fullmer	\$ 7,107.20	Capital Outlay	AC	Furniture for Cypress College VRC
P0141794	CSI Fullmer	\$ 6,831.35	Capital Outlay	AC	Coordinate Furniture Services for Cypress College VRC
P0141795	CSI Fullmer	\$ 8,608.86	Capital Outlay	AC	Furniture for Cypress College VRC

Item No. 3: a Page 8 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141796	CSI Fullmer	\$ 760.55	Capital Outlay	AC	Furniture for Cypress College VRC
P0141797	OCLC Inc	\$ 10,000.00		CC	Subscription Payment for the Library
P0141798	Pure Process Filtration Inc	\$ 15,000.00		FC	Blanket Order for Air Filters for COVID
P0141799	Electude USA LLC	\$ 9,000.00		CC	Software License
P0141800	Office Solutions	\$ 5,000.00		FC	Blanket Order for Office Supplies
P0141801	Marizol Perez	\$ 2,792.80		CC	Blanket Order for Child Care
P0141802	Pearson Education Inc	\$ 5,100.00		NOCE	Software
P0141803	Associated Business Products Inc	\$ 1,195.80		FC	Instructional Supplies
P0141804	Robert Alvarez	\$ 4,918.24		CC	Blanket Order for Child Care
P0141805	Sidepath Inc	\$ 1,488.30		CC	Computer
P0141806	Amazon Business	\$ 42.00		CC	Instructional Supplies
P0141808	Liebert Cassidy Whitmore	\$ 773.50		AC	Title IX Regulations Consultant Fee
P0141809	Toshiba Business Solutions	\$ 2,545.02		CC	Maintenance Agreement for Copier
P0141810	Toshiba Business Solutions	\$ 2,972.92		CC	Maintenance Agreement for Copier
P0141811	Toshiba Business Solutions	\$ 1,103.01		CC	Maintenance Agreement for Copier
P0141813	Toshiba Business Solutions	\$ 654.67		CC	Maintenance Agreement for Copier
P0141814	Toshiba Business Solutions	\$ 114.48		CC	Maintenance Agreement for Copier
P0141815	Toshiba Business Solutions	\$ 255.54		CC	Maintenance Agreement for Copier
P0141816	Toshiba Business Solutions	\$ 302.12		CC	Maintenance Agreement for Copier
P0141817	Toshiba Business Solutions	\$ 3,481.97		CC	Maintenance Agreement for Copier
P0141819	Toshiba Business Solutions	\$ 1,459.84		CC	Maintenance Agreement for Copier
P0141821	Toshiba Business Solutions	\$ 133.32		CC	Maintenance Agreement for Copier
P0141823	Toshiba Business Solutions	\$ 91.00		CC	Maintenance Agreement for Copier
P0141824	Toshiba Business Solutions	\$ 106.11		CC	Maintenance Agreement for Copier
P0141825	Toshiba Business Solutions	\$ 718.15		CC	Maintenance Agreement for Copier
P0141826	Toshiba Business Solutions	\$ 666.10		CC	Maintenance Agreement for Copier
P0141827	Toshiba Business Solutions	\$ 126.52		CC	Maintenance Agreement for Copier
P0141828	Toshiba Business Solutions	\$ 334.81		CC	Maintenance Agreement for Copier
P0141829	Toshiba Business Solutions	\$ 270.02		CC	Maintenance Agreement for Copier
P0141830	Toshiba Business Solutions	\$ 323.83		CC	Maintenance Agreement for Copier
P0141831	Toshiba Business Solutions	\$ 17.60		CC	Maintenance Agreement for Copier
P0141832	Toshiba Business Solutions	\$ 279.95		CC	Maintenance Agreement for Copier
P0141833	Toshiba Business Solutions	\$ 599.69		CC	Maintenance Agreement for Copier
P0141834	Toshiba Business Solutions	\$ 544.38		CC	Maintenance Agreement for Copier
P0141835	Toshiba Business Solutions	\$ 878.23		CC	Maintenance Agreement for Copier
P0141836	Toshiba Business Solutions	\$ 408.51		CC	Maintenance Agreement for Copier
P0141838	Henry Schein Inc	\$ 5,000.00		CC	Blanket Order for Dental Supplies
P0141839	GST	\$ 4,063.90		CC	Computer Components
P0141840	Vector Resources Inc	\$ 17,645.11		NOCE	Wireless System Installation
P0141841	DTNTech	\$ 664.28		AC	Sneeze Guard Shields
P0141842	Amazon Business	\$ 150.83		CC	Instructional Supplies
P0141843	Office Solutions	\$ 300.00		NOCE	Blanket Order for Office Supplies
P0141844	Image Options	\$ 8,934.77		CC	Installation of Floor Decals at Cypress College
P0141845	Office Solutions	\$ 400.00		NOCE	Blanket Order for Office Supplies
P0141846	Delta T LLC	\$ 11,972.71		CC	Portable Fans
P0141847	Venus Textiles	\$ 1,234.05		CC	Athletic Supplies
P0141848	Amazon Business	\$ 426.37		CC	Lab Supplies
P0141849	WMFY We Mail For You	\$ 993.48		AC	Printing/Mailing Service
P0141850	Zoom Video Communication Inc	\$ 54.99		AC	Software
P0141851	Elsevier Inc	\$ 1,735.50		CC	Software

Item No. 3: a Page 9 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141852	Laundry Loops, Inc.	\$ 521.21		CC	Athletic Supplies
P0141853	Anaheim Union High School District	\$ 20,237.00		CC	MOU with AUHSD and Cypress College
P0141854	Thi Nguyen	\$ 201.98		CC	Student Fee Reimbursement
P0141855	Sodexo Inc and Affiliates	\$ 8,655.21		FC	Food Bank Distribution During Covid 19 Pandemic
P0141858	Office Solutions	\$ 800.00		NOCE	Blanket Order for Office Supplies
P0141859	Office Solutions	\$ 600.00		NOCE	Blanket Order for Office Supplies
P0141860	Onan Capital Inc	\$ 6,359.78		CC	Medical Supplies
P0141861	Delta Biologicals	\$ 3,146.84		FC	Lab Supplies
P0141862	BSN Sports LLC	\$ 1,313.21		CC	Athletic Supplies
P0141863	Crystal Bonilla	\$ 60.00		CC	Student Fee Reimbursement
P0141864	Chase Sports Specialist	\$ 350.19		CC	Athletic Supplies
P0141865	Old Hickory Bat Company	\$ 160.08		CC	Athletic Supplies
P0141866	Agiliti Health Inc	\$ 4,500.00		CC	Blanket Order for Instructional Equipment Rental
P0141867	Ngoc Phuong Le	\$ 107.70		CC	Student Fee Reimbursement
P0141868	951 Designs	\$ 808.13		FC	Covid 19 Signage
P0141869	Huy Vo	\$ 124.49		CC	Student Fee Reimbursement
P0141870	GST	\$ 834.48		CC	Printer
P0141871	GST	\$ 1,966.44		CC	Document Camera
P0141872	Toshiba Business Solutions	\$ 84.05		FC	Maintenance Agreement for Copier
P0141873	Grafix Shoppe	\$ 267.23		CC	Vehicle Graphics
P0141874	Elizabeth Navarro	\$ 1,416.00		CC	Blanket Order for Child Care
P0141875	Amazon Business	\$ 22.60		CC	Lab Supplies
P0141876	Orange County Department of Education	\$ 5,000.00		AC	Courier Services
P0141877	AT & T Inc	\$ 3,343.88		NOCE	Final Billing - Ethernet & Managed Router Services
P0141878	Goodwill Industries of Orange County	\$ 1,000.00		CC	Blanket Order for Interpreter Services
P0141879	Kanopy Inc	\$ 4,000.00		FC	Software Subscription
P0141880	Trinity Machinery Service	\$ 5,000.00		FC	Blanket Order for Equipment Repairs
P0141881	Amazon Business	\$ 598.03		CC	Instructional Supplies - CARES Funding
P0141882	Launch Your Career	\$ 2,000.00		NOCE	Fall 2020 Virtual Career Readiness Speaker
P0141883	J W Pepper of Los Angeles	\$ 681.57		FC	Instructional Music Materials
P0141884	Gorm Inc	\$ 1,937.35		FC	Facilities Supplies
P0141885	GST	\$ 3,932.88		CC	Document Camera
P0141886	Computerland of Silicon Valley	\$ 410.00		CC	Software License
P0141887	Sigma-Aldrich Inc	\$ 285.93		CC	Lab Supplies
P0141888	Mountain Measurement Inc	\$ 425.00		CC	Program Reports
P0141889	Office Solutions	\$ 1,500.00		CC	Blanket Order for Instructional Supplies
P0141890	Driveline Baseball	\$ 571.08		FC	Athletic Supplies
P0141891	ACEN	\$ 2,875.00		CC	Annual Accreditation Fee
P0141892	Spectrum Business	\$ 1,000.00		AC	Blanket Order for Cable and Internet Service
P0141893	Coastal Carbonic	\$ 252.26		FC	Facilities Supplies
P0141894	Bushala Brothers Inc	\$ 1,500.00		FC	Chain-link Fencing
P0141895	KT Industries Inc	\$ 4,514.00		FC	Electrical Services
P0141896	Amazon Business	\$ 1,461.91		FC	Instructional Supplies
P0141897	Electric Car Sales and Service Inc	\$ 125.94		FC	Facilities Supplies
P0141898	Amazon Business	\$ 278.00		CC	Instructional Supplies
P0141899	Franklin Covey Client Sales Inc	\$ 611.20		AC	Software Licenses
P0141900	Pix4D Inc	\$ 6,700.00		FC	Software License
P0141901	Mongoose Research Inc	\$ 6,500.00		FC	Software Subscription for the Financial Aid Dept.
P0141902	Sodexo Inc and Affiliates	\$ 13,482.26		FC	Catering for Food Bank Distribution
P0141903	Howard Technology Solutions	\$ 198,610.20	Capital Outlay	AC	Audio Visual Upgrade throughout FC B/A: 9-8-20

Item No. 3.a Page 10 of 11

BOARD RECAP
FOR THE PERIOD AUGUST 9, 2020 THROUGH SEPTEMBER 14, 2020
BOARD MEETING 10/13/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141904	Competitive Aquatic Supply Inc	\$ 2,987.55		CC	Athletic Supplies
P0141905	MGM Sports	\$ 429.55		CC	Athletic Supplies
P0141906	BSN Sports LLC	\$ 1,241.44		CC	Athletic Supplies
P0141907	Intellitext LLC	\$ 10,000.00		CC	Blanket Order for Interpreting Services
P0141908	Krueger International Inc	\$ 1,619.83		FC	Task Chairs
P0141909	Spectrum Business	\$ 156.71		CC	Internet and Cable Services
P0141910	American Society of Health System Pharmacists	\$ 2,800.00		NOCE	Accreditation Annual Fee
P0141911	Krueger International Inc	\$ 6,942.11		FC	Task Chairs
P0141912	Integrity Electric	\$ 11,925.00		FC	Electrical Services
P0141913	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Instructional Supplies
P0141914	Environmental Management Technologies	\$ 995.00		CC	Waste Removal Services
P0141915	GST	\$ 542.50		CC	Printers
P0141917	Refrigeration Supplies Distributor	\$ 580.78		AC	Facilities Supplies
P0141918	Krueger International Inc	\$ 2,723.89	Capital Outlay	AC	Classroom Furniture for FC
P0141919	Maxient LLC	\$ 14,000.00		AC	Software License
P0141920	Nth Generation Computing Inc	\$ 1,344.00		AC	Annual Maintenance Renewal
P0141921	Lacefield Door Co	\$ 1,250.00		FC	Door Repair Services
P0141922	Vintage King Audio Inc	\$ 1,455.91		FC	Music Equipment
P0141923	JM & J Contractors	\$ 4,850.00		FC	Wall Repair Services
P0141927	Enviro-Care Pest & Termite Control Inc	\$ 2,000.00		CC	Blanket Order for Pest Control Services
P0141928	Markus Burger	\$ 269.40		FC	Reimbursement for Music Software
P0141929	Sodexo Inc and Affiliates	\$ 7,310.47		FC	Catering for Food Drive Distribution
P0141932	Integrity Electric	\$ 16,403.00		FC	Electrical Pole Installation
P0141933	Oncourt Offcourt Ltd	\$ 1,818.76		CC	Athletic Supplies
P0141934	SCIAC	\$ 100.00		CC	Institutional Membership
P0141935	CSI Fullmer	\$ 231,595.17		FC	Counseling Center Furniture and Installation 6/26/18
P0141937	Kris Nguyen	\$ 200.00		CC	Student Fees Reimbursement
P0141938	Troy Davis	\$ 440.99		CC	Reimbursement for Office Chair
P0141939	RDI Jet LLC	\$ 8,000.00		CC	Blanket Order for Culinary Supplies
P0141941	Orange County Air Conditioning	\$ 32,277.00	Capital Outlay	AC	Relocation and Replacement AC Units at FC

\$ 7,251,795.07

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	October 13, 2020	Resolution	<u> X </u>
SUBJECT:	Separate Bank and Investment Accounts	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

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

How does this relate to the five District Strategic Directions? This item responds to Direction #4: 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 6150, Designation of Authorized Signatures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account. It is further requested that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

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

WHEREAS, the Board of Trustees finds there is a need to establish separate bank, saving, clearing and revolving accounts and;

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts;

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

Bank of America

401 N. Harbor Blvd., Fullerton, CA 92832

Account Name: NOCCCD Clearing Fund

Account #: XXXXX-X2727

Type: Checking Account

Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account which is cleared out every month with a single check sent to the County.

This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.

Authorized (two signatures required)

Signatures: Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Cheryl Marshall, Kashmira Vyas

Account Name: NOCCCD Workers' Compensation Account

Account #: XXXXXXXX7030

Type: Checking Account

Purpose: This revolving cash account of \$50,000 is maintained for payment of Workers' Compensation claims.

Hazelrigg Claims Management Services Inc. (HCMS)

Authorized (two signatures required)

Signatures: (Checks greater than \$2,000 must also have a third signature.)

Fred Williams, Kashmira Vyas, Tami A. Oh, Arlene Hazelrigg, Dan Madrigal

East West Bank**9300 Flair Drive, Suite 106, El Monte, CA 91731**

Account Name: Cypress College Bursar's Office
Account #: XX-XXXX1940
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

Local Agency Investment Fund (LAIF)**P. O. Box 942809, Sacramento, CA 94209-0001**

Account Name: LAIF
Account #: XX-X0-009
Type: Investment Account
Authorized Password required; transfers only to and from the District's Clearing
Signatures: Account or directly with the Orange County Treasurer's Office.
Fred Williams, Kashmira Vyas, Ivy Hwee, Cheryl Marshall

NuVision Federal Credit Union**7812 Edinger Ave, Huntington Beach, CA 92647**

Account Name: Cypress College Bursar's Office
Account #: XXXXXXXXX-XX3841 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

SchoolsFirst Federal Credit Union**P. O. Box 11547, Santa Ana, CA 92711-1547**

Account Name: Community College Foundation of North Orange County
Account #: XX0626
Type: Savings Account
Purpose: This is a holding account for revenue generated from contributions to special scholarship funds and general unrestricted foundation funds.
Authorized (two signatures required)
Signatures: Kai Stearns Moore, Terry Cox, Kashmira Vyas, Chelsea Salisbury

Account Name: Cypress College Bursar (ASB)
Account #: XXXX93-40
Type: CD
Purpose: CDs are rolled over usually on alternating three year terms to be used for A.S. approved expenditures if needed. These numbers change with renewal.

Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXX93-41 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

SchoolsFirst Federal Credit Union (continued)
P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Cypress College Foundation
Account #: XX4605
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do, Howard Kummerman

Account Name: North Orange County Community College District - Fullerton College
Account #: XX2554
Type: CD
Purpose: CDs are rolled over usually on alternating three year terms to be used for A.S. approved expenditures if needed. Numbers change with renewal.
Authorized: (two signatures required)
Signatures: Cyndi Grein, Linh Quan, Catalina Olmedo

Union Bank
445 S. Figueroa Street, 8th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Clearing Account
Account #: XXXXX6063
Type: Checking Account
Purpose: All tuition and lab fees are deposited in this account.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Savings Account
Account #: XXXXXX6071
Type: Savings Account
Purpose: Holding funds from previously issued student refund checks which have expired.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Union Bank
1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: NOCCCD Fullerton College
Account #: XXXXXX6098
Type: Checking Account
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.
Authorized: (two signatures required)
Signatures: Cyndi Grein, Linh Quan, Rodrigo Garcia, Catalina Olmedo

Union Bank (continued)

1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: Cypress College General
Account #: XXXXXX6101
Type: Checking Account
Purpose: General checking account used for Associated Students account, club accounts, Bookstore, Food Services, Bursar's Office, and Bursar holding accounts, CRPA, and Financial Aid Loan Fund.
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Credit Card Depository
Account #: XXXXXX6128
Type: Checking Account
Purpose: Clearing account for all credit card activities
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXXXX4668 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Foundation
Account #: XXXXXX6136
Type: Checking Account
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do, Howard Kummerman

Union Bank

445 S. Figueroa Street, 16th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) Revolving Fund
Account #: XXXXX7182
Type: Checking Account
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.
Authorized Signatures: (two signatures required)
Cheryl Marshall, Fred Williams, Jenney Ho, Kashmira Vyas
Irma Ramos, Julie Kossick

**Wells Fargo Bank
1300 SW Fifth Avenue, Ste 2500, Portland, OR 97201**

Account Name: North Orange County Community College District, Alliance of Schools for Cooperative Insurance Program as Agent
Account #: XXXXXX5354
Type: Commercial Checking Account Public Funds
Purpose: This revolving cash account of \$25,000 is maintained for payment of self-insurance claims.
Authorized Signatures: (two signatures required) Checks over \$5,000 require District approval prior to issuance.
Fred Williams, Kashmira Vyas, Tami A. Oh, Fritz Heirich, Lynn Tuong, Jeff Grubbs

**Wells Fargo Bank, N.A. (through the Treasurer's Office)
3440 Flair Drive, 5th Floor, El Monte, CA 91731**

Account Name: County of Orange, Department of Education, Accounts Payable
Account #: XXXXXX8619
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Checking/Depository Account
Purpose: Checking account used for operations including disbursement to vendors, payroll and financial aid.
Authorized Signatures for Checks: (two signatures required)
Fred Williams, Chery Marshall
Authorized Signatures for Wire Transfers: (two signatures required)
Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Cheryl Marshall, Kashmira Vyas

Account Name: County Superintendent of Schools
Account #: XXXXXX5122
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Investment/Depository Account
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.

Authorized Signatures: Transactions are managed by the Department of Education.

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Ryan Bent President of the Board of Trustees of the North Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a Regular Meeting thereof held on October 13, 2020, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 13th day of October, 2020.

President of the Board of Trustees

3.b.8

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 13, 2020	Information	_____ X
		Enclosure(s)	_____ X
SUBJECT:	Public Self-Insurer's Annual Report for Fiscal Year 2019-20		

BACKGROUND: As the District is self-insured for its Workers' Compensation program, it is a requirement to submit a Public Self-Insurer's Annual Report to the State of California, Department of Industrial Relations, Division of Self-Insurance Plans. This report contains workers' compensation financial information such as the amount incurred (total reserve amount), paid to date, and future liability. According to Labor Code Section 3702.6(b), the Board must be informed of the total liabilities reported in the Public Self-Insurer's Annual Report for Fiscal Year 2019-20. The funding of these liabilities is in compliance with the requirements of the Government Accounting Standards Board Publication 10.

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

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6540, Insurance.

FUNDING SOURCE AND FINANCIAL IMPACT: A liability accrual is included in the Self-Insurance Fund to recognize estimated potential future workers' compensation liabilities.

RECOMMENDATION: It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2019-20 and acknowledge the Estimated Future Liability of \$1,633,244 as reported to the State of California, Department of Industrial Relations, Division of Self-Insurance Plans.

Fred Williams

Recommended by

Approved for Submittal

3.c

Item No.



Public Self Insurers ER Annual Report

For Fiscal Year 2019-20

September 16, 2020
North Orange County Community College District
1830 W Romney Ave
Anaheim, CA 92801 1819

FORM AR-2 (1-2016)

State of California

Employer

General Information:

Certificate Number	7561	Period Of Report	Annual
(Period) From	07/01/2019	(Period) To	06/30/2020

Master Certificate Holder:

Name	North Orange County Community College District		
Address 1	1830 W Romneya Ave		
Address 2		FTIN	95-2394131
City	Anaheim	State	CA Zip 92801 1819
State of Incorporation			

State of California

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 3,751

Total Wages and Salaries Paid \$172,901,931

Addressed Correspondence For Related Self-Insurance Matters:

Company Name North Orange County Community College District

Name Tami Oh

Title District Director of Risk Management

Phone (714) 808-4779

Fax (714) 808-4744

Email Address toh@nocccd.edu

Address 1 1830 W. Romneya Drive

Address 2

City Anaheim

State CA **Zip** 92801

Web Site

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

	Insurance Company Name	Policy Number	Policy Issue Date
1)	Safety National Casualty Corporation	SP4060546	07/01/2019
	Attachment 19-20 Certificate of Insurance.pdf		
	Retention Limit \$500,000		

3) Do you carry an aggregate(stop loss) workers' compensation insurance policy? No

Certification By Authorized Representative:

Company Name North Orange County Community College District

Name Tami Oh

Title District Director of Risk Management

Phone (714) 808-4779

Fax (714) 808-4744

Email Address toh@nocccd.edu

Address 1 1830 W. Romneya Drive

Address 2

City Anaheim

State CA **Zip** 92801

Name of Person Legally Responsible for this Electronic Signature:

Tami Oh (Date/Time of Signature) - 09/09/2020 17:17

State of California

Report Location Number:

Identification of Location

Certificate Holder

7561-01-347 A

HAZELRIGG CLAIMS MANAGEMENT SERVICES at
CHINO HILLS

North Orange County Community College District

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2019	To Date-	06/30/2020
		Incurred Liability		Paid To Date		Future Liability	
Date	#	Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2020 reported prior to 2015/16	10	\$930,150	\$2,359,684	\$834,294	\$1,281,648	\$95,856	\$1,078,036
2) Open and closed Liabilities							
A) All Cases reported in 2015/16	33	\$25,891	\$108,084	\$25,891	\$81,771	\$0	\$26,313
2015/16 Cases open	1	\$2,160	\$38,326	\$2,160	\$12,013	\$0	\$26,313
B) All Cases reported in 2016/17	23	\$46,445	\$151,023	\$31,382	\$82,677	\$15,063	\$68,346
2016/17 Cases open	2	\$42,861	\$119,304	\$27,798	\$50,958	\$15,063	\$68,346
C) All Cases reported in 2017/18	37	\$104,332	\$231,655	\$102,331	\$141,621	\$2,001	\$90,034
2017/18 Cases open	5	\$24,349	\$150,425	\$22,348	\$60,391	\$2,001	\$90,034
D) All Cases reported in 2018/19	35	\$71,292	\$141,903	\$9,232	\$102,290	\$62,060	\$39,613
2018/19 Cases open	5	\$71,292	\$97,868	\$9,232	\$58,255	\$62,060	\$39,613
E) All Cases reported in 2019/20	28	\$54,871	\$197,063	\$38,477	\$57,535	\$16,394	\$139,528
2019/20 Cases open	12	\$54,871	\$176,052	\$38,477	\$36,524	\$16,394	\$139,528

	\$ Indemnity	\$ Medical
SUBTOTAL	\$191,374	\$1,441,870
TOTAL		\$1,633,244

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2019/20 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

	\$ Indemnity	\$ Medical
	\$143,668	\$229,624

5) Number of MEDICAL-ONLY Cases Reported in 2019/20

12

6) Number of INDEMNITY Cases Reported in 2019/20

16

7) Total of 5 and 6 (Also entered in 2E above)

28

8) Total Number of open Indemnity Cases (All Years)

34

9) Number of Fatality Cases Reported In 2019/20

0

10) (a) Number of FY 2019/20 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2019/20

3

10) (a) Number of non-FY 2019/20 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2019/20

0

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

\$0

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

\$0

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: NOCCCD Open Indmernity 06302020.pdf

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Idemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

Instructions To Claims Administrator For Specific Excess Insurance

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0".

\$

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Certification

Administrating Agency's Certificate Number 347

Or Self Administered

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name HAZELRIGG CLAIMS MANAGEMENT SERVICES

Name Dan Madrigal

Phone (909) 606-6373

Fax

Email Address dan@hazelriggclaims.com

Address 1 15345 Fairfield Ranch Rd #250

Address 2

City Chino Hills

State CA

Zip 91709

Name of Person Legally Responsible for this Electronic Signature:

Dan Madrigal (Date/Time of Signature) - 09/16/2020 10:37

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: October 13, 2020 Information _____
Enclosure(s) _____
SUBJECT: Agreement with MAAS Companies for
Fullerton College Project Support

BACKGROUND: On September 9, 2020, SB 115 was signed by Governor Newsome to jumpstart state construction projects. As a result, funding for Fullerton College's Music/Drama Complex became available a year earlier than originally planned, necessitating additional support to manage the accelerated architect selection and design process, historic contractor prequalification, and M&O and Chapman/Newell Instructional Building coordination while the campus staff Capital Projects Team continues to manage the on-going construction of the Instructional Building and Central Plant and bidding for construction of the 300/500 Renovation. Since there is an immediate need for this support on a limited time basis, Fullerton and District staff requested temporary support from an experienced architect or owner's representative to ensure that Fullerton maximizes the benefit of the unexpected state funds.

Staff reviewed resumes provided by MAAS Companies and unanimously determined to retain Clifford Stokes. Mr. Stokes has previously provided architectural services support and third party review to Fullerton for development of historic architect prequalification documentation.

Mr. Stokes is a registered architect in the state of California and has over 30 years of experience as an owner's representative, managing a wide variety of projects in healthcare, life science, light industrial and higher education work ranging in value from \$100,000 to \$300,000,000. He has a proven track record of successfully delivering projects using varied delivery methods (Design-Build, CM-At Risk, CM-Multi Prime, and Design-Bid-Build) and believes the success of any project relies on the team, the working relationships they develop and not the delivery method. Mr. Stokes's hourly rate is \$162. His fee will be billed per services rendered. The Campus Projects Team requires his support as soon as possible on a part-time basis, hoping to leverage his expertise full-time starting in November for up to eight (8) additional months.

It is recommended for the District to enter into a consultant agreement with MAAS Companies at an hourly rate of \$162 for architectural consulting services from October 14, 2020 through July 31, 2021 for an amount not to exceed \$185,000. Should there be a further need for the consultant's services, the District and MAAS Companies ("Parties") shall have the option to renew the agreement for an additional six (6) months. The Parties mutually understand that the agreement may be terminated by either party upon thirty (30) days' written notice.

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The project management fee at an hourly rate of \$162 to be paid to MAAS Companies shall be paid from Capital Outlay Funds.

RECOMMENDATION: Authorization is requested to enter into a consultant agreement with MAAS at an hourly rate of \$162 for architectural consulting services from October 14, 2020 through July 31, 2021 for an amount not to exceed \$185,000. Should there be a further need for the consultant's services, the District and MAAS Companies ("Parties") shall have the option to renew the agreement for an additional six (6) months. The Parties mutually understand that the agreement may be terminated by either party upon thirty (30) days' written notice. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 13, 2020

SUBJECT: Subscription agreement with Civitas for College Scheduler

Action	X
Resolution	
Information	
Enclosure(s)	

BACKGROUND: College Scheduler provides a platform that empowers students to easily build a class schedule and register for classes that is a vast improvement over the current scheduling and registration process. Students are able to customize their schedule to include breaks and other obligations like work, sports or family in a graphical interface that is optimized for use on all devices including mobile devices. Analytic tools allow the campuses to better predict and plan course offerings based on demand and provide side by side scheduling options for counselors and other support staff. College Scheduler can pre-load required courses based on students' educational plan to help keep students on track to on-time degree completion. It generates options for students and reduces student frustration with registration with one-click registration.

The District started to review this product for our students almost three years ago. Recently, with the transitioning to online and remote teaching and learning as well as student support, there is renewed interest in providing an intuitive, easy-to-use registration and schedule planning tool for our students. College Scheduler by Civitas fits this bill nicely. In addition, Civitas is willing to offer this solution to our students gratis for the first two years of a five-year commitment and waiving all professional services fees.

<u>APPLICATION SUBSCRIPTIONS</u>			
<u>Product</u>	<u>Start Date</u>	<u>End Date</u>	<u>Annual Fee (USD)</u>
College Scheduler + In-App	10-14-2020	10-13-2022	\$0.00
College Scheduler + In-App	10-14-2022	10-13-2025	\$80,000.00
Total Subscription Fees			\$240,000.00

<u>IMPLEMENTATION SERVICES</u>	
<u>Product</u>	<u>One-Time Fee (USD)</u>
College Scheduler + In-App ISF	\$0.00
Total Implementation Service Fees	\$0.00

<u>PROFESSIONAL & CONSULTING SERVICES</u>	
<u>Product</u>	<u>Net Total (USD)</u>
Standard Training & Support Plan	<i>Included</i>
Total Professional Service Fees	\$0.00

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

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 6330, Purchasing/Warehouse, and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: We will be requesting one-time funding from the Council on Budget and Facilities. If one-time funds are not allocated, the campuses have agreed to cover the costs on a proportionate basis based on the Resource Allocation Model (RAM).

RECOMMENDATION: Authorization is requested to enter into an agreement with Civitas for the implementation, support, and maintenance of College Scheduler for a total cost of \$240,000 for five years from October 2020 to October 2025. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to issue a purchase order on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution
SUBJECT: North Orange Continuing Education – Information
Launch Your Career Partnership Enclosure(s)
Agreement

BACKGROUND: North Orange Continuing Education is the fiscal agent for the Orange County Regional Work-Based Learning and Job Placement (OCWBLJP) project funded by Strong Workforce Program. The project is a collaborative effort among all nine Orange County community colleges and NOCE (10 schools), students, community partners, and employers engaged in developing a seamless platform to meet the needs of job seekers, employers and the region.

Launch Your Career partners with colleges to scale the skillset of students launching a job or internship search, especially for students who have little to no industry/business connections. Based on research only twenty (20%) percent of jobs and internships in the United States are advertised. The remaining eighty (80%) percent are filled each year without ever being advertised. The student success rate of applying online was 1-5% depending on the industry, however, during the COVID-19 pandemic the success rate has decreased to about 0-1%. Launch Your Career will provide certified coaching workshops to train staff and faculty throughout the Orange County Region; unlimited licenses to the Career Launch Academy Micro-Learning Program, and the corresponding workbooks. NOCE’s pilot of this program has led to a 96% increase in student self-confidence toward making industry connections and gaining employment; 93% of students reported greater gains in their Business Communication skills, i.e. making small talk, asking smart questions, active listening, etc.; 89% of students reported gains in their ability to write effectively and skillfully to a business audience; and 91% of students reported gains in their intentional networking skills, i.e. strategic research, requesting a career conversation, being opportunistic, etc. Launch Your Career Academy has been vetted by The Career Leadership Collective as a Sole Provider of this type of training and service.

The OCWBLJP workgroup approved funding to enter into an agreement with Launch Your Career. The total cost of this region-wide service which includes: a Certified Coaching Program, unlimited student licenses, 9,000 workbooks, a dedicated partnership coordinator, and survey/outcome data \$470,000 for a three-year contract starting October 14, 2020 through October 13, 2023.

This item was prepared by Raine Hambly, Director of Career Technical Education.

How does this relate to the five District Strategic Directions? This item responds to Direction #1. The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses; and 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 is submitted in accordance with Board Policy 3280: Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The contract and service is part of the Regional Strong Workforce Orange County Work-Based Learning and Job Placement project and paid for by the Regional Strong Workforce funds awarded to NOCCCD North Orange Continuing Education.

RECOMMENDATION: Authorization is requested to enter into an agreement with Launch Your Career to purchase a subscription in the amount of \$470,000 for a three-year subscription starting October 14, 2020, through October 13, 2023.

Fred Williams

Recommended by

Approved for Submittal

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution _____
Information _____
SUBJECT: Fullerton College Donations Enclosure(s) _____

BACKGROUND: Businesses and individuals frequently make monetary donations or donate supplies and equipment that are of value to Fullerton College and its instructional programs.

This agenda item was submitted by Dr. Greg Schulz, President, Fullerton College.

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 is in compliance with Board Policy 3820, Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary and supplies/equipment donations to Fullerton College will assist with expenses associated with the Fullerton College instructional programs and departments which would otherwise be funded through the division budgets.

RECOMMENDATION: Authorization is requested for Fullerton College to accept the following donations:

To the Fullerton College Library/Learning Resources and Instructional Support Programs & Services Division:

- (4) *Cartons of Miscellaneous Art Books – Kathleen Nauer*

To the Fullerton College Fine Arts Division, Music Department:

- *Sheet Music – Jennifer Hart*

To the Fullerton College Office of Communications:

- (5) *\$10 gift certificates and (5) backpacks for a student social media giveaway - Ubatuba Acai Fullerton*

Fred Williams

Recommended by

Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	October 13, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Cypress College Curriculum Matters		

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

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

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

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

How does this relate to Board Policy: This item is in compliance with Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2020, Fall 2021, and Spring 2021. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

CYPRESS COLLEGE CURRICULUM
Board Agenda
October 13, 2020
(DCCC approved September 18, 2020)

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
AC/R100 C	Prin of Therm. Dyn./Heat Tra	Fall 20
AC/R106 C	Electricity for A/C & Refrg II	Fall 20
AC/R110 C	Air Conditioning I	Fall 20
AC/R120 C	Piping Practice/Tools & Safety	Fall 20
AC/R140 C	Plumbing Principles/Practices	Fall 20
AC/R210 C	Commercial Refrigeration	Fall 20
AC/R220 C	Intro to Air Conditioning Cont	Fall 20
AC/R230 C	Heat Pumps	Fall 20
ACR020 C	Auto Detail/Car Care-Beg	Fall 20
ACR021 C	Advanced Auto Detailing	Fall 20
ACR050 C	ACR/Special Projects	Fall 20
ACR101 C	Auto Collision Repair Tech I	Fall 20
ACR102 C	Auto Collision Repair Tech II	Fall 20
ACR103 C	Auto Collision Repair Tech III	Fall 20
ACR104 C	Auto Collision Repair Tech IV	Fall 20
ACR107 C	Refinishing Technician I	Fall 20
ACR108 C	Refinishing Technician II	Fall 20
ACR109 C	Refinishing Technician III	Fall 20
ACR113 C	Comp Auto Damage Appraisal	Fall 20
ACR130 C	Electrical Sys and Comp Repair	Fall 20
ACR160 C	Collision Repair Management	Fall 20
ANTH299 C	Anthropology Independent Study	Fall 20
ART114 C	Modern Art History	Fall 20
ART120 C	Two-Dimensional Design	Fall 20
ART121 C	Three-Dimensional Design	Fall 20
ART122 C	Introduction to Digital Art	Fall 20
ART123 C	Color Theory	Fall 20
ART130 C	Introduction to Printmaking	Fall 20
ART131 C	Intermediate Printmaking	Fall 20
ART146 C	Beginning Sculpture	Fall 20
ART147 C	Intermediate Sculpture	Fall 20
ART150 C	Ceramics Handbuilding	Fall 20
ART152 C	Technical/Conceptual Ceramics	Fall 20
ART153 C	Ceramic Studio Exploration	Fall 20
ART154 C	Ceramic Aesthetics & Finishes	Fall 20
ART174 C	Jewelry Design	Fall 20
ART175 C	Metalsmithing	Fall 20
ART185 C	Beginning Life Drawing	Fall 20
ART186 C	Intermediate Life Drawing	Fall 20
ART187 C	Advanced Life Drawing	Fall 20
ART191 C	Life Painting	Fall 20
ART193 C	Portrait Painting	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
ART194 C	Beginning Painting	Fall 20
ART195 C	Intermediate Painting	Fall 20
ART196 C	Advanced Painting	Fall 20
ART197 C	Beg Watercolor Painting	Fall 20
ART244 C	Illustration	Fall 20
ART246 C	Advanced Illustration	Fall 20
ART299 C	Independent Study	Fall 20
ASTR116HC	Honors Intro to Astronomy	Fall 20
AT101 C	Survey of the Automobile	Fall 20
AT120 C	Auto Engine Repair/Machining	Fall 20
AT130 C	Auto Chassis and Brake Systems	Fall 20
AT140 C	Auto Drivetrains/Transmissions	Fall 20
AT150 C	Auto Performance/Driveability	Fall 20
AT209 C	Toyota Portfolio TPORT	Fall 20
AT210 C	T-TEN Internal Comb Engines	Fall 20
AT213 C	Toyota Portfolio II TPORT (II)	Fall 20
AT223 C	T-TEN Trans Driveline Elec Drv	Fall 20
AT260 C	T-TEN Toyota Electrical Sys	Fall 20
AT281 C	Intro to Elec-Hybrid Vehicles	Fall 20
AT295 C	Automotive Internship	Fall 20
ATC190 C	Flight Training-Private Pilot	Fall 20
ATC193 C	Flight Trng-Flight Instructor	Fall 20
ATC194 C	Flight Trng Instrument Rating	Fall 20
ATC195 C	Flight Trng Commercial Pilot	Fall 20
ATC196 C	Flight Simulator Private Pilot	Fall 20
ATC197 C	Flight Simulator Instrument	Fall 20
ATC198 C	Flight Simulator Commercial	Fall 20
ATC199 C	Flight Simulator Instructor	Fall 20
BIOL122 C	Marine Biology	Fall 20
BIOL174 C	Biology of Cells and Tissues	Fall 20
BIOL175 C	Evolution and Biodiversity	Fall 20
BIOL210 C	Anatomy and Physiology	Fall 20
BIOL220 C	Medical Microbiology	Fall 20
BIOL276 C	Ecology and Physiology	Fall 20
BIOL277 C	Genetics	Fall 20
CHEM100 C	Chemistry for Daily Life	Fall 20
CHEM101 C	Chem for Health Sci Majors I	Fall 20
CHEM107 C	Preparation for General Chem	Fall 20
CHEM111AC	General Chemistry I	Fall 20
CHEM111BC	General Chemistry II	Fall 20
CHEM201 C	Chem for Health Sci Majors II	Fall 20
CHEM211AC	Organic Chemistry I	Fall 20
COMM105 C	Interpersonal Communication	Fall 20
COMM120 C	Intercultural Communication	Fall 20
COMM124 C	Small Group Communication	Fall 20
COMM135 C	Argument and Critical Thinking	Fall 20
COMM138 C	Forensics	Fall 20
COMM238 C	Forensics	Fall 20
COMM299 C	Communication Independent Stud	Fall 20
COUN120 C	The History of Dis in the U.S.	Fall 20
COUN299 C	Counseling - Independent Study	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
CTRP033 C	Internship: Agency Services	Fall 20
CTRP034 C	Internship: Court Services	Fall 20
CTRP039 C	Internship-Legal Transcription	Fall 20
CTRP040 C	Beg. Machine Shorthand Theory	Fall 20
CTRP041 C	Court Reporting Theory Review	Fall 20
CTRP042 C	Machine Shorthand Speed Bldg 1	Fall 20
CTRP043 C	Machine Shorthand Speed Bldg 2	Fall 20
CTRP044 C	Machine Shorthand Speed Bldg 3	Fall 20
CTRP045 C	Machine Shorthand Speed Bldg 4	Fall 20
CTRP050 C	CSR/RPR Directed Practice	Fall 20
CTRP051 C	Court/Conf. Reporting: Legal	Fall 20
CTRP052 C	Court/Conf. Rptg: Medical	Fall 20
CTRP053 C	Court/Conf. Rptg:Congressional	Fall 20
CTRP054 C	Two/Four Voice Testimony	Fall 20
CTRP055 C	Court/Conf. Rptg: Jury Charge	Fall 20
CTRP056 C	Court/Conf. Rptg: Jury Charge	Fall 20
CTRP065 C	Advanced CAT Systems	Fall 20
CTRP067 C	Basic Vocabulary Development	Fall 20
CTRP068 C	Adv. Vocabulary Development	Fall 20
CTRP071 C	Legal Terminology & Rhetoric	Fall 20
CTRP073AC	Spelling for Modern Business	Fall 20
CTRP073BC	Punctuation - Court Reporting	Fall 20
CTRP073CC	Formatting, Style & Usage	Fall 20
CTRP078 C	Internship: Medical Reporting	Fall 20
CTRP079 C	Internship- CART	Fall 20
CTRP080 C	Internship: Law Office	Fall 20
CTRP081 C	Internship - Court Reporting	Fall 20
CTRP083 C	Comp. Aided Trans: Stenograph	Fall 20
CTRP086 C	Internship - Proofreading	Fall 20
CTRP087 C	Internship - Hearing Reporter	Fall 20
CTRP088 C	Internship - Captioning	Fall 20
CTRP089 C	Court & Conf. Rptg.: Lit. II	Fall 20
CTRP090 C	Court/Conf. Rptg: Literary	Fall 20
CTRP094 C	Expert Testimony-Prof Reporter	Fall 20
CTRP095 C	Realtime Writing-Prof Reporter	Fall 20
CTRP096 C	Court & Conf. Rptg.:Lit. III	Fall 20
CTRP097 C	Internship - Scoping/Editing	Fall 20
CTRP099 C	Court Rptg. Independent Study	Fall 20
DA016 C	Dental Materials	Fall 20
DA061 C	Oral Anatomy/Dental Assisting	Fall 20
DA062 C	Preventive Dental Health-Basic	Fall 20
DA063 C	Chairside Assisting I	Fall 20
DA065 C	Radiology/Dental Assisting	Fall 20
DA066 C	Radiology II/Dental Assisting	Fall 20
DANC100 C	Intro to Dance Appreciation	Fall 20
DANC105 C	Ballet I	Fall 20
DANC106 C	Ballet II	Fall 20
DANC107 C	Modern Dance I	Fall 20
DANC108 C	Modern Dance II	Fall 20
DANC111 C	Jazz Dance I	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
DANC112 C	Jazz Dance II	Fall 20
DANC113 C	Tap Dance I	Fall 20
DANC114 C	Tap Dance II	Fall 20
DANC115 C	Hip Hop Dance	Fall 20
DANC116 C	Ballet III	Fall 20
DANC117 C	Modern Dance III	Fall 20
DANC137 C	Latin and Swing Dance	Fall 20
DANC151 C	Dance and Technology	Fall 20
DANC202 C	Elements of Choreography	Fall 20
DANC205 C	Dance Ensemble	Fall 20
DANC299 C	Dance Independent Study	Fall 20
DH101 C	Dental Anatomy & Morphology	Fall 20
DH104 C	Oral Health Assessment	Fall 20
DH106 C	Radiology Tech-Hygienists	Fall 20
DH109 C	Pre-Clinical Dental Hygiene	Fall 20
DH205 C	Oral Embryology and Histology	Fall 20
DH220 C	Clinical Dental Hygiene	Fall 20
DH240 C	Community Oral Health I	Fall 20
DH248 C	Medical/Dental Emergencies	Fall 20
DH250 C	Pharmacology	Fall 20
DH255 C	Dental Anesthesiology	Fall 20
DH260 C	Dental Care for Special Needs	Fall 20
DMS170 C	Sonography Physics	Fall 20
DMS172 C	Sonography Externship	Fall 20
DMS175 C	Abdomen Sonography	Fall 20
DMS195 C	Carotid and Arterial Sonograph	Fall 20
DMS227 C	Clinical Training III	Fall 20
ECON299 C	Economics Independent Study	Fall 20
ENGL299 C	Language Arts Independnt Study	Fall 20
ENGLN01 C	Supervised Tutoring: English	Fall 20
ENGR110 C	Introduction to Engineering	Fall 20
ESL051 C	Intermediate Pronunciation	Fall 20
ESL054 C	Int. Academic Oral Skills NNS	Fall 20
ESL064 C	Adv. Academic Oral Skills NNS	Fall 20
EST100 C	Renewable & Sustainable Energy	Fall 20
ETHS299 C	Ethnic Studies Ind Study	Fall 20
FREN200 C	Conversational French	Fall 20
GEOG299 C	Geography Independent Study	Fall 20
GEOL100HC	Honors Physical Geology	Fall 20
GEOL131 C	Intro to Oceanography Lab	Fall 20
HI299 C	HI Tech Independent Study	Fall 20
HIST299 C	History Independent Study	Fall 20
HRC125 C	Restaurant Management	Fall 20
HRC135 C	Culinary Fundamentals I	Fall 20
HRC136 C	Baking Fundamentals I	Fall 20
HRC145 C	The Art of Garde Manger	Fall 20
HRC152 C	Menu Planning and Purchasing	Fall 20
HRC231 C	Cost Control in Hospitality	Fall 20
HRC232 C	Special Event Management	Fall 20
HRC235 C	Culinary Fundamentals II	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
HRC236 C	Baking Fundamentals II	Fall 20
HRC290 C	Hospitality Career Capstone	Fall 20
HS099 C	Health Science Independnt Study	Fall 20
HS165 C	Ethical and Legal Issues	Fall 20
HS168 C	Patient Care Skills - Open Lab	Fall 20
HS268 C	Patient Care Skills - Open Lab	Fall 20
HUSR210 C	Introductory Fieldwork	Fall 20
HUSR211 C	Advanced Fieldwork	Fall 20
HUSR214 C	Case Mgmt and Document	Fall 20
HUSR221 C	Crisis Intervention & Referral	Fall 20
HUSR222 C	Group Leadership-Group Process	Fall 20
HUSR224 C	Self-Esteem Strategies	Fall 20
HUSR270 C	Introduction to Victimology	Fall 20
HUSR295 C	Cross-Cultural Criminology	Fall 20
JAPN100 C	Spoken Japanese for Beginners	Fall 20
JAPN200 C	Conversational Japanese	Fall 20
JAPN299 C	Japanese Independent Study	Fall 20
JOUR227 C	Student Media Pract III	Fall 20
KIN100 C	Adapted Kin Weight Training	Fall 20
KIN110 C	Surfing	Fall 20
KIN116 C	Swim for Fitness	Fall 20
KIN120 C	Kick-Boxing	Fall 20
KIN121 C	Self Defense	Fall 20
KIN128 C	Yoga-Intermediate	Fall 20
KIN129 C	Vinyasa Yoga	Fall 20
KIN130 C	Yoga	Fall 20
KIN132 C	Hatha Yoga	Fall 20
KIN150 C	Trail Hiking	Fall 20
KIN168 C	Tennis - Beginning	Fall 20
KIN169 C	Tennis - Intermediate	Fall 20
KIN193 C	Soccer	Fall 20
KIN198 C	Athletic Weight Training	Fall 20
KIN203 C	Intercollegiate Basketball-Men	Fall 20
KIN204 C	Intercollegiate Basketball-Wom	Fall 20
KIN210 C	Intercollegiate Soccer-Men	Fall 20
KIN211 C	Intercollegiate Soccer-Women	Fall 20
KIN217 C	Intercollegiate Volleyball-Wom	Fall 20
KIN218 C	Intercollegiate Water Polo-Wom	Fall 20
KIN219 C	Intercollegiate Water Polo - M	Fall 20
KIN240 C	Sports Officiating	Fall 20
KIN242 C	Theory of Coaching Baseball	Fall 20
MAD100 C	Intro to Media Arts Design-Mac	Fall 20
MAD101 C	Intro to Media Arts Design-Win	Fall 20
MAD102 C	Introduction to WEB Design	Fall 20
MAD104 C	Intro to 3D Graphics-Mac	Fall 20
MAD105 C	Intro to 3D Graphics-Win	Fall 20
MAD107 C	Motion Graphics I	Fall 20
MAD116 C	Graphic Design I	Fall 20
MAD117 C	Graphic Design II	Fall 20
MAD118 C	Graphic Design III	Fall 20
MAD180 C	Video Editing-Mac	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
MAD181 C	Video Editing-Win	Fall 20
MAD187 C	Motion Graphics II	Fall 20
MATH010 C	Basic Mathematics	Fall 20
MATH250BC	Linear Alg and Differential EQ	Fall 20
MORT201 C	Funeral Directing	Fall 20
MORT204 C	Funeral Svs Admin II	Fall 20
MORT214 C	Funeral Service Sciences	Fall 20
MORT216 C	Restorative Art	Fall 20
MORT402 C	Funeral Svs Stands of Practice	Fall 20
MORT430 C	Cemetery and Crematory Operati	Fall 20
MORT495 C	Mortuary Jurisprudence	Fall 20
MUS101 C	Music Fundamentals	Fall 20
MUS103 C	Theory I	Fall 20
MUS104 C	Musicianship I	Fall 20
MUS108 C	Intro to Music Technology	Fall 20
MUS176 C	Popular Songwriting	Fall 20
MUS203 C	Theory III	Fall 20
MUS204 C	Musicianship III	Fall 20
MUS205 C	Theory IV	Fall 20
MUS206 C	Musicianship IV	Fall 20
MUS222 C	Audio Production for Film I	Fall 20
MUS225 C	Applied Music	Fall 20
MUS299 C	Music - Independent Study	Fall 20
MUSA111 C	Beginning Voice	Fall 20
MUSA112 C	Intermediate Voice I	Fall 20
MUSA120 C	Beginning Guitar	Fall 20
MUSA130 C	Intro to Piano for Non-Majors	Fall 20
MUSA131 C	Keyboard Skills I	Fall 20
MUSA132 C	Keyboard Skills II	Fall 20
MUSA143 C	Recording Studio Tech I	Fall 20
MUSA222 C	Pop-Comm Guitar Style I	Fall 20
MUSA231 C	Keyboard Skills III	Fall 20
MUSA232 C	Keyboard Skills IV	Fall 20
MUSA243 C	Recording Studio Techniques II	Fall 20
NURS081 C	Selected Topics in Nursing I	Fall 20
NURS082 C	Selected Topics in Nursing II	Fall 20
NURS099 C	Nursing Independent Study	Fall 20
NURS193 C	Intro to Med-Surg/Gero Nursing	Fall 20
NURS197 C	Maternal/Newborn Nursing	Fall 20
NURS291 C	Pharmacology in Nursing III	Fall 20
NURS292 C	Medical-Surgical Nursing II	Fall 20
NURS293 C	Mental Health Nursing	Fall 20
NURS294 C	Geriatric Nursing	Fall 20
NURS295 C	Pharmacology in Nursing IV	Fall 20
NURS296 C	Child and Family Nursing	Fall 20
NURS297 C	Med-Surg Nursing III	Fall 20
PHIL100HC	Honors Intro to Philosophy	Fall 20
PHIL172 C	Critical Thinking and Writing	Fall 20
PHIL175 C	Symbolic Logic	Fall 20
PHIL299 C	Philosophy Independent Study	Fall 20
PHOT101 C	Introduction to Photography	Fall 20

EMERGENCY DISTANCE EDUCATION COURSES		
COURSE	TITLE	EFF DATE
PHOT103 C	Intermediate Photography	Fall 20
PHOT109 C	Portrait Photography	Fall 20
PHOT202 C	Contemporary Photography	Fall 20
PHOT204 C	History of Photography	Fall 20
PHOT215 C	Digital Photography	Fall 20
PHOT219 C	Editorial Photography	Fall 20
PHOT227 C	Retouching/Digital Workflow	Fall 20
PHSC299 C	Phys Sci Indep Study	Fall 20
PHYS201 C	College Physics I	Fall 20
PHYS202 C	College Physics II	Fall 20
PHYS210 C	Physics for Life Sciences I	Fall 20
PHYS211 C	Physics for Life Sciences II	Fall 20
PHYS221 C	General Physics I	Fall 20
PHYS222 C	General Physics II	Fall 20
PHYS223 C	General Physics III	Fall 20
POSC299 C	Pol Sci Independent Study	Fall 20
PSY101HC	Honors Intro to Psychology	Fall 20
PSY202 C	Research Methods in Psychology	Fall 20
PSY299 C	Psychology Independent Study	Fall 20
PT090 C	Leadership Supervision & Ethics	Fall 20
PT120 C	Developmental Disabilities I	Fall 20
PT125 C	Developmental Disabilities II	Fall 20
PT130 C	Mental Disabilities I	Fall 20
PT135 C	Mental Disabilities II	Fall 20
RADT148 C	Radiology Imaging Techniques	Fall 20
RADT150 C	Radiographic Positioning I	Fall 20
RADT197 C	Selected Topics II	Fall 20
RADT255 C	Clinical Internship II	Fall 20
RADT260 C	Fluoroscopy Permit Course	Fall 20
RADT262 C	Cross-Sectional Imaging	Fall 20
SOC299 C	Sociology Independent Study	Fall 20
THEA107HC	Honors Diversity in AmTheater	Fall 20
THEA120 C	Acting I	Fall 20
THEA124 C	Acting II	Fall 20
THEA125 C	Acting III	Fall 20
THEA126 C	Musical Theater Techniques I	Fall 20
THEA127 C	Musical Theater Techniques II	Fall 20
THEA128 C	Acting for the Camera	Fall 20
THEA130 C	Acting Workshop	Fall 20
THEA142 C	Theater Sound and Recording	Fall 20
THEA220 C	Acting IV	Fall 20
THEA226 C	Musical Theater Techniques III	Fall 20
THEA227 C	Musical Theater Techniques IV	Fall 20
THEA228 C	Advanced Acting for the Camera	Fall 20

DEACTIVATE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
HI 204 C	2021 Fall	No longer used in the industry.
HI 220 C	2021 Fall	No longer used in the industry.
HS 098HC	2021 Fall	Not used since 2010.
HS 098IC	2021 Spring	Not used since 2010.
HS 098JC	2021 Fall	Not used since 2010.
HS 098KC	2021 Fall	Not used since 2010

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUSA 116 C Pop-Commercial Piano Style and Technique I Units: 1 Lecture: 1 Laboratory: 1	*New course *Prerequisite: None *Advisory: MUSA 131 C *CSU Transfer	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Spring	This course is part of the commercial music program of study

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 211 C Introduction to Programming Units: 3 Lecture: 3 Laboratory: 1	*Add FSA: A55 (Computer Science)	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Spring	Add FSA A55 -previously board approved 10/9/2018.
DA 058 C Clinical Externship I Units: 1.5 Lecture: .5 Laboratory: 4	*Outline Update *Units from 2 to 1.5 *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	24	Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions: Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Spring	Outline, units, prerequisite revalidated, catalog/schedule description, SLOs and textbooks updated to better reflect course content.
DA 059 C Clinical Externship II Units: 3.5 Lecture: 1 Laboratory: 8	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	24	Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions: Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Spring	Outline, prerequisite revalidated, catalog/schedule description, SLOs and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DA 065 C Radiology/Dental Assisting Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog Description Update *Student Learning Outcomes Update *Textbook Update	24	Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Fall	Outline, prerequisite revalidated, catalog description, SLOs and textbook updated to better reflect course content.
DA 067 C Dental Specialties Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Corequisite added: DA 068 C *Catalog Description Update *Student Learning Outcome Update *Textbook Update	24	Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Fall	Outline, prerequisite revalidated, corequisite added, catalog description, SLOs and textbook updated to better reflect course content. Update in Language Faculty student ratio 1/6 Pit and Fissure Sealants laboratory, pre clinical and clinical.
DA 068 C Chairside Assisting II Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog Description Update *Student Learning Outcome Update *Textbook Update	24	Statement: Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede noted statements in Class Size Document. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Spring	Outline, prerequisite revalidated, catalog description, SLOs and textbook updated to better reflect course content. Instructor Ratio for Laboratory and clinical during coronal polish portion of the course 1 to 6.
DA 069 C Clinical Externship III Units: 2.5 Lecture: 0 Laboratory: 8	*Outline Update *Prerequisite revalidated *Outside class hours from 0 to 36 *Catalog Description Update *Student Learning Outcome Update *Textbook Update	24	Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions: Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Spring	Outline, prerequisite revalidated, outside class hours, catalog description, SLOs and textbook updated to better reflect course content. Gov body name change/update language
ESL 062 C Advanced ESL Grammar 1 Units: 3 Lecture: 3 Laboratory: 0	*Prerequisite added: ESL 107 C *Catalog/Schedule Description Update	30	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. "Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding,	2020 Fall	Prerequisite and catalog/schedule description updated to better reflect course content. Previously board approved 12/1/2018.
ESL 063 C Advanced ESL	*Prerequisite added: ESL 107 C	30	ESL classes are designed to provide specialized instruction and extensive	2020 Fall	Prerequisite and catalog/schedule description

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Grammar 2 Units: 3 Lecture: 3 Laboratory: 0	*Catalog/Schedule Description Update		individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. "Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding,		updated to better reflect course content. Previously board approved 12/1/2018.
ESL 064 C Advanced Academic Oral Skills NNS Units: 2 Lecture: 2 Laboratory: 0	*Prerequisite added: ESL 107 C *Catalog/Schedule Description Update	20	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Class time focuses on individualized instruction, student presentation time, and/or group learning. Students are engage in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Classes at lower levels need more individualized feedback than classes with advanced students	2020 Fall	Prerequisite and catalog/schedule description updated to better reflect course content. Previously board approved 12/1/2018.
ESL 066 C Advanced ESL Reading Units: 3 Lecture: 3 Laboratory: 0	*Prerequisite added: ESL 107 C *Catalog/Schedule Description Update	30	ESL classes are designed to provide specialized instruction and individualized feedback for non-native learners of English. Class time focuses on individualized instruction, student presentation time, and/or group learning.	2020 Fall	Prerequisite and catalog/schedule description updated to better reflect course content. Previously board approved 12/1/2018.
MATH 110PC Math for Prospective Teachers Units: 4 Lecture: 4 Laboratory: 0	*Catalog Description Update	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Catalog Description update to better reflect course content. Previously board approved 6/9/2020.
MATH 115PC Finite Mathematics Units: 4 Lecture: 4 Laboratory: 0	*Catalog Description Update	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Catalog Description update to better reflect course content. Previously board approved 6/9/2020.
MATH 120PC Introduction to Probability and Statistics Units: 4 Lecture: 4 Laboratory: 0	*Catalog Description Update	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	Catalog Description update to better reflect course content. Previously board approved 6/9/2020.
MATH 130PC Survey of Calculus Units: 4	*Catalog Description Update	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal	2021 Fall	Catalog Description update to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Lecture: 4 Laboratory: 0			student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure		Previously board approved 6/9/2020.
MATH 141PC College Algebra Units: 4 Lecture: 4 Laboratory: 0	*Catalog Description Update	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	Catalog Description update to better reflect course content. Previously board approved 6/9/2020.
MATH 142 C Trigonometry Units: 4 Lecture: 4 Laboratory: 0	*Outline Update *Prerequisite revalidated *Prerequisite added: MATH 141 PC *Catalog Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams.	2021 Fall	Outline, prerequisite revalidated, prerequisite added, and catalog description updated to better reflect course content.
MATH 150AC Calculus I Units: 4 Lecture: 4 Laboratory: 0	*Outline Update *Prerequisite revalidated *Prerequisite added: MATH 141 PC *Catalog Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams.	2021 Fall	Outline, prerequisite revalidated, prerequisite added, and catalog description updated to better reflect course content.
MATH N01 C Supervised Tutoring: Math Units: 0 Lecture: 0 Laboratory: 0	*Add distance education	999	This is an open entry lab. Students will receive individualized tutoring based on their needs in their math courses	2020 Fall	Adding distance education. Previously board approved 12/11/2018.
NURS 091 C Strategies-Success in Nursing Units: .5 Lecture: .5 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/ or group learning	2021 Fall	Outline, catalog/schedule description, SLOs and textbook updated to better reflect course content.
NURS 190 C Introduction to Nursing Concepts Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Schedule type added: Lab (4) *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning and simulation. Evaluation through objective exams and writing assignments. Writing assignments are assessed for critical thinking, conceptual understanding, structure and style.	2021 Fall	Outline, schedule type added and textbook updated to better reflect course content.
SOC 292 C Introduction to Criminology Units: 3 Lecture: 3 Laboratory: 0	*SAM code updated from D to E.	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	SAM code updated from D to E. Previously board approved 10/9/2018.

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																																							
Administration of Justice	<p>Administration of Justice Certificate The Administration of Justice Program examines the structure, functions, laws and procedures, and decision-making processes of agencies that deal with crime management, such as police, prosecutors, courts, and correctional facilities. This curriculum offers students the opportunity to learn skills necessary for working with local, state, or federal law enforcement agencies and will demonstrate commitment to the field and provide preparation for transfer and upper-division work. To earn the Administration of Justice Certificate, students must complete the following requirements: (1) a minimum of 18 semester units or 27 quarter units in the major or area of emphasis with a grade of C or better in those courses and have a minimum overall grade point average (GPA) of 2.0. This certificate requires a total of 18-19 units. At least 50% of all course work must be completed at Cypress College. Required Core Courses are listed in suggested sequence (12 units):</p> <table border="1" data-bbox="277 569 922 709"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td>3</td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td>3</td> </tr> <tr> <td>AJ140 C</td> <td>Criminal Investigation</td> <td>3</td> </tr> <tr> <td>AJ160 C</td> <td>Community and the Justice System</td> <td>3</td> </tr> </tbody> </table> <p>Select 6-7 units from the list below:</p> <table border="1" data-bbox="277 751 922 1409"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PSY101 C</td> <td>Introduction to Psychology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY101HC</td> <td>Honors Introduction to Psychology</td> <td>3</td> </tr> <tr> <td>SOC101 C</td> <td>Introduction to Sociology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC101HC</td> <td>Honors Introduction to Sociology</td> <td>3</td> </tr> <tr> <td>SOC102 C</td> <td>Social Problems</td> <td>3</td> </tr> <tr> <td>MATH120 C</td> <td>Introduction to Probability and Statistics</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>PHIL170 C</td> <td>Logic and Critical Thinking</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHIL 170 HC</td> <td>Honors Logic and Critical Thinking</td> <td>3</td> </tr> <tr> <td>PHIL172 C</td> <td>Critical Thinking and Writing</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>18 - 19</td> </tr> </tbody> </table>			Units	AJ110 C	Introduction to Criminal Justice	3	AJ120 C	Concepts of Criminal Law	3	AJ140 C	Criminal Investigation	3	AJ160 C	Community and the Justice System	3			Units	PSY101 C	Introduction to Psychology	3		or		PSY101HC	Honors Introduction to Psychology	3	SOC101 C	Introduction to Sociology	3		or		SOC101HC	Honors Introduction to Sociology	3	SOC102 C	Social Problems	3	MATH120 C	Introduction to Probability and Statistics	4		or		PSY161 C	Probability and Statistics-Social Sciences	4		or		PSY161HC	Honors Probability and Statistics-Social Sciences	4		or		SOC161 C	Probability and Statistics-Social Sciences	4		or		SOC161HC	Honors Probability and Statistics-Social Sciences	4	CIS111 C	Computer Information Systems	3	PHIL170 C	Logic and Critical Thinking	3		or		PHIL 170 HC	Honors Logic and Critical Thinking	3	PHIL172 C	Critical Thinking and Writing	3				Total Units		18 - 19	2020 Fall	Added: PHIL 170HC-previously board approved 1/28/2020
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Anthropology	<p>Archaeology Technician Certificate The Archaeology Technician Certificate consists of a total of 26-28 units in anthropology and related disciplines. Combined, these classes provide basic knowledge and skills useful in the field of CRM (Cultural Resource Management). Although a career in archaeology will likely require at least a bachelor's degree (BA or BS) in Anthropology, this certificate assists students in gaining entry level positions in professional archaeology. To earn this certificate, students must complete the required courses as listed with a grade of C or better. This certificate consists of three sets of classes: required classes (17 units); anthropology electives (3-4 units); and non-anthropology electives (6-7 units). At least 50% of all major course work must be completed at Cypress College. This certificate requires a total of 26-28 units. Required Courses (17 units)</p> <table border="1" data-bbox="277 1751 979 1940"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ANTH101 C</td> <td>Biological Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH 101HC</td> <td>Honors Biological Anthropology</td> <td>3</td> </tr> <tr> <td>ANTH101LC</td> <td>Biological Anthropology Lab</td> <td>1</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> </tbody> </table>			Units	ANTH101 C	Biological Anthropology	3		or		ANTH 101HC	Honors Biological Anthropology	3	ANTH101LC	Biological Anthropology Lab	1	ANTH102 C	Cultural Anthropology	3		or		2020 Fall	Added: GEOL 100 HC- previously board approved 11/12/2019																																																																		
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MODIFY DEGREES/CERTIFICATES

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	ANTH 102HC	Honors Cultural Anthropology	3																																																							
	ANTH103 C	Introduction to Archaeology	3																																																							
	ANTH231 C	Field Course in Archaeology I	3																																																							
	ENGL100 C	College Writing	4																																																							
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	ENGL 100 HC	Honors College Writing	4																																																							
	Anthropology elective courses: Select from the following (3-4 units)																																																									
	ANTH106 C	Human Prehistory and Ancient Civilizations	3																																																							
	ANTH121 C	Native North America	3																																																							
	ANTH232 C	Field Course in Archaeology II	3																																																							
	ANTH299 C	Anthropology Independent Study	1																																																							
	Non-Anthropology elective courses: Select from the following 6-7 units																																																									
	ETHS160 C	Native American History I	3																																																							
	GEOG102 C	Physical Geography	3																																																							
	GEOG130 C	California Geography	3																																																							
	GEOG160 C	Cultural Geography	3																																																							
	GEOG202 C	Field Geography - Physical	1																																																							
	GEOG230 C	Introduction to GIS	3																																																							
	GEOL100 C	Physical Geology	3																																																							
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	GEOL 100HC	Honors Physical Geology	3																																																							
	GEOL103 C	Historical Geology	4																																																							
	GEOL120 C	Geology of California	3																																																							
	Total Units		26-28																																																							
Communication Studies	<p>Communication Certificate The Communication Certificate recognizes a student's achievement in a variety of communication skills including, public speaking, critical thinking, argumentation, group problem solving and decision-making, and interpersonal and intercultural interaction. Communication skills are an intrinsic component of success in both personal and professional relationships and are highly valued by employers in the workplace. To earn this certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16-18 units.</p> <p>Required courses (15 units)</p> <table border="1" data-bbox="272 1178 979 1398"> <thead> <tr> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>COMM100 C</td> <td align="right">Human Communication</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>COMM100HC</td> <td align="right">Honors Human Communication</td> <td align="right">3</td> </tr> <tr> <td>COMM105 C</td> <td align="right">Interpersonal Communication</td> <td align="right">3</td> </tr> <tr> <td>COMM135 C</td> <td align="right">Argument and Critical Thinking</td> <td align="right">3</td> </tr> <tr> <td>COMM120 C</td> <td align="right">Intercultural Communication</td> <td align="right">3</td> </tr> <tr> <td>COMM124 C</td> <td align="right">Small Group Communication</td> <td align="right">3</td> </tr> </tbody> </table> <p>Elective Courses: Select from the following (1-3 units)</p> <table border="1" data-bbox="272 1440 979 1776"> <tbody> <tr> <td>COMM170 C</td> <td align="right">Oral Interpretation of Literature</td> <td align="right">3</td> </tr> <tr> <td>COMM138 C</td> <td align="right">Forensics</td> <td align="right">1 - 2</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>COMM238 C</td> <td align="right">Forensics</td> <td align="right">1 - 2</td> </tr> <tr> <td>COMM110 C</td> <td align="right">Mediated Oral Communication</td> <td align="right">3</td> </tr> <tr> <td>COMM220 C</td> <td align="right">The Rhetoric of the City</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">Or</td> <td></td> </tr> <tr> <td>COMM220HC</td> <td align="right">Honors Rhetoric of the City</td> <td align="right">3</td> </tr> <tr> <td>COMM299 C</td> <td align="right">Communication Independent Study</td> <td align="right">.5 - 2</td> </tr> <tr> <td>Total Units</td> <td></td> <td align="right">16-18</td> </tr> </tbody> </table>				Units	COMM100 C	Human Communication	3		or		COMM100HC	Honors Human Communication	3	COMM105 C	Interpersonal Communication	3	COMM135 C	Argument and Critical Thinking	3	COMM120 C	Intercultural Communication	3	COMM124 C	Small Group Communication	3	COMM170 C	Oral Interpretation of Literature	3	COMM138 C	Forensics	1 - 2		or		COMM238 C	Forensics	1 - 2	COMM110 C	Mediated Oral Communication	3	COMM220 C	The Rhetoric of the City	3		Or		COMM220HC	Honors Rhetoric of the City	3	COMM299 C	Communication Independent Study	.5 - 2	Total Units		16-18	2020 Fall	Corrected COMM 299 C units from 2 to .5-2 Total number of units remain the same- previously board approved 12/10/2019.
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MODIFY DEGREES/CERTIFICATES

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Dance	<p>DANCE TEACHING CERTIFICATE This program is designed to prepare the student to teach dance at private dance studios and community centers. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (13 units):</p> <table border="1" data-bbox="277 401 971 674"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC106 C</td> <td>Ballet II</td> <td>2</td> </tr> <tr> <td>DANC108 C</td> <td>Modern Dance II</td> <td>2</td> </tr> <tr> <td>DANC109 C</td> <td>Dance Improvisation</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC202 C</td> <td>Elements of Choreography</td> <td>2</td> </tr> <tr> <td>DANC116 C</td> <td>Ballet III</td> <td>2</td> </tr> <tr> <td>DANC117 C</td> <td>Modern Dance III</td> <td>2</td> </tr> <tr> <td>DANC230 C</td> <td>Dance Teaching Methodologies</td> <td>3</td> </tr> </tbody> </table> <p>Select from the following (5 units):</p> <table border="1" data-bbox="277 701 971 1331"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC100 C</td> <td>Introduction to Dance Appreciation</td> <td>3</td> </tr> <tr> <td>DANC102 C</td> <td>Pilates Mat Work</td> <td>1</td> </tr> <tr> <td>DANC110 C</td> <td>Adaptive Dance</td> <td>1</td> </tr> <tr> <td>DANC111 C</td> <td>Jazz Dance I</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC112 C</td> <td>Jazz Dance II</td> <td>2</td> </tr> <tr> <td>DANC113 C</td> <td>Tap Dance I</td> <td>1</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC114 C</td> <td>Tap Dance II</td> <td>1</td> </tr> <tr> <td>DANC115 C</td> <td>Hip Hop Dance</td> <td>1</td> </tr> <tr> <td>DANC130 C</td> <td>Afro-Caribbean Dance</td> <td>1</td> </tr> <tr> <td>DANC136 C</td> <td>Middle Eastern Dance</td> <td>1</td> </tr> <tr> <td>DANC137 C</td> <td>Latin and Swing Dance</td> <td>1</td> </tr> <tr> <td>DANC140 C</td> <td>Summer Dance Festival I</td> <td>1.5 - 2</td> </tr> <tr> <td>DANC141 C</td> <td>Performance Class I</td> <td>2 - 3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC142 C</td> <td>Performance Class II</td> <td>2 - 3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC203 C</td> <td>Dance Production I</td> <td>0.5 - 2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC206 C</td> <td>Dance Production II</td> <td>0.5 - 2</td> </tr> <tr> <td>Total Units</td> <td></td> <td>18</td> </tr> </tbody> </table>			Units	DANC106 C	Ballet II	2	DANC108 C	Modern Dance II	2	DANC109 C	Dance Improvisation	2		or		DANC202 C	Elements of Choreography	2	DANC116 C	Ballet III	2	DANC117 C	Modern Dance III	2	DANC230 C	Dance Teaching Methodologies	3			Units	DANC100 C	Introduction to Dance Appreciation	3	DANC102 C	Pilates Mat Work	1	DANC110 C	Adaptive Dance	1	DANC111 C	Jazz Dance I	2		or		DANC112 C	Jazz Dance II	2	DANC113 C	Tap Dance I	1		or		DANC114 C	Tap Dance II	1	DANC115 C	Hip Hop Dance	1	DANC130 C	Afro-Caribbean Dance	1	DANC136 C	Middle Eastern Dance	1	DANC137 C	Latin and Swing Dance	1	DANC140 C	Summer Dance Festival I	1.5 - 2	DANC141 C	Performance Class I	2 - 3		or		DANC142 C	Performance Class II	2 - 3		or		DANC203 C	Dance Production I	0.5 - 2		or		DANC206 C	Dance Production II	0.5 - 2	Total Units		18	2020 Fall	Removed: DANC 139 C Total units remain the same. Previously board approved 6/9/2020
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Dance	<p>DANCE ASSOCIATE IN SCIENCE DEGREE Students will receive a well rounded dance education that will prepare them to transfer as dance majors or to teach, choreograph, and perform at various community and private venues. To earn an Associate Degree students must complete: (1) all major course requirements with a minimum grade of "C"; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.</p> <p>Required Courses</p> <table border="1" data-bbox="277 1709 846 1955"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC 101 C</td> <td>Multicultural Dance in the US</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC 100 C</td> <td>Intro to Dance Appreciation</td> <td>3</td> </tr> <tr> <td>DANC 105 C</td> <td>Ballet I</td> <td>2</td> </tr> <tr> <td>DANC 106 C</td> <td>Ballet II</td> <td>2</td> </tr> <tr> <td>DANCE 107 C</td> <td>Modern Dance I</td> <td>2</td> </tr> <tr> <td>DANC 108 C</td> <td>Modern Dance II</td> <td>2</td> </tr> <tr> <td>DANC 111 C</td> <td>Jazz Dance I</td> <td>2</td> </tr> </tbody> </table>			Units	DANC 101 C	Multicultural Dance in the US	3		or		DANC 100 C	Intro to Dance Appreciation	3	DANC 105 C	Ballet I	2	DANC 106 C	Ballet II	2	DANCE 107 C	Modern Dance I	2	DANC 108 C	Modern Dance II	2	DANC 111 C	Jazz Dance I	2	2020 Fall	Removed: DANC 139 C Total units remain the same. Previously board approved 6/9/2020																																																																					
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Dental Assistant	<p>DENTAL ASSISTING CERTIFICATE</p> <p>This program is designed to enable a student to receive a certificate Dental Assisting. To earn a certificate, students must complete the required course as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 31.5 units.</p> <p>FALL SEMESTER (16 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DA016 C</td> <td>Dental Materials</td> <td>3</td> </tr> <tr> <td>DA061 C</td> <td>Oral Anatomy/Dental Assisting</td> <td>3</td> </tr> <tr> <td>DA062 C</td> <td>Preventive Dental Health-Basics</td> <td>3</td> </tr> <tr> <td>DA063 C</td> <td>Chairside Assisting I</td> <td>3</td> </tr> <tr> <td>DA065 C</td> <td>Radiology/Dental Assisting</td> <td>3</td> </tr> <tr> <td>DA066 C</td> <td>Radiology II/Dental Assisting</td> <td>1</td> </tr> </tbody> </table> <p>SPRING SEMESTER (15.5 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DA058 C</td> <td>Clinical Externship I</td> <td>1.5</td> </tr> <tr> <td>DA059 C</td> <td>Clinical Externship II</td> <td>3.5</td> </tr> <tr> <td>DA067 C</td> <td>Dental Specialties</td> <td>3</td> </tr> <tr> <td>DA068 C</td> <td>Chairside Assisting II</td> <td>3</td> </tr> <tr> <td>DA069 C</td> <td>Clinical Externship III</td> <td>2.5</td> </tr> <tr> <td>DA070 C</td> <td>Dental Office Procedures</td> <td>2</td> </tr> <tr> <td colspan="2">Total Units</td> <td>31.5</td> </tr> </tbody> </table>			Units	DA016 C	Dental Materials	3	DA061 C	Oral Anatomy/Dental Assisting	3	DA062 C	Preventive Dental Health-Basics	3	DA063 C	Chairside Assisting I	3	DA065 C	Radiology/Dental Assisting	3	DA066 C	Radiology II/Dental Assisting	1			Units	DA058 C	Clinical Externship I	1.5	DA059 C	Clinical Externship II	3.5	DA067 C	Dental Specialties	3	DA068 C	Chairside Assisting II	3	DA069 C	Clinical Externship III	2.5	DA070 C	Dental Office Procedures	2	Total Units		31.5	2021 Fall	<p>Course revision: DA 058 C from 2 to 1.5</p> <p>Total units from 32 to 31.5</p>
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Ethnic Studies	<p>Social Justice Studies: Asian American Studies Associate in Arts Degree for Transfer</p> <p>This curriculum is designed to provide an opportunity for the Asian American Studies major to achieve a Social Justice Studies: Asian American Studies Associate in Arts for Transfer (AA-T in Social Justice Studies: Asian American Studies) which completes the first and second year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Asian American Studies or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students successfully completing the AA-T in Social Justice Studies: Asian American Studies will acquire a multidisciplinary and interdisciplinary knowledge base of the Asian American experience in the United States. This degree will allow students to analyze historical themes and contemporary issues among Asian and Pacific Islander Americans while holistically developing a critical, intersectional understanding of race, ethnicity, class, gender, sexuality, and power in American society. The major prepares students for both transfer and graduate studies as well as careers that serve the Asian and Pacific Islander American community in areas/fields such as public and business administration, human and health services, marketing and communications, research and education, politics and government, fine and performing arts and multicultural affairs. To earn an AA-T in Social Justice Studies: Asian American Studies students must complete the following requirements: (1) a minimum of 18 semester units or 27 quarter units in the Social Justice Studies: Asian American Studies major course requirements with a grade of C or better; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements; (3) elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0.</p> <p>Required Courses (9 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> </tbody> </table>			Units	ETHS101 C	American Ethnic Studies	3	2020 Fall	<p>Revised title from Social Justice Studies: Asian Pacific American Studies Associate in Arts Degree for Transfer.</p> <p>Previously board approved 3/10/2020</p>																																							
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Interdisciplinary Studies	<p>Global Studies Associate in Arts for Transfer</p> <p>Our interrelated world requires greater connectivity and collaboration as never before. This interdisciplinary program is designed to increase knowledge and the understanding of the processes of globalization and its impacts on societies, cultures, and environments around the world. The Global Studies program provides the student with a knowledge of critical issues that affect their lives and community, as well as the affairs of other cultures, societies, and nations. Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AA-T in Global Studies for Transfer, students must complete the following requirements:(1) a minimum of 21 semester units or 31.5 quarter units in the major with a grade of C or better; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements;(3) elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0. This degree requires a total of 21 units.</p> <p>Required core courses (6 units):</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>INDS200 C</td><td>Introduction to Global Citizenship Studies</td><td align="right">3</td></tr> <tr><td>INDS201 C</td><td>Global Citizenship Issues</td><td align="right">3</td></tr> </tbody> </table> <p>Select five courses from at least four of the following areas below: (15 units)</p> <p>Culture and Society Area</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>ANTH102 C</td><td>Cultural Anthropology</td><td align="right">3</td></tr> <tr><td></td><td align="center">or</td><td></td></tr> <tr><td>ANTH102HC</td><td>Honors Cultural Anthropology</td><td align="right">3</td></tr> <tr><td>HIST113 C</td><td>World Civilizations II</td><td align="right">3</td></tr> <tr><td></td><td align="center">or</td><td></td></tr> <tr><td>HIST113HC</td><td>Honors World Civilizations II</td><td align="right">3</td></tr> </tbody> </table> <p>Geography Area</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>GEOG100 C</td><td>World Geography</td><td align="right">3</td></tr> <tr><td></td><td align="center">or</td><td></td></tr> <tr><td>GEOG100HC</td><td>Honors World Geography</td><td align="right">3</td></tr> <tr><td>GEOG102 C</td><td>Physical Geography</td><td align="right">3</td></tr> <tr><td>GEOG160 C</td><td>Cultural Geography</td><td align="right">3</td></tr> </tbody> </table> <p>Economics Area</p> <table border="1"> <thead> <tr><th></th><th></th><th>Units</th></tr> </thead> <tbody> <tr><td>ECON100 C</td><td>Principles of Economics-Macro</td><td align="right">3</td></tr> </tbody> </table>			Units	INDS200 C	Introduction to Global Citizenship Studies	3	INDS201 C	Global Citizenship Issues	3			Units	ANTH102 C	Cultural Anthropology	3		or		ANTH102HC	Honors Cultural Anthropology	3	HIST113 C	World Civilizations II	3		or		HIST113HC	Honors World Civilizations II	3			Units	GEOG100 C	World Geography	3		or		GEOG100HC	Honors World Geography	3	GEOG102 C	Physical Geography	3	GEOG160 C	Cultural Geography	3			Units	ECON100 C	Principles of Economics-Macro	3	2020 Fall	Revised CIP code from 99.999 to 30.999-previously board approved 3/10/2020.
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Interdisciplinary Studies	<p>Global Citizenship Studies Associate in Arts Degree As a result of completing this program, students will be able to: 1. Describe key developments in the ongoing processes of globalization, climate change, mono-culturalization, decreasing biodiversity and ongoing social injustices and inequities 2. Analyze the concepts of global and local interdependence with reference to United Nations policies and documents 3. Critically consider and connect political, economic, cultural and ecological challenges as discussed in contemporary news and social media venues 4. Examine and practice strategies for resolution. This degree requires a total of 21 units. To earn an Associate Degree students must complete: (1) 21 units with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements, including the cultural diversity and reading requirements and any elective courses to complete a minimum of 60 units; and, (3) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.</p> <p>Required core courses (6 units)</p> <table border="1"> <tr><td></td><td></td><td align="right">Units</td></tr> <tr><td>INDS200 C</td><td>Introduction to Global Citizenship Studies</td><td align="right">3</td></tr> <tr><td>INDS201 C</td><td>Global Citizenship Issues</td><td align="right">3</td></tr> </table> <p>List A: Select 1 course from each of the 4 areas below: (12 units)</p> <p>Culture and Society Area</p> <table border="1"> <tr><td></td><td></td><td align="right">Units</td></tr> <tr><td>ANTH102 C</td><td>Cultural Anthropology</td><td align="right">3</td></tr> <tr><td></td><td align="center">or</td><td></td></tr> <tr><td>ANTH102HC</td><td>Honors Cultural Anthropology</td><td align="right">3</td></tr> <tr><td>COMM120 C</td><td>Intercultural Communication</td><td align="right">3</td></tr> <tr><td>ETHS101 C</td><td>American Ethnic Studies</td><td align="right">3</td></tr> <tr><td>ETHS 101 HC</td><td>Honors American Ethnic Studies</td><td align="right">3</td></tr> <tr><td>ETHS130 C</td><td>African-American History I</td><td align="right">3</td></tr> <tr><td>ETHS131 C</td><td>African-American History II</td><td align="right">3</td></tr> <tr><td>ETHS151 C</td><td>Chicana-o History I</td><td align="right">3</td></tr> <tr><td>ETHS152 C</td><td>Chicana-o History II</td><td align="right">3</td></tr> <tr><td>ETHS160 C</td><td>Native American History I</td><td align="right">3</td></tr> <tr><td>ETHS161 C</td><td>Native American History II</td><td align="right">3</td></tr> <tr><td>ETHS171 C</td><td>Asian Pacific American History</td><td align="right">3</td></tr> <tr><td>PSY131 C</td><td>Cross-Cultural Psychology</td><td align="right">3</td></tr> </table> <p>Biology and Geography Area</p> <table border="1"> <tr><td></td><td></td><td align="right">Units</td></tr> <tr><td>BIOL103 C</td><td>Environmental Science</td><td align="right">3</td></tr> <tr><td>BIOL107 C</td><td>Nutrition and World Food Issues</td><td align="right">3</td></tr> <tr><td>GEOG100 C</td><td>World Geography</td><td align="right">3</td></tr> <tr><td></td><td align="center">or</td><td></td></tr> <tr><td>GEOG100HC</td><td>Honors World Geography</td><td align="right">3</td></tr> <tr><td>GEOG102 C</td><td>Physical Geography</td><td align="right">3</td></tr> <tr><td>GEOG160 C</td><td>Cultural Geography</td><td align="right">3</td></tr> <tr><td></td><td></td><td></td></tr> </table> <p>Economics and Political Science Area</p>			Units	INDS200 C	Introduction to Global Citizenship Studies	3	INDS201 C	Global Citizenship Issues	3			Units	ANTH102 C	Cultural Anthropology	3		or		ANTH102HC	Honors Cultural Anthropology	3	COMM120 C	Intercultural Communication	3	ETHS101 C	American Ethnic Studies	3	ETHS 101 HC	Honors American Ethnic Studies	3	ETHS130 C	African-American History I	3	ETHS131 C	African-American History II	3	ETHS151 C	Chicana-o History I	3	ETHS152 C	Chicana-o History II	3	ETHS160 C	Native American History I	3	ETHS161 C	Native American History II	3	ETHS171 C	Asian Pacific American History	3	PSY131 C	Cross-Cultural Psychology	3			Units	BIOL103 C	Environmental Science	3	BIOL107 C	Nutrition and World Food Issues	3	GEOG100 C	World Geography	3		or		GEOG100HC	Honors World Geography	3	GEOG102 C	Physical Geography	3	GEOG160 C	Cultural Geography	3				2020 Fall	Add: ETHS 101HC, THEA 107HC, KIN 280HC- -previously board approved 3/10/2020
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	Units		
ECON120 C	International Economics		
POSC215 C	Comparative Politics		
POSC230 C	International Relations		
Humanities Area			
		Units	
DANC101 C	Multicultural Dance in the US		
ENGL208 C	Asian American Literature		
ENGL243 C	Mythology		
ENGL247 C	Multicultural Literature		
ENGL250 C	Latino/a/x Literature		
ENGL255 C	African-American Literature I		
ENGL256 C	African-American Literature II		
ENGL260 C	Survey of Arabic Literature (in translation)		
	or		
ENGL260HC	Honors Survey of Arabic Literature (in translation)		
PHIL101 C	Introduction to Religious Studies		
SOC277 C	Sociology of Religion		
THEA107 C	Diversity in American Theater		
THEA 107 HC	Honors Diversity in American Theater		
List B: Select minimum 1 course from the Career education list below: (3 units)			
		Units	
AJ160 C	Community and the Justice System		
ATC182 C	Cultural Tourism		
EST100 C	Renewable and Sustainable Energy		
HRC265 C	World Culture and Cuisine		
JOUR110 C	Global Media		
KIN280 C	Introduction to Public Health		
KIN280HC	Honors Introduction to Public Health		
KIN281 C	Health and Social Justice		
KIN281HC	Honors Health and Social Justice		
KIN285 C	Global and Community Health		
Total Units		21	

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DEGREE		EFF DATE	JUSTIFICATION																																																																																																																																	
Interdisciplinary Studies	<p>Global Citizenship Studies Certificate As a result of completing this certificate program, students will be able to: 1. Describe key developments in the ongoing processes of globalization, climate change, mono-culturalization, decreasing biodiversity and ongoing social injustices and inequities 2. Analyze the concepts of global and local interdependence with reference to United Nations policies and documents 3. Critically consider and connect political, economic, cultural and ecological challenges as discussed in contemporary news and social media venues 4. Examine and practice strategies for resolution. This certificate requires a total of 21 units.</p> <p>Required core courses (6 units):</p> <table border="1" data-bbox="277 468 943 556"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>INDS200 C</td> <td>Introduction to Global Citizenship Studies</td> <td>3</td> </tr> <tr> <td>INDS201 C</td> <td>Global Citizenship Issues</td> <td>3</td> </tr> </tbody> </table> <p>List A: Select 1 course from each of the 4 areas below: (12 units)</p> <p>Culture and Society Area (3 units):</p> <table border="1" data-bbox="277 627 927 1050"> <tbody> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH 102HC</td> <td>Honor Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>COMM120 C</td> <td>Intercultural Communication</td> <td>3</td> </tr> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ETHS 101HC</td> <td>Honors American Ethnic Studies</td> <td>3</td> </tr> <tr> <td>ETHS130 C</td> <td>African-American History I</td> <td>3</td> </tr> <tr> <td>ETHS131 C</td> <td>African-American History II</td> <td>3</td> </tr> <tr> <td>ETHS151 C</td> <td>Chicana-o History I</td> <td>3</td> </tr> <tr> <td>ETHS152 C</td> <td>Chicana-o History II</td> <td>3</td> </tr> <tr> <td>ETHS160 C</td> <td>Native American History I</td> <td>3</td> </tr> <tr> <td>ETHS161 C</td> <td>Native American History II</td> <td>3</td> </tr> <tr> <td>ETHS171 C</td> <td>Asian Pacific American History</td> <td>3</td> </tr> <tr> <td>PSY131 C</td> <td>Cross-Cultural Psychology</td> <td>3</td> </tr> </tbody> </table> <p>Biology and Geography Area (3 units):</p> <table border="1" data-bbox="277 1100 927 1291"> <tbody> <tr> <td>BIOL103 C</td> <td>Environmental Science</td> <td>3</td> </tr> <tr> <td>BIOL107 C</td> <td>Nutrition and World Food Issues</td> <td>3</td> </tr> <tr> <td>GEOG100 C</td> <td>World Geography</td> <td>3</td> </tr> <tr> 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<td>ENGL247 C</td> <td>Multicultural Literature</td> <td>3</td> </tr> <tr> <td>ENGL255 C</td> <td>African-American Literature I</td> <td>3</td> </tr> <tr> <td>ENGL260 C</td> <td>Survey of Arabic Literature (in translation)</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL 260 HC</td> <td>Honors Survey of Arabic Literature (in translation)</td> <td>3</td> </tr> <tr> <td>ENGL256 C</td> <td>African-American Literature II</td> <td>3</td> </tr> <tr> <td>PHIL101 C</td> <td>Introduction to Religious Studies</td> <td>3</td> </tr> <tr> <td>SOC277 C</td> <td>Sociology of Religion</td> <td>3</td> </tr> <tr> <td>THEA107 C</td> <td>Diversity in American Theater</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>THEA 107 HC</td> <td>Honors Diversity in American Theater</td> <td>3</td> </tr> </tbody> </table> <p>List B: Select minimum 1 course from Career Education list below: (3 units)</p>			Units	INDS200 C	Introduction to Global Citizenship Studies	3	INDS201 C	Global Citizenship Issues	3	ANTH102 C	Cultural Anthropology	3		or		ANTH 102HC	Honor Cultural Anthropology	3	COMM120 C	Intercultural Communication	3	ETHS101 C	American Ethnic Studies	3		or		ETHS 101HC	Honors American Ethnic Studies	3	ETHS130 C	African-American History I	3	ETHS131 C	African-American History II	3	ETHS151 C	Chicana-o History I	3	ETHS152 C	Chicana-o History II	3	ETHS160 C	Native American History I	3	ETHS161 C	Native American History II	3	ETHS171 C	Asian Pacific American History	3	PSY131 C	Cross-Cultural Psychology	3	BIOL103 C	Environmental Science	3	BIOL107 C	Nutrition and World Food Issues	3	GEOG100 C	World Geography	3		or		GEOG 100HC	Honors World Geography	3	GEOG102 C	Physical Geography	3	GEOG160 C	Cultural Geography	3	ECON120 C	International Economics	3	ECON260 C	Economic Geography	3	POSC215 C	Comparative Politics	3	POSC230 C	International Relations	3	DANC101 C	Multicultural Dance in the US	3	ENGL208 C	Asian American Literature	3	ENGL243 C	Mythology	3	ENGL247 C	Multicultural Literature	3	ENGL255 C	African-American Literature I	3	ENGL260 C	Survey of Arabic Literature (in translation)	3		or		ENGL 260 HC	Honors Survey of Arabic Literature (in translation)	3	ENGL256 C	African-American Literature II	3	PHIL101 C	Introduction to Religious Studies	3	SOC277 C	Sociology of Religion	3	THEA107 C	Diversity in American Theater	3		or		THEA 107 HC	Honors Diversity in American Theater	3	2020 Fall	Add: THEA 107 HC- previously board approved 1/28/2020
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MODIFY DEGREES/CERTIFICATES

DEGREE				EFF DATE	JUSTIFICATION																																							
	AJ160 C	Community and the Justice System	3																																									
	ATC182 C	Cultural Tourism	3																																									
	EST100 C	Renewable and Sustainable Energy	3																																									
	HRC265 C	World Culture and Cuisine	3																																									
	JOUR110 C	Global Media	3																																									
	KIN280 C	Introduction to Public Health	3																																									
		or																																										
	KIN 280HC	Honors Introduction to Public Health	3																																									
	KIN281 C	Health and Social Justice	3																																									
		or																																										
	KIN 281 HC	Honors Health and Social Justice	3																																									
	KIN285 C	Global and Community Health	3																																									
	Total Units		21																																									
Kinesiology	<p>Public Health Associate in Science Degree for Transfer This curriculum is designed to provide an opportunity for the Public Health major to achieve an Associate in Science in Public Health for Transfer (AS-T in Public Health) which completes the first- and second-year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Public Health or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students with a degree in Public Health may pursue careers in a variety of health-related professions with employment opportunities in private, state, federal, corporate, and non-profit sector. The completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. To earn an AS-T in Public Health students must complete the following requirements: (1) 32.5 to 33 semester units or 48.75 to 49.5 quarter units in the Public Health major, (2) earn a grade of C or better in all courses required for the major or area of emphasis, (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) obtainment of a minimum grade point average (GPA) of 2.0.</p> <p>Required Core Courses: 29.5-30 units</p> <table border="1" data-bbox="272 1577 971 1934"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN284 C</td> <td>Contemporary Personal Health</td> <td>3</td> </tr> <tr> <td>KIN280 C</td> <td>Introduction to Public Health</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN280HC</td> <td>Honors Introduction to Public Health</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> <tr> <td>MATH120 C</td> <td>Introduction to Probability and Statistics</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> </tbody> </table>					Units	KIN284 C	Contemporary Personal Health	3	KIN280 C	Introduction to Public Health	3		or		KIN280HC	Honors Introduction to Public Health	3	BIOL231 C	General Human Anatomy	4	BIOL241 C	General Human Physiology	4	MATH120 C	Introduction to Probability and Statistics	4		or		PSY161 C	Probability and Statistics-Social Sciences	4		or		PSY161HC	Honors Probability and Statistics-Social Sciences	4		or		2020 Fall	Revised title from Public Health Associate in Science Degree for Transfer-previously board approved 6/9/2020.
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PSY161HC	Honors Probability and Statistics-Social Sciences	4																																										
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MODIFY DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
	SOC161 C	Probability and Statistics-Social Sciences	4	
		or		
	SOC161HC	Honors Probability and Statistics-Social Sciences	4	
	BIOL101 C	General Biology	4	
		or		
	BIOL101HC	Honors General Biology	4	
	CHEM101 C	Chemistry for Health Science Majors I	4.5	
		or		
	CHEM111AC	General Chemistry I	5	
	PSY101 C	Introduction to Psychology	3	
		or		
	PSY101HC	Honors Introduction to Psychology	3	
	List A: Select one course (3 units)			
			Units	
	ECON105 C	Principles of Economics-Micro	3	
	ECON105HC	Honors Principles of Economics	3	
	ECON100 C	Principles of Economics-Macro	3	
	ECON100HC	Honors Principles of Economics	3	
	HRC100 C	Nutrition	3	
	HUSR240 C	Drugs and Alcohol in Our Society	3	
	KIN235 C	First Aid, CPR and Emergencies	3	
	KIN270 C	Nutrition Science and Application	3	
	KIN270HC	Honors Nutrition: Science and Application	3	
	KIN281 C	Health and Social Justice	3	
	KIN281HC	Honors Health and Social Justice	3	
	PSY120 C	Human Sexuality	3	
	SOC101 C	Introduction to Sociology	3	
	SOC101HC	Honors Introduction to Sociology	3	
	Total Units		32.5 - 33	
Photography	Creative Photo Arts Certificate			
	The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18.5 to 19 units.			
	Required Courses (18.5-19 units)			
			Units	
	PHOT101 C	Introduction to Photography	3	
	PHOT202 C	Contemporary Photography	3	
	ART166 C	Contemporary Art Studio	3	
	PHOT220 C	Alternative Photo Processes I	3	
	PHOT204 C	History of Photography	3	
	PHOT219 C	Editorial Photography	3	
	PHOT149 C	Photo Laboratory Studies II	.5-1	
	Total Units		18.5-19	
				2020 Fall
				Corrected PHOT 149 C units from 2 to .5-1. revised total number of units to 18.5-19 from 20 -previously approved 12/10/2019.

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																											
Photography	<p>UAV/UAS Drone Photography and Video Certificate</p> <p>This certificate program will provide students with extensive knowledge of the quickly growing UAV / UAS Drone industry. Students will learn everything from equipment selection and operation, to aerial photography and video. They will gain experience flying drones and learn safety as well as operational techniques. Finally, they will become familiar with the many job opportunities that await an experienced drone operator and photographer. To earn this certificate, complete the required courses as listed with a grade of C or better. At least 50% of all major course work must be completed at Cypress College. This certificate requires a total of 15-16 units.</p> <p>Required Courses (15-16 units)</p> <table border="1" data-bbox="277 506 971 772"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC160 C</td> <td>UAV/UAS Basic</td> <td>3</td> </tr> <tr> <td>PHOT103 C</td> <td>Intermediate Photography</td> <td>3</td> </tr> <tr> <td>GEOG230 C</td> <td>Introduction to GIS</td> <td>3</td> </tr> <tr> <td>PHOT148 C</td> <td>Photo Laboratory Studies I</td> <td>.5-1</td> </tr> <tr> <td>PHOT 149 C</td> <td>Photo Laboratory Studies II</td> <td>.5-1</td> </tr> <tr> <td>PHOT235 C</td> <td>Drone Photography and Video</td> <td>3</td> </tr> <tr> <td>PHOT236 C</td> <td>UAV Flight Lab - Photography</td> <td>2</td> </tr> <tr> <td colspan="2">Total Units</td> <td>15-16</td> </tr> </tbody> </table>			Units	ATC160 C	UAV/UAS Basic	3	PHOT103 C	Intermediate Photography	3	GEOG230 C	Introduction to GIS	3	PHOT148 C	Photo Laboratory Studies I	.5-1	PHOT 149 C	Photo Laboratory Studies II	.5-1	PHOT235 C	Drone Photography and Video	3	PHOT236 C	UAV Flight Lab - Photography	2	Total Units		15-16	2020 Fall	Corrected PHOT 148 C units from 2 to .5-1 and added PHOT 149 C, revised total number of units from 15 to 15-16-previously board approved 12/10/2019.
		Units																												
ATC160 C	UAV/UAS Basic	3																												
PHOT103 C	Intermediate Photography	3																												
GEOG230 C	Introduction to GIS	3																												
PHOT148 C	Photo Laboratory Studies I	.5-1																												
PHOT 149 C	Photo Laboratory Studies II	.5-1																												
PHOT235 C	Drone Photography and Video	3																												
PHOT236 C	UAV Flight Lab - Photography	2																												
Total Units		15-16																												
Spanish	<p>Spanish Associate in Arts for Transfer</p> <p>This curriculum is designed to provide an opportunity for the Spanish major to achieve a Spanish Associate in Arts Degree for Transfer (AA-T in Spanish) which completes the first and second year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Spanish or a similar major at a California State University (CSU) campus. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). Students should meet with a counselor regularly to discuss the best option for them. This AA-T in Spanish is designed to provide the student with a fundamental understanding and acquisition of knowledge in the Spanish discipline. The AA-T in Spanish includes (1) the development of reading skills in order to comprehend and interpret social, cultural, and literary authentic texts; (2) the development of speaking skills in order to discuss social, cultural, and literary topics; and (3) the development of writing skills in order to write analytically on professional, academic, and societal issues. The curriculum includes courses in first and second year Spanish, Chicano Studies, and Latin American History. Given the ever-increasing Latino population in California and nation-wide, fluency in Spanish has value in a number of fields, such as customer service, marketing, and public relations. Those who pursue degrees in Spanish can pursue K-12 and college level teaching as career. To earn an AA-T in Spanish students must complete: (1) A minimum of 22-25 semester units or 33-37.5 quarter units in the Spanish major with a minimum grade of "C"; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental/General Education Transfer Curriculum (CSU IGETC); (3) Completion of 60 semester or 90 quarter units of CSU transferable coursework; and (4) have an overall GPA of 2.0.</p> <p>Required Core Courses:</p> <p>Non-Native Speakers Core (18 units):</p> <table border="1" data-bbox="277 1625 971 1766"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>SPAN101 C</td> <td>Elementary Spanish I</td> <td>5</td> </tr> <tr> <td>SPAN102 C</td> <td>Elementary Spanish II</td> <td>5</td> </tr> <tr> <td>SPAN203 C</td> <td>Intermediate Spanish III</td> <td>4</td> </tr> <tr> <td>SPAN204 C</td> <td>Intermediate Spanish IV</td> <td>4</td> </tr> </tbody> </table> <p>Native Speakers Core (10 units, plus 2 courses from substitution course list or List A below for a minimum of 16 core units):</p> <table border="1" data-bbox="277 1822 971 1879"> <tbody> <tr> <td>SPAN201 C</td> <td>Spanish for Spanish Speakers I</td> <td>5</td> </tr> <tr> <td>SPAN202 C</td> <td>Spanish for Spanish Speakers II</td> <td>5</td> </tr> </tbody> </table> <p>Note: If the Spanish faculty assess a student as placing out of a Core Course, a substitute course from the CSU Transferable list below, or List A, can be used to meet the core minimum unit requirement.</p>			Units	SPAN101 C	Elementary Spanish I	5	SPAN102 C	Elementary Spanish II	5	SPAN203 C	Intermediate Spanish III	4	SPAN204 C	Intermediate Spanish IV	4	SPAN201 C	Spanish for Spanish Speakers I	5	SPAN202 C	Spanish for Spanish Speakers II	5	2020 Fall	Revised total number of units from 20-23 to 22-25- previously board approved 12/10/2019.						
		Units																												
SPAN101 C	Elementary Spanish I	5																												
SPAN102 C	Elementary Spanish II	5																												
SPAN203 C	Intermediate Spanish III	4																												
SPAN204 C	Intermediate Spanish IV	4																												
SPAN201 C	Spanish for Spanish Speakers I	5																												
SPAN202 C	Spanish for Spanish Speakers II	5																												

MODIFY DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
Substitution Courses:				
ANTH102 C	Cultural Anthropology	3		
or				
ANTH102HC	Honors Cultural Anthropology	3		
ANTH105 C	Introduction to Linguistic Anthropology	3		
COMM120 C	Intercultural Communication	3		
ETHS101 C	American Ethnic Studies	3		
or				
ETHS101HC	Honors American Ethnic Studies	3		
ETHS150 C	Introduction to Chicana-o Studies	3		
ETHS151 C	Chicana-o History I	3		
or				
ETHS152 C	Chicana-o History II	3		
GEOG160 C	Cultural Geography	3		
HIST143 C	History of Latin America II	3		
HIST163 C	History of Mexico	3		
SOC101 C	Introduction to Sociology	3		
or				
SOC101HC	Honors Introduction to Sociology	3		
SOC225 C	Sociology of Women	3		
List A: Required for Native and Non-Native speakers.				
Select a minimum of one course (4-5 units) from the following:				
CHIN101 C	Elementary Chinese-Mandarin I	5		
CHIN102 C	Elementary Chinese-Mandarin II	5		
FREN101 C	Elementary French I	5		
FREN102 C	Elementary French II	5		
FREN203 C	Intermediate French III	4		
FREN204 C	Intermediate French IV	4		
JAPN101 C	Elementary Japanese I	5		
JAPN102 C	Elementary Japanese II	5		
JAPN203 C	Intermediate Japanese III	4		
JAPN204 C	Intermediate Japanese IV	4		
Total Units			22 - 25	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: October 13, 2020 Information _____
Enclosure(s) X
SUBJECT: North Orange County Education
Curriculum Matters

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

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

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

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Spring 2021. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President, and it has been approved by the District Curriculum Coordinating Committee.

Valentina Purtell
Recommended by

Approved for Submittal

4.b.1
Item No.

North Orange Continuing Education

2020-2021

Pending Board approval on October 13, 2020.
 Approved by District Curriculum Coordinating Committee on September 18, 2020.
 Approved by North Orange Continuing Education Curriculum Committee on June 9, August 25,
 September 8, 2020.

~~ New Courses ~				
Crs Id	Title	Hours	Justification	Effective Term
CTE				
WFPR 100	Career Skills and Resource Lab	18-180	To provide students with a place to receive assistance with their homework, employability skills and industry specific skills. Provide access to technology.	Spring 2021
WFPR 101	Virtual Career Skills and Resource Lab	36	To provide online students with the same access to resources and academic support as face-to-face students.	Spring 2021

~~ Revised Courses ~~				
Crs Id	Title	Hours	Justification	Effective Term
Skills/ High School				
IHSS 102	High School English 3	14-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 106	High School US History	14.4-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 107	High School US Government	14-72	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 109	High School World History	14-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 111	High School Economics	14.4-72	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 123	High School Biology	14-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 124	High School Health	14.4-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
IHSS 174	High School Literature	14-144	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021

North Orange Continuing Education
2020-2021

CTE- Computer Software				
MS 105	Excel, Introduction	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed and textbook.	Spring 2021
MS 106	Access, Introduction	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed and textbook.	Spring 2021
MS 107	Access, Intermediate	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
MS 119	PowerPoint, Introduction	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed and textbook.	Spring 2021
MS 134	Microsoft Word, Intermediate	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed and textbook.	Spring 2021
MS 143	Microsoft Publisher, Introduction	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
MS 144	Microsoft Word, Introduction	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed and textbook.	Spring 2021
MS 160	MS Office Overview	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
MS 165	Microsoft Excel, Power User Skills	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
CTE- Office Technology				
O TEC 091	Computer Basics	12	Add DE Addendum for Distance Education. Update COR to reflect DE as needed	Spring 2021
O TEC 92	Software Essentials	12	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
O TEC 105	Microsoft Outlook Fundamentals	12	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
O TEC 110	Business Math for Office Technology	24	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
O TEC 111	Customer Relation Management	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
O TEC 210	Computer Concepts and Applications I	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021

North Orange Continuing Education
2020-2021

OTEC 211	Computer Concepts and Applications II	60	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
OTEC 212	Computer Concepts and Applications III	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
OTEC 225	MS Office Integrated Projects	36	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
CTE- Management				
BMGR 410	Elements of Supervision	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 412	Management Skills I	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 415	Written Communication-Business	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 417	Effective Business Presentations	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 421	Successful Negotiations	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 423	Introduction to Employment Law	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 430	Marketing Principles	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 431	Finance Non-Financial Mangr	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 452	Understanding Business Contracts	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021
BMGR 610	Management Skills II	18	Add DE Addendum for Distance Education. Update COR to reflect DE as needed.	Spring 2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
October 13, 2020

LEAVE OF ABSENCE

@00006407	CC	Dental Hygiene Instructor Family Medical Leave (FMLA/FFCRA) (100%) Paid Leave Using FFCRA Until Exhausted; Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/31/2020-09/03/2020
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Trittin, James	CC	Column 2, Step 3
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Oo, Jennifer	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 08/28/2020-09/19/2020
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Patrick-Norng	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 08/28/2020-09/19/2020
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Ramos, Larry	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 13 hours Eff. 06/02/2020 – 07/07/2020
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
October 13, 2020

RETIREMENT

Tran, Kimberly FC Financial Aid Technician (100%)
PN FCC675
Eff. 10/31/2020

RESIGNATION

Pham, Thomas AC Buyer II
12-month position (100%)
Eff. 10/22/2020
PN DEC966

NEW PERSONNEL

Hurtado, Hailie NOCE Student Services Specialist
11-month position (100%)
Range 36, Step B
Classified Salary Schedule
Eff. 10/14/2020
PN SCC839

Valdez, Kristel CC Executive Assistant III
12-month position (100%)
Range 30C, Step G
Confidential Salary Schedule
Eff. 10/15/2020
PN CCN999

PROMOTION

Domingo, Diana CC Administrative Assistant I
12-month position (100%)
PN CCC842

To: Administrative Assistant II
11-month position (100%)
Range 36, Step B
Classified Salary Schedule
Eff. 10/19/2020
PN CCC951

Classified Personnel
October 13, 2020

VOLUNTARY CHANGES IN ASSIGNMENT

Tucker, Rachael	FC	Clerical Assistant I (40%)
		Extension of Temporary Increase in Percentage
		From: 40%
		To: 100%
		Eff. 01/01/2021 – 06/30/2021

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Santillan, Carolina	FC	Administrative Assistant I (100%)
		6% Stipend
		Eff. 10/01/2020 – 03/31/2021

NEW CLASSIFIED JOB DESCRIPTION

Dental Hygiene Clinical Technician
Range 36
Classified Salary Schedule

Dental Hygiene Services Assistant
Range 36
Classified Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dental Hygiene Clinical Technician	Range:	36
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Division Dean and the Dental Hygiene Program Director, perform clinical duties and other technical assignments in support of the Dental Hygiene Clinic and coordinate the operational functions of all clinic, laboratory, and sterilization areas.

ESSENTIAL FUNCTIONS

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

1.	Maintain and stock rooms, clinic, laboratory, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices; implement OSHA and HIPAA policies and procedures; monitor OSHA and radiation safety compliance.
2.	Provide clinic support and other duties of a technical nature; provide assistance to the instructional staff by setting up equipment, displays, and supplies and monitoring laboratories.
3.	Provide clinic support to students by sterilizing, organizing, and distributing student instruments.
4.	Assist the program in all aspects of infection control within the clinic and laboratory facility; perform a full range of duties related to dental equipment cleaning, storage, and maintenance as well as instrument sterilization; direct and instruct in the proper use of sterilizers.
5.	Perform and monitor spore tests, water line tests, and radiation monitoring (dosimetry) badges along with maintaining test result reports.
6.	Assist program director in maintenance of clinic/laboratory procedures manuals and OSHA Safety Data Sheets.
7.	Oversee and maintain inventory of clinic supplies; identify materials, equipment, and supplies that meet academic specifications; reorder and purchase dental supplies, lab materials, and dental radiology supplies and materials as necessary; arrange for proper storage and disposal of chemicals and sharp items; replenish clinic forms.
8.	Use and operate a variety of technical equipment including sterilizers, x-ray machines, digital radiography, x-ray processors, intra oral camera, ultrasonic scalers, AIRFLOW, and related equipment.
9.	Establish and maintain working relationships with internal and external constituents including equipment repair personnel, maintenance staff, and vendors; obtain quality control samples, schedule demonstrations, and prepare for salespersons visits and similar duties.
10.	Schedule and coordinate the maintenance, calibration, and repair of clinic facility and equipment. Perform routine functions normally accomplished by other support staff in their absence; attends meetings as assigned; perform general clerical duties as needed.
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.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Dental Hygiene Clinical Technician maintains frequent contact with various District and College departments and staff, faculty, students, outside vendors, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; two (2) years college-level coursework related to area of assignment

Minimum two (2) years of dental office (back office) 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

Associates Degree or equivalent

California Registered Dental Assistant or Certified Dental Assistant

Bilingual in Spanish

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 pertinent laws, rules, regulations, policies, and procedures relating to Dental Hygiene clinic. operations including OSHA, OSAP, HIPAA and other health and safety regulations.

Knowledge of medical or dental terminology ok

Knowledge of infection control principles and practices including sterilization techniques and practices.

Knowledge of technical aspects of field of specialty.

Knowledge of the proper operation of sterilizers and related dental hygiene equipment.

Knowledge of record-keeping techniques.

Knowledge of modern office practices, procedures and equipment.

Knowledge of interpersonal skills using tact, patience, and courtesy.

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

Ability to ensure the care and security of assigned equipment, specialized materials, and supplies.

Ability to plan, prepare, maintain, and organize dental equipment, materials, and supplies for clinical use.

Ability to issue and receive equipment and supplies.

Ability to provide information and assistance to students and staff regarding the operation, use, and care of equipment in the Dental Hygiene clinic.

Ability to interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.

Ability to express technical concepts and ideas effectively.

Ability to demonstrate competence in the fields of specialty.

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

Ability to maintain confidentiality.
Ability to work independently with little direction.
Ability to plan, organize, and prioritize work to meet schedules and timelines.
Ability to maintain accurate records and prepare reports.
Ability to analyze situations and adopt effective courses of action.
Ability to operate a variety of office equipment including a computer.
Ability to work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Ability to establish and maintain effective working relationships with others, including those contacted in the course of work.
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, both orally and in writing.

TRAINING REQUIREMENTS

Completion of eight (8) hour Infection Control Training
Bloodborne Pathogens
CPR and First Aid Certification with AED

WORKING CONDITIONS

Dental clinic environment and in the classrooms and laboratories of the Dental Hygiene Program; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Ability to lift and carry 25 pounds such as paper and reports and to bend and reach to retrieve and file supplies, equipment, and documents. Possible exposure to dental materials, Bloodborne pathogens, chemicals, and/or aerosols.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dental Hygiene Services Assistant	Range:	36
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Division Dean and the Dental Hygiene Program Director, this position assists with coordinating daily Dental Hygiene front office operation of clinic facilities and is responsible for performing a variety of specialized technical clerical duties.

ESSENTIAL FUNCTIONS

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

1.	Perform a variety of detailed and complex secretarial and clerical duties, such as data entry, records maintenance, filing, processing and distribution of mail, maintaining office supplies and equipment, in support of the dental clinic within established rules and regulations; respond to inquiries requiring judgment, knowledge and explanation of policies; answer telephone calls; screen and direct calls; schedule appointments and maintain patient recall; greet and process patients.
2.	Provide supportive services for student recruitment and admission activities.
3.	Prepare and maintain dental electronic charts in accordance with established procedures; contacts appropriate personnel to assist with medical emergencies; process various accident reports; type routine correspondence, memos, letters, forms, records, and other information; and assist with the development of course materials.
4.	Greet and provide information and assistance in person, via email or on the telephone to students, patients, staff, visitors and the public regarding the dental programs and clinic.
5.	Prepare and process electronic signatures for required dental forms, verify data for accuracy, completeness and compliance within established procedures; enter data into computer system; maintain confidential files, data and records.
6.	Collect and account for patient fees and other monies received; maintain ledgers and other financial records as assigned, prepare deposits for cash and checks, monitor and reconcile daily and monthly clinic receipts.
7.	Develop and maintain standard program documents such as forms, flyers, program policies and procedures manual in collaboration with the Program Director and faculty.
8.	Attend meetings as assigned; perform routine functions normally accomplished by other support staff in their absence; perform general clerical duties as needed.
9.	Assist Director in confidential student, staff and/or program related matters; maintain student records and preparation of accreditation documents.
10.	Assist in preparation of data and reports to the state, federal, and regulatory agencies in order to maintain licensure, certifications and accreditation. Maintain currency on state and federal regulations and compliance laws.
11.	Maintain, track, and record completed student treatment procedures in the patient management software; schedule and assist students and faculty with patient management software; and perform month and year end closing.
12.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
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.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Dental Hygiene Service Assistant maintains frequent contact with various District and College departments and staff, faculty, students, outside vendors, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Minimum two (2) years of dental office (patient-facing) 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

Associates Degree or equivalent

California Registered Dental Assistant or Certified Dental Assistant

Bilingual in Spanish

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 pertinent laws, rules, regulations, policies, and procedures relating to Dental Hygiene clinic operations including OSHA, OSAP, HIPAA and other health and safety regulations.

Knowledge of principles and practices of dental hygiene.

Knowledge of effective methods of working with the public.

Knowledge of effective written and oral skills.

Knowledge of basic research and evaluation methods.

Knowledge of computer applications such as Word, Excel, e-mail, and internet browsers.

Knowledge of basic filing methods.

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

Knowledge of general secretarial skills and techniques.

Knowledge of organizational and prioritization skills.

Knowledge of accurate recordkeeping operations and guidelines.

Knowledge of math procedures for computation purposes.

Knowledge of dental office practices, procedures, and equipment.

Knowledge of record keeping techniques.

Knowledge of interpersonal skills using tact, patience, and courtesy.

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

Knowledge of telephone techniques and etiquette.
Ability and desire to work cordially and effectively with students, staff, faculty, and the general public.
Ability to show initiative, poise, good judgment, and tact.
Ability to be oriented in customer service.
Ability to maintain confidentiality.
Ability to be detail oriented.
Ability to be dependable in attendance and punctuality.
Ability to be flexible in assuming other assignments as the need arises.
Ability to possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty, and the general public.
Ability to perform receptionist and clerical duties.
Ability to provide information in a clear and understandable manner.
Ability to work independently with constant interruptions.
Ability to provide good customer service.
Ability to learn office policies, rules, and practices.
Ability to understand and follow oral and written directions.
Ability to meet schedules and timelines.
Ability to maintain records and prepare accurate reports.
Ability to communicate effectively both orally and in writing.
Ability to establish and maintain cordial, cooperative, and effective working relationships with others.
Ability to learn District processes and procedures, rules, laws, and regulations.
Ability to learn District programs and services offered to students.
Ability to read and interpret and maintain currency of knowledge of applicable state and federal laws, rules, and regulations.
Ability to be efficient and well organized.
Ability to enter and retrieve computer information accurately.
Ability to keep files current, accurate and in order.
Ability to comply with requested data, reports, and fiscal operations.

SPECIAL REQUIREMENTS

None

TRAINING REQUIREMENTS

Bloodborne Pathogens
CPR and First Aid Certification with AED

WORKING CONDITIONS

Dental office environment and in the classrooms and laboratories of the Dental Hygiene Program; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Ability to lift and carry 25 pounds such as paper and reports and to bend and reach to retrieve and file supplies, equipment, and documents.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
October 13, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alrubaya, Wasan	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/23/2020
Andrade, Maritza	CC	Project Expert	STEM Professional Expert	20	09/28/2020	12/18/2020
Angelov, Katalin	CC	Technical Expert II	Strong Workforce Media Arts Design Live Entertainment Recording	4	09/30/2020	12/18/2020
Bauer, Jill	CC	Technical Expert I	ESL Level Norming Project	10	09/23/2020	12/31/2020
Cail, Kyari	FC	Project Coordinator	Umoja Program Coordinator	26	09/25/2020	12/18/2020
Cail, Kyari	FC	Project Coordinator	Umoja Program Coordinator	26	01/19/2021	03/26/2021
Cail, Kyari	FC	Project Coordinator	Umoja Program Coordinator	26	04/05/2021	06/30/2021
Cavazzi, Bentley	NOCE	Project Manager	ESL Distance Learning Education	11	08/17/2020	12/21/2020
Cherney, Julia	CC	Technical Expert	Perkins V Health Science	4	10/19/2020	12/15/2020
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Dougherty, Shadow	CC	Project Expert	LIFE Program Leaders	26	10/01/2020	12/18/2020
Estrada, Steven	CC	Project Expert	Development of Faculty Coaches Training – Title V Grant	10	05/10/2020	06/30/2020
Flores-Fregozo, Ana	FC	Project Expert	Review and Revise Schedule Documents and Software	26	02/08/2021	03/27/2021
Flores-Fregozo, Ana	FC	Project Expert	Review and Revise Schedule Documents and Software	26	04/12/2021	06/19/2021
Gabourie, Lillian	CC	Technical Expert II	Mental Health Counselor for Student Health Center	12	09/21/2020	06/30/2021
Gould, Sam	Cc	Technical Expert II	Wellness Activities and Newsletter	10	09/23/2020	12/23/2020
Graves, Gary	FC	Technical Expert II	Guided Pathways Planning	20	09/01/2020	12/31/2020
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Guthrie, Frank	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Harris, Charles	CC	Project Expert	FITE Program Leader	26	10/01/2020	12/18/2020
Heredia, Erik	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/24/2020

Professional Experts
October 13, 2020

Herrera, Alex	CC	Technical Expert II	DE Equivalency Reviewer	4	07/01/2020	07/08/2020
Ison, John	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Juarez, Lizbeth	NOCE	Project Expert	Tracking of equipment and textbook purchases for WIOA Grant	26	10/01/2020	12/18/2020
Juarez, Lizbeth	NOCE	Project Expert	Tracking of equipment and textbook purchases for WIOA Grant	26	01/13/2021	04/16/2021
Lacuesta, George	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/23/2020
Larez, Jennie	CC	Technical Expert II	E-DE Five Hour Trainer	15	08/05/2020	12/30/2020
Lee, Juliet	NOCE	Project Expert	CAEP Data Infrastructure Specialist	26	10/05/2020	12/23/2020
Lynch, Candace	NOCE	Technical Expert I	ESL Course Alignment	7	08/17/2020	12/18/2020
Lynch, Candace	NOCE	Technical Expert I	ESL Course Alignment	7	01/19/2021	05/28/2021
Mata, Lauren	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/23/2020
McCormick, Steve	CC	Technical Expert I	Perkins V Tourism	10	10/05/2020	05/22/2021
Niyondagara, Alice	NOCE	Technical Expert I	ESL Course Alignment	7	08/17/2020	12/18/2020
Niyondagara, Alice	NOCE	Technical Expert I	ESL Course Alignment	7	01/19/2021	05/28/2021
Ocampo, Ana	NOCE	Project Coordinator	Translator for Love & Logic Parenting	26	09/28/2020	12/12/2020
Owens, Susan	CC	Project Expert	FITE Program Leader	26	10/01/2020	12/18/2020
Patino, Gabriela	NOCE	Project Expert	DSS Wise Program Job Coach	26	09/14/2020	11/20/2020
Peters, Jeremy	CC	Technical Expert I	Strong Workforce	5	08/31/2020	12/31/2020
Reyna, Carla	NOCE	Project Coordinator	Workability III Coach	20	09/14/2020	12/18/2020
Piccinini, Lauren	NOCE	Technical Expert I	Adverse Childhood Experiences (ACEs) Curriculum Development	26	10/05/2020	12/18/2020
Romero-Hernandez, Abraham	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Sanabria, Rolando	FC	Technical Expert II	Guided Pathways Planning	20	09/01/2020	12/31/2020
Sedrak, Afraim	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/23/2020
Sepulveda, Garrett	CC	Project Expert	FITE Program Leader	26	10/01/2020	12/18/2020
Shields, Julie	NOCE	Technical Expert II	Distance Education Facilitator	26	08/24/2020	12/23/2020
Sheil, Sean	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020

Professional Experts
October 13, 2020

Simmons, Samantha	NOCE	Technical Expert I	ESL Course Alignment	7	08/17/2020	12/18/2020
Simmons, Samantha	NOCE	Technical Expert I	ESL Course Alignment	7	01/19/2021	05/28/2021
Stadel, Tara	CC	Project Expert	FITE Program Leader	26	10/01/2020	12/18/2020
Starkey, Monique	FC	Technical Expert II	Curriculum Technical Development and Processing	10	09/16/2020	12/12/2020
Taylor, Matt	FC	Technical Expert II	Guided Pathways Planning	10	09/01/2020	12/31/2020
Vandervort, Kim	FC	Technical Expert II	Guided Pathways Planning	20	09/01/2020	12/31/2020
Velasco, Kendra	CC	Technical Expert II	Perkins V Health Science Cluster	5	09/07/2020	05/31/2021
Wada, Kathryn	CC	Technical Expert I	ESL Level Norming Project	10	09/23/2020	12/31/2020

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Reed, Rosalba	Tuition Rate	Fall, Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 13, 2020 Resolution _____
Information _____
SUBJECT: Hourly Personnel Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
October 13, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aboites, Jordan	CC	Direct Instr Support - Athletic Program Assistant - Baseball 2021 Season	10/28/20	05/22/21	TE I 1
Azizi, Nahid	CC	Technical - Assist in Campus Safety	10/14/20	01/18/21	TE A 4
Azizi, Nahid	CC	Technical - Assist in Campus Safety	03/24/21	06/23/21	TE A 4
Banks-Tucker, Ericka	FC	Technical - Facilitator for Career and Life Planning	10/14/20	01/20/21	TE B 4
Boochee, Tuyana	CC	Technical - Assist Legacy counselor and coordinator with outreach	10/14/20	12/23/20	TE A 1
Graves, Tarek	CC	Technical - Assist in Campus Safety	03/17/21	06/16/21	TE B 4
Legaspi, Alissa	CC	Non-Direct Instr Support - Assist in Court Recording Program	10/28/20	02/03/21	TE A 1
Lopez Zepeda, Mirza	FC	Technical - Assist the CARE with drive-thru events	10/14/20	01/13/21	TE A 1
Lopez Zepeda, Mirza	FC	Technical - Assist the CARE with drive-thru events	03/17/21	06/16/21	TE A 1
McCollum, Sydney	CC	Direct Instr Support - Athletic Program Assistant - Athletic Success Center	10/28/20	05/22/21	TE I 3
McFee, Jacob	FC	Technical - Assist the Construction Department	10/14/20	01/20/21	TE B 3
Meelar, Abdul	CC	Technical - Assist with CyberPatriot and Dual Enrollment program	10/14/20	12/18/20	TE A 1
Melendrez, Tatiana	CC	Technical - Assist in Campus Safety	10/14/21	01/08/21	TE A 4
Melendrez, Tatiana	CC	Technical - Assist in Campus Safety	03/15/21	06/11/21	TE A 4
Ortega, Danny	CC	Technical - Assist in Campus Safety	10/21/20	01/20/21	TE B 4
Ortega, Danny	CC	Technical - Assist in Campus Safety	03/24/21	06/23/21	TE B 4
Parra, Jessica	CC	Technical - Assist with CyberPatriot and Dual Enrollment program	02/18/21	05/20/21	TE A 4
Reutershan, Hannah	NOCE	Technical - Assist with students with disabilities	10/14/20	06/30/21	TE A 1
Solorio Zelida	CC	Technical - Assist in Campus Safety	10/14/20	01/18/21	TE A 4
Solorio Zelida	CC	Technical - Assist in Campus Safety	03/24/21	06/23/21	TE A 4
Tamalatz, Alexis	CC	Service/Maint - Assist with monitoring of outdoor student spaces	10/14/20	01/20/21	TE A 2
Vidal, Cybil	CC	Technical - Assist with CyberPatriot and Dual Enrollment program	02/18/21	05/20/21	TE A 4

Hourly Personnel
October 13, 2020

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Goodell, Ally	CC	Work Study Student - Assist in Cranium Café	10/14/20	06/30/21	TE A 1
Jimenez, Eduardo	CC	Work Study Student - Assist in Cranium Café	10/14/20	06/30/21	TE A 1
Nava, Cindy	FC	Full-time Student - Assist in the Counseling Center	10/13/21	06/30/21	TE A 1
Roman, Ysabella	CC	Work Study Student - Assist in Transfer Center	10/14/20	06/30/21	TE A 1
Sanabria, Rolando	FC	Full-time Student - Assist in the Counseling Center	10/13/21	06/30/21	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 13, 2020

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
October 13, 2020

Name	Site	Program	Begin	End
Marquez, Ileana	CC	Internship - Counseling & Student Dev	09/23/2020	12/18/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 13, 2020

SUBJECT: Board Ad Hoc Committee Report:
Trustee Misconduct Complaint

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The Board of Trustees received a formal complaint of trustee misconduct related to Trustee Ryan Bent submitted by faculty and classified union presidents and the three faculty/academic senate presidents. The allegations raised include the use of his position of Board President as a personal political platform at the June 9, 2020 and June 23, 2020, Board of Trustees meetings, and use of his Facebook account to present political opinions and divisive rhetoric under the title of “Board President.” The complaint seeks an investigation into Trustee Bent’s behavior and actions which they deem are in conflict with Board Policy 2715, Code of Ethics/Standards of Practice and the Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standards.

At its August 25 meeting, the Board discussed how to proceed with the formal complaint and delegated authority to the Board Secretary Jacqueline Rodarte to appoint trustees to an ad hoc committee as outlined in Board Policy 2715. The ad hoc committee –comprised of Trustees Brown, Dunsheath, and Lopez– was formed to investigate the complaint allegations regarding Trustee Ryan Bent, met, and prepared the enclosed report.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2715, Code of Ethics/Standards of Practice.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review and discuss the report prepared by the Board ad hoc committee to investigating allegations of trustee misconduct.

Cheryl Marshall

Recommended by

Cheryl Marshall

Approved for Submittal

6.a.1

Item No.

Report of the Ad Hoc Committee to Investigate Allegations of Trustee Misconduct

September 28, 2020

Committee Members: Trustees Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez

References Used

- Formal Complaint dated July 20, 2020
- U.S. Constitution Amendment I
- Collin v. Smith, 578 F. 2d 1197 (7th Cir. 1978)
- Snyder v. Phelps, 562 U.S. 443 (2011)
- Texas v. Johnson, 491 U.S. 397 (1989)
- BP 2715 Code of Ethics; BP 3900 Speech: Time, Place, Manner
- ACCJC Accreditation Standards IV.C.4, 11
- Various examples of censure from other CCC BOTs
- Trustee Handbook
- Censure of Trustee Chris Loumakis, NOCCCD, dated Nov. 24, 1992
- Response by Trustee Ryan Bent

Background

The Ad Hoc Committee was appointed pursuant to BP 2715 on August 25, 2020 to investigate allegations of trustee misconduct by Board President Ryan Bent. Such allegations were included in a complaint emailed to Board members on July 20, 2020 and signed by the presidents of United Faculty, CSEA 167, Adjunct Faculty United, the CC Academic Senate, the FC Faculty Senate, and the NOCE Academic Senate. The Ad Hoc Committee met by Zoom on Sept. 11 and Sept. 18, 2020 with all members present. Trustee Bent provided his response to the allegations at the Sept. 18 meeting. The Ad Hoc Committee is unanimous in the findings and conclusions presented below.

Allegations, Responses, and Findings

1. *Use of Board Title on a Facebook Page Without a Disclaimer*

Trustee Bent maintains a Facebook page called Board President Ryan Bent. The contention is that Trustee Bent makes “politically charged” comments on the page, that use of his title may create the impression that his views are those of the Board, and that a disclaimer was not added to the Facebook page until June 10, 2020.

Trustee Bent’s Response: The Facebook page originally was created under a different name as part of his first election campaign. A disclaimer was added long before the statements in controversy after Trustee Bent attended ethics training by the City of Yorba Linda, but the disclaimer was not at the top of the page. Trustee Bent moved it to the top of the page when the page became a topic of heated discussions.

Ad Hoc Committee's Finding: Trustee Bent's Facebook page is his campaign page and is independent of the District. He is entitled to state his political views on his page. Use of a disclaimer is good practice.

Trustee Bent says a disclaimer was on the page prior to June 10, 2020, just not at the top of the page.

Board policy does not prohibit a trustee from using their title without a disclaimer. Also, NOCCCD Ethics Policy does not prohibit an employee from using their title without a disclaimer and some entities in the District use either the District name or a college name without disclaimers. See, for example, <http://ufnorthorange.com/index.html>.

While it may not be unethical to have a Facebook page with the title Board President, because Board members are so closely connected to the District, some members of the public may confuse views expressed in such a platform for those of the District, so it is good practice to refrain from inflammatory remarks.

The Board should look into best practices regarding disclaimers and regarding public statements by trustees when using their titles. The Board may wish, while respecting the freedom of speech, to encourage trustees to recognize that, through their leadership and when using their titles, they are responsible for enhancing the public image of the District.

2. *Microaggression at Board Meeting of June 9, 2020*

The complaint states that during Board discussion on a draft Educational Master Plan, President Bent used his position to dominate a discussion about institutionalized racism and employed "micro-aggressive rhetorical tactics" in raising questions or concerns about the use of the term "anti-racism." The complaint quotes him as follows:

"I don't think I have heard that phrase since before this week. I don't know anybody who is not anti-racist. I don't know, at some point I've heard terms reverse racism, anti-racism, stuff like that and some of those, depending on how they are phrased or considered or carried out or the context of them could actually cross over to the line of racism."

Trustee Bent's Response: Trustee Bent stated that he was asking for clarification of the term anti-racism. He was trying to understand what the term meant because words have legal meanings. "It is my right and duty to question wording of documents." Trustee Bent also noted that the complaint emerged during a climate of over a year of disagreement regarding contract negotiation resulting in the current lack of a faculty contract and the prospect of fact finding and in the midst of an election year in which the unions are actively campaigning in trustee elections and have endorsed his opponent.

Ad Hoc Committee's Finding: President Bent did not use his position to dominate the discussion. He expressed opinions and raised questions and afforded other trustees, and those at the resource table, the opportunity to do the same, which they did.

It was the understanding of the members of the Ad Hoc Committee that Trustee Bent was seeking clarification on the definition of anti-racism, which he has the right to do.

To the extent he may have expressed a concern with use of the term in the Master Plan, the expression of such a view does not violate Board policy and in any case is protected by the First Amendment.

3. *Microaggression at Board Meeting of June 23, 2020*

The complainants allege that during Board consideration of a Black Lives Matter resolution Trustee Bent used microaggression and politically charged statements to subvert the discussion. They quote him as stating:

“To me you are saying that we should support protesters who are burning down buildings, robbing stores, burning down businesses, shooting police officers in the head.”

The formal complaint also criticizes Trustee Bent for stating “I cannot support the Black Lives Matter Organization.” While the Board unanimously passed the resolution, the petitioners say such comments detracted from the action taken.

Trustee Bent’s Response: The respondent says he does his best to keep out of political matters but he feels a duty to represent his community. “Not everyone in the NOCCCD community is liberal leaning.” The allegations could be construed as politically motivated or a response to contract negotiations. Trustee Bent believes he has always respected the will of the Board.

Ad Hoc Committee’s Finding: The allegation, like the previous one, complains of specific statements but does not assert a violation of a specific Board policy or other standard.

The Ad Hoc Committee finds that Trustee Bent was within his rights to state his position on the Black Lives Matter organization and to express his views on violence connected with some protests. Such statements do not violate Board policy and in stating such views he is protected by the First Amendment from the remedy sought by the complainants or from any adverse action by the Board.

The First Amendment protects speech from governmental censorship, interference, or punishment. Courts assign a high degree of protection to speech on public issues in particular, regardless of whether such speech may be objectionable or offensive to others, because robust debate of such issues is crucial to democracy. See, for example, *Collin v. Smith*, 578 F. 2d 1197 (7th Cir. 1978), where a federal appeals court ruled that a city could not prohibit Nazis from marching and disseminating hate speech in a Jewish community that included thousands of Holocaust survivors, despite objections from the community that the message of the Nazis was hateful, hurtful, and offensive, because their speech was protected by the First Amendment.

In *Snyder v. Phelps*, 562 U.S. 443 (2011), the Supreme Court considered whether members of the Westboro Baptist Church, who believe that God punishes the U.S. for tolerance of homosexuality in the military, and who picket military funerals with signs expressing hateful messages, could be held liable in a suit by the father of a fallen soldier for distress suffered from the picketing of his son’s funeral. The Court held that the picketers could not be held liable for intentional infliction of emotional distress because their message was protected speech. The Court noted: “As a Nation we have chosen . . .

to protect even hurtful speech on public issues to ensure that we do not stifle public debate.”

See also *Texas v. Johnson*, 491 U.S. 397, 414 (1989) (“If there is a bedrock principle underlying the First Amendment, it is that the government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable”).

4. *Accreditation Standards and Board Policy*

This portion of the complaint cites Accreditation Standards IV.C.4 and 11 and BP 2715 and requests an investigation of “any potential violations” of them but does not identify any conduct or statements that allegedly violate these requirements. Presumably the allegation is that conduct or statements referenced elsewhere in the complaint may violate these provisions.

Petitioners point first to Standard IV.C.4 which states: “The governing board is an independent policy-making body that reflects the public interest in the institution’s educational quality [and protects the institution] from undue influence or political pressure.”

They also cite Standard IV.C.11 which requires boards to uphold a conflict of interest policy under which trustee interests are disclosed and do not interfere with the impartiality of board members.

Finally, the complaint refers to the requirement of BP 2715 that trustees devote time to study of contemporary educational issues.

Trustee Bent’s Response: He has educated himself on various issues in higher education. The Board has no formal process for reporting what one has studied. No one really knows what education each trustee has completed.

He works to stay nonpartisan. World events happen and various partisan issues do arise. Supporting one’s view is not a breach of ethics. “I can be outvoted at any time.” Having meetings on Zoom makes discussions more awkward.

Ad Hoc Committee’s Finding: According to ACCJC IV.C.4, Trustees protect their District from undue influence or political pressure. Trustee Dunsheath is a commissioner for ACCJC and is well versed in the accreditation standards. This standard concerns outside pressure and most often refers to trustees being influenced by constituent groups such as unions. The conclusion of the Ad Hoc Committee is that Trustee Bent was expressing his independent views and not being influenced by outside political pressure.

Standard IV.C.11 regarding conflict of interest requires that trustees have no “employment, family, ownership, or other personal financial interest in the institution.” There has been no suggestion that Trustee Bent holds any such interest. His personal political views certainly do not constitute such an interest.

With regard to BP 2715, Trustee Bent has completed the CCLC Excellence in Trusteeship Program and that satisfies his “study of contemporary educational issues.”

Conclusions

1. Board policy does not prohibit Trustee Bent from using his Board title on his Facebook page. Nor does it require him to use a disclaimer, or if he has one, to prominently display it.
2. Trustee Bent's comments at Board meetings on Black Lives Matter protests and on the term anti-racism were expressions of his views on public issues and did not violate Board policy or the cited accreditation standards. Also, he could not in any event be disciplined for stating those views because such expression is protected by the First Amendment from punitive action by the government.

Recommendations

The Ad Hoc Committee also recommends for the Board's consideration some thoughts on ethics complaints in general. Trustee Lopez abstains from this portion of the report.

- Clarification regarding what constitutes an actionable complaint against a trustee.
- Possible policy language to ensure distinguishing between individual and District points of view.
- Possible additional flexibility for the Board in how complaints are handled.
- Censure of a trustee does not have much teeth in it. Consider possible sanctions the Board could apply other than simply censuring such as removal from committees or ineligibility for Board offices.
- The Board should consider including ethics training as part of a study session.
- The Board should continue discussion regarding appropriate trustee roles during its upcoming retreat.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 13, 2020	Resolution	X
SUBJECT:	Resolution No. 20/21-04, In Support of California Proposition 15: Schools and Local Communities Funding Act	Information	
		Enclosure(s)	X

BACKGROUND: On November 4, 2020, Proposition 15 otherwise known as “California Schools and Local Communities Funding Act of 2020” will be put before voters in the general election.

The official summary from the office of the California Attorney General states that Prop 15: “Increases funding for K-12 public schools, community colleges, and local governments by requiring that commercial and industrial real property be taxed based on current market value. Exempt from this change: residential properties; agricultural properties; and owners of commercial and industrial properties with combined value of \$3 million or less.”

According to estimates developed by the California Teachers Association using current allocation formulas, based on aggregate revenue projections published by the USC Program for Environmental & Regional Equity, the North Orange County Community College District would receive over \$14 million a year under Prop 15.

The Board reviewed the resolution at its September 22, 2020 meeting and one addition was suggested.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 20/21-04, In Support of California Proposition 15: Schools and Local Communities Funding Act.

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



**Resolution No. 20/21-04, In Support of California Proposition 15:
Schools and Local Communities Funding Act**

WHEREAS, for four decades, since the passage of Proposition 13 in 1978, school and community college districts in California have experienced underinvestment and devastating cuts causing California's school funding to fall behind and resulting in fewer services and resources for students and faculty; and

WHEREAS, the Schools and Local Communities Funding Act will also provide billions in funding annually for cities, counties, and special districts for affordable housing, parks, libraries, health and human services, libraries, and public infrastructure; and

WHEREAS, with more than 2.1 million students at 116 colleges, the California Community Colleges is the largest system of higher education in the country—training and educating today's workforce for jobs that lead to gainful employment and upward economic mobility; and

WHEREAS, the California Community Colleges serve approximately three times the combined enrollment of the University of California and California State University, yet it receives comparatively fewer resources; and

WHEREAS, the state has historically underfunded California's community colleges and our students on a per-student basis compared to the University of California and California State University; and

WHEREAS, California's community colleges serve a diverse student population that reflects the ethnic and racial makeup of the state, significant numbers of students who have learned English as their second language and non-traditional students who have gone back to school to build a better life for them and their families; and

WHEREAS, estimates by academic researchers at the University of Southern California (USC) estimate that the California Schools and Local Communities Funding Act reclaims \$12 billion in property tax revenue every year to ensure that our schools and communities have the resources to educate and support our students; and

WHEREAS, the measure invests about \$4.5 billion annually for school and community college districts, over and above Proposition 98 funding; and

WHEREAS, the Schools and Local Communities Funding Act will help alleviate the severe budget shortfalls caused by the economic crisis precipitated by the COVID-19 global pandemic and allow community colleges more options to serve their communities; and

WHEREAS, the California Community Colleges, because of this crisis, is facing a deferral of \$662.1 million this academic year to address a shortfall in revenues, of which the North Orange County Community College District's portion of the deferral for the 20-21 fiscal year is estimated to be \$47,535,702; and

WHEREAS, without additional federal support provided directly to the state, the colleges will be forced to absorb an additional \$791.1 million in cash deferrals this year as well; and

WHEREAS, California Community Colleges are facing a potential deferral of \$1.45 billion this year which will likely cause our community college districts to curtail vital programs and services to students and communities for years to come; and

WHEREAS, research has proven that investments in students raise achievement levels, lower poverty, and increase the productivity of the workforce; and

WHEREAS, the Schools and Local Communities Funding Act has qualified for the November 2020 ballot; and

WHEREAS, the California Schools and Local Communities Funding Act does not affect property taxes for homeowners or renters because the initiative exempts all residential property; and

WHEREAS, the measure levels the playing field for businesses that already pay their fair share in our communities and exempts all small business owners whose property is worth \$3 million or less.

NOW, THEREFORE, BE IT RESOLVED, that the North Orange County Community College District endorses Proposition 15: "The California Schools and Local Communities Funding Act of 2020" as it appears on the November 2020 ballot; and

BE IT FURTHER RESOLVED, that the North Orange County Community College District urges all California voters to support and vote for the passage of Proposition 15 in the November 2020 general election.

PASSED AND ADOPTED by the Governing Board of the North Orange Community College District, this __ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Ryan Bent
Board President

6.b.3
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 13, 2020	Resolution	X
SUBJECT:	Resolution No. 20/21-05, In Support of California Proposition 16: Repeal Proposition 209, Affirmative Action Amendment	Information	
		Enclosure(s)	X

BACKGROUND: On November 4, 2020, Proposition 16 otherwise known as “Repeal Proposition 209 Affirmative Action Amendment” will be put before voters in the general election. Proposition 16 is a constitutional amendment that would repeal Proposition 209, passed in 1996, from the California Constitution. Proposition 209 stated that discrimination and preferential treatment were prohibited in public employment, public education, and public contracting on account of a person's or group's race, sex, color, ethnicity, or national origin. Therefore, Proposition 209 banned the use of affirmative action involving race-based or sex-based preferences in California.

Without Proposition 209, the state government, local governments, public universities, and other political subdivisions and public entities would—within the limits of federal law—be allowed to develop and use affirmative action programs that grant preferences based on race, sex, color, ethnicity, and national origin in public employment, public education, and public contracting.

Prop 16 would reverse the ban on equal opportunity policies like affirmative action with the goal of eliminating discrimination in state contracts, hiring, and college admissions. A report by the Campaign for College Opportunity demonstrated that in 2016-17, only 25% of community college tenured faculty were African American or Latino, despite those populations making up a majority of our student body. Research indicates that students are more likely to be academically successful when taught by faculty from similar backgrounds; thus, the passage of Prop 16 would likely result in an increase in student access, success, and equity.

The Board reviewed the resolution at its September 22, 2020 meeting and one language revision was suggested.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 20/21-05, In Support of California Proposition 16: Repeal Proposition 209, Affirmative Action Amendment.

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



**Resolution No. 20/21-05, In Support of California Proposition 16:
Repeal Proposition 209, Affirmative Action Amendment**

WHEREAS, Indigenous, Latinx, Black, Asian, Pacific Islander, and other people of color and women have historically faced racism and discrimination in the United States (U.S.), including the denial of equal opportunity in employment and equal access to higher education; and

WHEREAS, the U.S. government in the late 1960s established affirmative action policies to address discrimination and bias in hiring, government contracts, and access to higher education towards racial minorities and women; and

WHEREAS, the passage of Proposition 209 in 1996 amended the California Constitution by prohibiting the consideration of race, sex, and ethnicity in admission to public employment, public education, and public contracting; and

WHEREAS, Proposition 209 inhibited California state and local governments' ability to remedy the continuing effects of past discrimination through race-conscious programs, such as those designed to ensure access to higher education through the University of California, California State University, and California Community Colleges; and

WHEREAS, Proposition 209 deterred the California Community Colleges, California State University, and University of California from implementing race-conscious policies, services, and interventions in programs that increase student achievement such as counseling, tutoring, outreach, and financial aid; and

WHEREAS, the effect of Proposition 209 was to reduce the percentages of underrepresented students admitted to public institutions of higher education in California, placing it in direct conflict with the goals of the California Community Colleges Vision for Success by making it more difficult to close equity gaps; and

WHEREAS, within the community colleges, 73 percent of students are students of color, immigrants, or both, yet the majority of college faculty and staff are white; and

WHEREAS, empirical studies have repeatedly indicated that diverse faculty have a positive impact on student educational outcomes and produces students who are better prepared for leadership, citizenship, and professional competitiveness; and

WHEREAS, for California community colleges, the enactment of Proposition 209 has made it challenging to reflect the diversity of the student body through the hiring of diverse faculty, staff, and administration; and

WHEREAS, the repeal of Proposition 209 would additionally enable the California Community Colleges, California State University, and University of California campuses to target enrollment and support efforts to address the higher education opportunity, transfer, and completion gaps faced by Indigenous, Black, Latinx, and API students; and

WHEREAS, the passage of Proposition 16 on the November ballot will repeal provisions of Proposition 209 to allow public institutions to consider race and gender with the goal of eliminating discrimination in state contracts, hiring and college admissions; and

WHEREAS, the North Orange County Community College District is unwavering in its support and promotion of programs, initiatives, and policies designed to demand equity, inclusion, anti-racism, and social justice on its campuses.

NOW, THEREFORE, BE IT RESOLVED, that the North Orange County Community College District Board of Trustees supports Proposition 16, which would repeal provisions of Proposition 209 and reinstate affirmative action which will permit students, regardless of sex, race, ethnicity, or national origin, to access social and economic opportunities to achieve their highest potential; and

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the Chancellor to provide the Board's resolution to members of the State Legislature, statewide organizations, local community and business organizations and leaders, and others who can assist in securing passage of this amendment to the California constitution.

PASSED AND ADOPTED by the Governing Board of the North Orange Community College District, this ___ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Ryan Bent
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 13, 2020
SUBJECT: Citizens' Oversight Committee
Appointments

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: Assembly Bill 1908 specifies procedures for appointing a Citizens' Oversight Committee which is responsible for informing the public concerning the expenditure of bond proceeds and actively reviewing and reporting on the proper expenditure of taxpayers' money for school construction.

At its June 9, 2020 meeting, the Board reviewed the application process and approved staff to advertise for committee memberships. Through this process, at its August 25, 2020 meeting, the Board appointed three (3) new members to the Committee: two (2) community representatives and one (1) Cypress College student organization representative. However, the business organization category remained vacant.

Currently, the Committee is comprised of the following membership:

- Two (2) active members in a support organization for the college
- Two (2) active members in a senior citizens' organizations
- One (1) active member in a bona-fide taxpayers association
- Four (4) members of the community at-large
- One (1) Cypress College student enrolled and active in a community college support group

After failed efforts to find a business organization representative, staff reached out to the North Orange County Chamber to solicit for volunteers. As a result, the followings three (3) individuals have expressed interest in serving on the Committee:

1. **Sueling Chen** – In addition to serving on the Board of Directors for the North Orange County Chamber, Dr. Chen currently sits on the Board of Trustees at St. Jude Medical Center. She holds a doctorate degree in education, a master's degree in business administration and possesses strong communication skills. As a community leader, she advocated and endorsed Measure J.
2. **Josee Minero** – Ms. Minero is a staffing industry veteran with over 33 years of experience and current owner of AtWork Personnel Services, a local staffing firm in Orange County. She enjoys learning, growing, and adding value to the community.
3. **Danielle Thomas** – Ms. Thomas has extensive experience in P&L Management and working with strict budget guidelines for multi-million-dollar businesses. She serves on Brea Rotary's Community Service, Membership and International Committee.

Based on the criteria established by Proposition 39, the Committee shall consist of at least one (1) member active in a business organization representing the business community located in the District. Therefore, it is recommended that the Board select and appoint at least one candidate from the above applicants.

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 6740, Citizens' Bond Oversight Committee.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact. All positions on the Citizens' Bond Oversight Committee are voluntary.

RECOMMENDATION: It is recommended that the Board select and appoint at least one candidate to serve for a term of two years, and for a maximum of three consecutive terms, without compensation, on the Citizens' Oversight Committee for the North Orange County Community College District bond projects.

Fred Williams

Recommended by

Approved for Submittal

6.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 13, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect one or more of the following: CCLC policy and procedure services “Legal Update #36”; content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant; and/or grammar corrections. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on September 28, 2020.

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

Chapter 2, Board of Trustees

AP 2410, Board Policies & Administrative Procedures: Updated to remove “Provost.”

AP 2430, Delegation of Authority to Chancellor: Updated to remove “Provost.”

AP 2710, Conflict of Interest: Updated to remove Provost related language.

Chapter 3, General Institution

AP 3515, Reporting of Crimes: Updated to correct a typographical error, to update gender language and the “Reference” section, and to cite corresponding policies.

AP 3280, Grants: Updated to strike Provost related language.

AP 3540, Sexual Assaults & Other Sexual Misconduct: Updated to include “education” to Section 6.0, and to update gender language and the “Reference” section.

AP 3560, Alcoholic Beverages: Updated to add hotel management and culinary arts instruction as programs where a student may taste alcoholic beverages and to update the “Reference” section. Clarifying language was also added to Sections 3.0 and 3.5.

AP 3570, Smoking on Campus: Updated to strike Provost related language.

AP 3820, Gifts & Donations: Updated to strike Provost related language and to make a grammar related correction.

Chapter 4, Academic Affairs

AP 4260, Prerequisites & Co-requisites: Updated to revise legal citations within the policy and to update gender language.

AP 4400, Community Services Programs: Updated to replace “homemaking” and add new language to Section 1.1, to update gender language and the “Reference” section, and to correct grammar.

Chapter 5, Student Services

AP 5011, Admission & Concurrent Enrollment of High School & Other Young Students: Updated to incorporate changes in the law pertaining to CCAP partnerships, to strike Provost related language, update gender language, grammar, renumbering, and to cite corresponding policies.

AP 5040, Student Records, Directory Information, & Privacy: Updated to incorporate rights provided under the Educational Debt Collection Practices Act to prohibit withholding transcripts as a debt collection tactic, and to include missing language regarding charges for transcripts, electronic transcripts, and use of SSNs. Revisions were also made to the “Reference” section, gender language, grammar, and to cite corresponding policies.

AP 5055, Enrollment Priorities: Updated to add former homeless youth and Tribal TANF recipients to the listing and to add clarifying language regarding grades and legally required language regarding notification of loss of enrollment priority. Revisions were also made to the “Reference” section, grammar, and to cite corresponding policies.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

- AP 2410, Board Policies & Administrative Procedures
- AP 2430, Delegation of Authority to Chancellor
- AP 2710, Conflict of Interest
- AP 3280, Grants
- AP 3515, Reporting of Crimes
- AP 3540, Sexual Assaults & Other Sexual Misconduct
- AP 3560, Alcoholic Beverages
- AP 3570, Smoking on Campus
- AP 3820, Gifts & Donations
- AP 4260, Prerequisites & Co-requisites
- AP 4400, Community Services Programs
- AP 5011, Admission & Concurrent Enrollment of High School & Other Young Students
- AP 5040, Student Records, Directory Information, & Privacy
- AP 5055, Enrollment Priorities

AP 2410 Board Policies and Administrative Procedures

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4;
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 Board policies are regularly reviewed by the District Consultation Council, which recommends revisions to ensure currency and compliance with state and federal laws. Any employee, student, or member of the public may initiate a review of any policy by submitting a request or recommendation in writing to the Chancellor's Office. In accordance with District policies, the District Consultation Council is composed of representatives of students, faculty, classified employees, confidential employees, and administration. Other employees with expertise in specific areas governed by a District policy may be consulted during the revision process.
- 2.0 All policies and administrative procedures are available to employees and the public through the offices of the Chancellor, the Presidents, and the District website.

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
March 25, 2019 District Consultation Council
September 26, 2016 District Consultation Council
February 23, 2015 District Consultation Council

AP 2430 Delegation of Authority to the Chancellor

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1;
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Chancellor delegates full responsibility and authority to the Presidents to implement and administer delegated policies and holds them accountable for the operation of their respective institution.
- 2.0 When the Chancellor is away from the District for business or personal reasons, one of the Executive Officers of the District will be designated to be in charge.

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
March 25, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council

AP 2710 Conflict of Interest

Reference:

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

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

AP 2710 Conflict of Interest

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

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

AP 2710 Conflict of Interest

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

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

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

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

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

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

8.0 CONFLICT OF INTEREST CODE

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

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

AP 2710 Conflict of Interest

8.3 Officials Who Manage Public Investments

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

8.3.1.1 Elected members of the Board of Trustees;

8.3.1.2 Student trustees.

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

8.4 Designated Positions and Disclosure Categories

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

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

AP 2710 Conflict of Interest

8.4.1.2 **Campus Positions**

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

8.4.1.3 **Consultants**

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

8.4 .1.3.2 With respect to consultants or new positions, the Chancellor may determine in writing that a particular Consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008)

AP 2710 Conflict of Interest

8.4.2 Disclosure Categories

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

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

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

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

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

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

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

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

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

AP 2710 Conflict of Interest

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
April 22, 2019, District Consultation Council
September 25, 2017 District Consultation Council
May 23, 2016 District Consultation Council
November 18, 2015 Chancellor's Staff
February 23, 2015 District Consultation Council
November 30, 2011 Chancellor's Staff
December 12, 2006
July 25, 2006
June 1, 2004

AP 3280 Grants

Reference:

Education Code Section 70902

- 1.0 Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must prepare a Concept Paper describing the problem or need that the grant would address; a description of the project; the mission and goals of the project; how the grant supports the District mission; the funding source and whether it is federal, state, local, or private; the amount being requested; matching funds requirements and source; performance period; name of Project Director; name of Project Administrator; and any other relevant characteristics or requirements that may impact the decision to submit the grant application. The Concept Paper must be submitted to the President's Advisory Cabinet at Cypress College; the President's Advisory Council at Fullerton College; and to the President's Cabinet in North Orange Continuing Education.
- 2.0 Following approval by the appropriate body noted above, within one month, the grant application is to be forwarded to the Office of the Vice Chancellor, Educational Services & Technology. Once completed, the grant application shall be submitted to the funding agency.
- 3.0 When notification of a grant award is received, the President or designee, shall prepare and submit to the Office of the Vice Chancellor, Educational Services & Technology, a board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant, a detailed activity budget, project management and evaluation budget, and a Board resolution establishing the grant budgets from District funding sources, as applicable.

See Board Policy 3280, Grants.

Date of Adoption: March 23, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
October 28, 2019 District Consultation Council
September 25, 2017 District Consultation Council
October 27, 2014 District Consultation Council

AP 3515 Reporting of Crimes

Reference:

Penal Code Section 245 and 422.55;
Education Code Section 212; 67380, 67383, and 87014;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31 subdivisions (a)(13), (14) and 668.46;
Campus Security Act of 1990

- 1.0 Whenever any employee of the District is attacked, assaulted or menaced, the employee shall promptly report the attack or assault to the Office of Campus Safety. Any employee so assaulted or attacked shall notify their supervisor as soon as practical after the incident.
- 2.0 The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Office of Campus Safety. The supervisor themselves shall make the report if the employee is unable or unwilling to do so.
- 3.0 Each campus shall annually collect and distribute statistics concerning crimes on campus. An annual security report that includes crime statistics identified by the Campus Security Act of 1990, statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures explaining how sexual assaults will be handled shall be published and made available to students, employees, and applicants for enrollment or employment. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.
- 4.0 Each campus shall publish timely warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees. The information shall be disseminated by the Office of Campus Safety in a manner that aids the prevention of similar crimes.
- 5.0 **Campus Security Authority Promptly Submitting Reports of Certain Crimes to Law Enforcement:**
 - 5.1 Any Campus Security Authority (as defined below) that receives a report of a Part 1 violent crime, sexual assault, or hate crime, committed on or off campus shall immediately, or as soon as practicably possible, forward the report to the appropriate law enforcement agency when the report is made by the victim for purposes of notifying the institution or law enforcement.
 - 5.2 The report identified in section 5.1 above shall be forwarded to the appropriate law enforcement agency without identifying the victim, unless the victim consents to being identified after the victim has been informed of their right to have their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed

AP 3515 Reporting of Crimes

to the local law enforcement agency unless otherwise required by law. Because the District does not have a campus law enforcement agency, the report shall be forwarded to the appropriate local law enforcement agency (see definition below).

5.3 Definitions

5.3.1 Campus Security Authority is defined pursuant to 34 Code of Federal Regulations Part 668.46 as that section existed on May 15, 2014, which is as follows:

Campus security authority:

- (1) A campus police department or a campus security department of an institution.
- (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph 1.0 of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

5.3.2 "Hate Crime" means any offense as described in Section 422.55 of the Penal Code.

5.3.3 "Local law enforcement agency" means a city or county law enforcement agency with operational responsibilities for police services in the community in which a campus is located.

5.3.4 "On or off campus" means the campus and any noncampus building or property as defined in Section 668.46 of Title 34 of the Code of Federal Regulations, as that section existed on May 15, 2014, which is as follows:

Noncampus building or property:

- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not

AP 3515 Reporting of Crimes

within the same reasonably contiguous geographic area of the institution.

- 5.3.5 “Part 1 violent crime” means willful homicide, forcible rape, robbery, or aggravated assault, as defined in the Uniform Crime Reporting Handbook of the Federal Bureau of Investigation.
- 5.3.6 “Sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.
- 5.4 The requirements of section 5.0 shall not constitute a waiver of, or exception to, any law providing for the confidentiality of information.

See Board Policy 3515 Reporting of Crimes and Administrative Procedure 3516 Registered Sex Offender Information.

Date of Adoption: March 23, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
January 25, 2016 District Consultation Council
June 1, 2004

AP 3540 Sexual Assaults and Other Sexual Misconduct

Reference:

Education Code Section 67385 and 67836;
20 U.S.C. Section 1092 subdivision (f);
34 Code of Federal Regulations Section 668.46 subdivision (b)(11)

- 1.0 Alleged victims of sexual assault, including but not limited to rape, domestic violence, dating violence, or stalking, as defined by California Law, shall be referred to local community treatment centers if appropriate on-campus treatment facilities are not available.
- 1.1 “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 1.2 “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
- 1.2.1 A current or former spouse of the victim.
- 1.2.2 By a person with whom the victim shares a child in common.
- 1.2.3 By a person who is cohabitating with or has cohabitated with the victim as a spouse.
- 1.2.4 By a person similarly situated to a spouse of the victim under California law.
- 1.2.5 By any other person against an adult or youth victim who is protected from that person’s acts under California law.
- 1.3 “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.
- 1.4 An affirmative consent standard is the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout the sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

AP 3540 Sexual Assaults and Other Sexual Misconduct

- 1.5 “Affirmative consent” means affirmative, conscious and voluntary agreement to engage in sexual activity.
- 2.0 All students, faculty members or staff members who allege they are victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. This information shall be provided by the Title IX Coordinators to provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:
- 2.1 The District policy and procedure regarding sexual assaults on campus.
- 2.2 Information regarding the personnel on campus who should be notified of the assault, if the alleged victim consents, and procedures for such notification. The following positions are the designated Title IX Officer and Coordinators for the District:
- 2.2.1 District Services:
- Title IX Coordinator, District Director, Diversity and Compliance Human Resources (714) 808-4820
- 2.2.2 Cypress College:
- Campus Title IX Coordinator, Vice President, Student Services (714) 484-7335
 - Director of Campus Public Safety (714) 484-7387
 - Director of College Health Services (714) 484-7045
- 2.2.3 Fullerton College:
- Campus Title IX Coordinator, Dean of Student Support Services (714) 992-7088
 - Director of Campus Public Safety (714) 992-7777
 - Director of College Health Services (714) 992-7093
- 2.2.4 Anaheim Campus:
- Campus Title IX Coordinator, Office of the Provost of the North Orange Continuing Education (714) 808-4670
 - Campus Public Safety (714) 808-4911
- 2.3 Legal reporting requirements and procedures.
- 2.4 Information regarding services available to victims and the personnel responsible for providing or arranging these services, including the following:
- 2.4.1 Transportation to a hospital, which must be provided by authorized community emergency personnel.
- 2.4.2 Referral to a counseling center.
- 2.4.3 Notice to the police, with the consent of the victim.

AP 3540 Sexual Assaults and Other Sexual Misconduct

- 2.4.4 A description of available campus resources or appropriate off-campus services.
- 2.5 Information regarding the existence of the following procedures:
 - 2.5.1 Criminal prosecution.
 - 2.5.2 Civil prosecutions.
 - 2.5.3 Disciplinary procedures applicable to students and employees.
 - 2.5.4 Procedures for case management, including the procedures for keeping the victim informed of the status of any student disciplinary proceedings in connection with the sexual assault and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
 - 2.5.5 The availability of mediation.
 - 2.5.6 Academic assistance alternatives, including modification of class schedules and tutoring, if necessary.
- 2.6 Information about the importance of preserving evidence and the identification and location of witnesses.
- 3.0 Investigation and information to alleged victims during investigation and/or discipline procedures
 - 3.1 The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigation described in Administrative Procedure 3410 Unlawful Discrimination and Harassment regardless of whether a complaint is filed with law enforcement.
 - 3.2 All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the District's Department of Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.
 - 3.3. An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to , an action that places the health or safety of any other persona at risk or involves plagiarism, cheating or academic dishonesty.

AP 3540 Sexual Assaults and Other Sexual Misconduct

- 3.4 The standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.
- 3.5 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
- 3.5.1 The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- 3.5.2 The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
- 3.6 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances.
- 3.6.1 The complainant was asleep or unconscious.
- 3.6.2 The complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- 3.6.3 The complainant was unable to communicate due to a mental or physical condition.

4.0 Confidentiality

- 4.1 Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of domestic violence, dating violence, sexual assault, or stalking on District property (as defined in Sections 1.1, 1.2, and 1.3), unless the alleged victim specifically waives that right to confidentiality.
- 4.2 Except as may otherwise be required by law, where the victim does not waive their right to confidentiality, the identity of an alleged accused of domestic violence, dating violence, sexual assault or stalking will not be disclosed.
- 4.3 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to domestic violence, dating violence, sexual assault, or stalking on District property, unless the witness specifically waives the right to confidentiality.
- 4.4 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a third-party reporter of domestic violence, dating

AP 3540 Sexual Assaults and Other Sexual Misconduct

violence, sexual assault, or stalking on District property, unless the third-party reporter specifically waives the right to confidentiality.

- 4.5 Inquiries from the press or other media representatives regarding alleged domestic violence, dating violence, sexual assault or stalking on District property shall be referred to the Office of Campus Communications, which shall coordinate with the appropriate Title IX Coordinator(s) to assure that all confidentiality rights are maintained.
- 5.0 The Annual Security Report for each college will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:
 - 5.1 A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.
 - 5.2 Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported.
 - 5.3 Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests.
 - 5.4 Notification to students of existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses.
 - 5.5 Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available.
 - 5.6 Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
 - 5.6.1 The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - 5.6.2 Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. (20 USC § 1232g) For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
 - 5.7 A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses.

AP 3540 Sexual Assaults and Other Sexual Misconduct

- 6.0 **Education and Prevention Information:** The Title IX Coordinators (as defined in Section 2.2) shall:
- 6.1 Provide a comprehensive education, prevention, and outreach program about domestic violence, dating violence, sexual assault, and stalking. Such outreach programming shall be included as part of every incoming student's orientation. The information presented in such programs shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
 - 6.2 The comprehensive prevention program shall include a range of prevention strategies, including, but not limited to, empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander prevention and risk reduction. Outreach programs shall be provided to make students aware of the institution's policy on sexual assault, domestic violence, dating violence, and stalking. At a minimum, an outreach program shall include a process for contacting and informing the student body, campus organizations, athletic programs, and student groups about the institution's overall sexual assault policy, the practical implications of an affirmative consent standard, and the rights and responsibilities of students under the policy.
 - 6.3 Post sexual violence prevention and education information on the campus internet web site.
- 7.0 These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. For physical assault/violence information, see Administrative Procedure 3510, Workplace Violence and Administrative Procedure, 3515 Reporting of Crimes.

Administrative Procedure, 3510 Workplace Violence and Administrative Procedure, 3515 Reporting of Crimes

Date of Adoption: March 23, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
February 25, 2019 District Consultation Council
September 25, 2017 District Consultation Council
October 26, 2015 District Consultation Council
August 26, 2013 District Consultation Council
July 25, 2006
April 12, 2005

AP 3560 Alcoholic Beverages

Reference:

Business and Professional Code Sections 24045.4, 24045.6, 25608, 25658, and 25668;
34 Code of Federal Regulations Part 668.46 subdivision (b)

- 1.0 The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Campus Safety Department. The campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.
- 2.0 It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private areas of campus without prior Board of Trustees approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.
- 3.0 Alcoholic beverages on campus are permitted in a pre-approved designated area if:
 - 3.1 The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume them by the Board of Trustees.
 - 3.2 A student at least 18 years of age tastes, but does not swallow or consume an alcoholic beverage for educational purposes as part of the instruction in a hotel management, culinary arts, enology, or brewing degree program, and the alcoholic beverage remains in the control of the instructor.
 - 3.3 The alcoholic beverages are for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
 - 3.4 The alcoholic beverages are for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so, provided that no alcoholic beverage can be acquired, possessed or used at an athletic contest sponsored by the District.
 - 3.5 The alcoholic beverage is possessed, consumed, or sold pursuant to a license or permit obtained for special events held at the facilities of a public community

AP 3560 Alcoholic Beverages

college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the North Orange County Community College District.

See Board Policy 3560, Alcoholic Beverages; Board Policy 3550, Drug-Free Environment and Drug Prevention Program; and Administrative Procedure 3550, Drug-Free Environment and Drug Prevention Program.

Date of Adoption: March 23, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
February 24, 2020 District Consultation Council
October 26, 2015 District Consultation Council
February 23, 2015, District Consultation Council
August 27, 2012 District Consultation Council
February 9, 2009 Chancellor's Cabinet
April 11, 2005

AP 3570 Smoking on Campus

Reference:

Government Code Sections 7596, 7597, 7597.1, and 7598;
Labor Code Section 6404.5;
Health and Safety Code Section 104495;
Title 8 Section 5148

- 1.0 Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of any campus building.
- 2.0 Smoking is prohibited inside any indoor area of any campus building, except for covered parking lots and residential space.

“Covered parking lot” means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of the parking lot or building to which it is attached.

“Residential space” means a private living area, but does not include common areas such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of a multi-complex building such as a dormitory.
- 3.0 Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, offices, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.
- 4.0 Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity which athletes up to the age of 18 years of age are present.
- 5.0 The Presidents shall have the authority to adopt and enforce additional campus smoking and control regulations that are more restrictive than the applicable standards required by this procedure and does not conflict with District employee contracts and state laws.

Date of Adoption: December 13, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
February 24, 2020 District Consultation Council
September 25, 2017 District Consultation Council
September 24, 2012 District Consultation Council
March 13, 2005

AP 3820 Gifts and Donations

Reference:

Education Code Section 72122

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

See Board Policy 3820 Gifts and Donations.

Date of Adoption: March 23, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
April 27, 2020 District Consultation Council

AP 4260 Prerequisites and Corequisites

Reference:

Title 5, Section 55000 et seq.

1.0 Course Prerequisites and Corequisites

1.1 Each college shall provide the following explanations both in the college catalog and in the schedule of courses:

1.1.1 Definitions: Definitions of prerequisites, corequisites, noncredit basic skills course, non-degree-applicable basic skills courses, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment that have been established.

1.1.2 Procedures: Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student may make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by each college.

1.1.3 Advisories: Definition of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

1.1.4 Challenge Process: Each college shall establish a formal challenge process by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course. Grounds for challenge shall include those specified in Title 5, Section 55003 subdivision (p) and those determined by each college.

1.1.5 Implementing Prerequisites, Corequisites, and Limitations of Enrollment: Implementation of a prerequisite, corequisite, or limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless they have met all the conditions or have met all except those for which they have a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

1.1.6 Prerequisites and Corequisites - Levels of Scrutiny: Prerequisites and corequisites must meet the requirements of at least one of the following procedures:

1.1.6.1 The Standard Prerequisites or Corequisites: Each college may establish satisfactory completion of a course as prerequisite or

AP 4260 Prerequisites and Corequisites

corequisite or another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee and provided above, the college specified as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.

- 1.1.6.2 Sequential Courses Within and Across Disciplines: A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the Curriculum Committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
- 1.1.6.3 Courses in Communication or Computation Skills: Prerequisites establishing communication or computation skill requirements may not be established across the entire curriculum unless established on a course-by-course basis as stipulated in Title 5, Section 55201(b).
- 1.1.6.4 Cut Scores and Prerequisites: Data collected to validate assessment instruments and cut scores are always relevant to reviewing the prerequisites for the associated courses. When sufficient data are not available to validate a cut score for the course, the prerequisite may be changed to an advisory on recommended preparation until sufficient data are collected.
- 1.1.6.5 Programs: In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
- 1.1.6.6 Health and Safety: Based on the review by faculty in the department or division and by the curriculum committee, a prerequisite or corequisite may be established to protect the health and safety of a student or the health and safety of others.
- 1.1.6.7 Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or corequisite to assure that the student has the skills, concepts and/or information that is necessary for the student to receive a satisfactory grade in the course or program. This type of

AP 4260 Prerequisites and Corequisites

prerequisite or corequisite requires the review of the faculty in the discipline, as well as data collection and analysis according to sound research practices.

- 1.1.6.8 Advisories on Recommended Preparation: Per Title 5, Section 55202, each college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in policy.

Date of Adoption: June 22, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
December 8, 2008 Chancellor's Cabinet

AP 4400 Community Services Programs

Reference:

Education Code Section 78300 et seq.;
Title 5 Sections 55002 and 55160 subdivision (b)

- 1.0 The District's Community Services policy is based on the following standards against which the Board of Trustees will measure specific requests:
- 1.1 Community services may be established and maintained in civic, vocational, literacy, health, family and consumer sciences, technical, and general education, including, but not limited to, courses in the fields of visual and performing arts, handicraft, science, literature, nature study, aquatic sports, and athletics.
- Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.
- 1.2 Community services offerings shall be open for the admission of adults and of those minors who may benefit from them, in the judgment of the Board of Trustees.
- 1.3 Community services offerings and activities are integral components of the educational programs of North Orange Continuing Education. Community services offerings and activities may also be offered by the colleges.
- 1.4 Cooperative agreements with a wide range of civic, cultural, educational, recreational, and commercial sources within the District and the surrounding areas are encouraged.

Date of Adoption: June 22, 2004

Date of Last Revision: September 28, 2020 District Consultation Council
September 25, 2017 District Consultation Council
February 23, 2009 Chancellor's Cabinet

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Reference:

Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

- 1.0 **Special Part-Time Student:** To be considered for admittance as a special part-time student at the colleges, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
 - 1.1 Admission is subject to seat availability. The student must submit to Admissions & Records:
 - 1.1.1 Completed and signed application for admission.
 - 1.1.2 Written and signed parental or guardian consent, on the District's Special Admit form.
 - 1.1.3 Written and signed approval of the applicant's school principal. (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly to the College President or designee without the signature of a principal.)
 - 1.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
 - 1.1.5 Signed parental or guardian Permission to Treat a Minor health form.
 - 1.2 Admission to North Orange Continuing Education as a special part-time student is subject to seat availability. The student must submit to the President, North Orange Continuing Education (NOCE), or designee a Request for Admission, completed and signed by the referring high school counselor. This request specifies which NOCE course(s) the student is expected to complete and, if in the High School Program, the amount of high school credits to be earned.
 - 1.2.1 Upon completion of the course work, if it is for High School Program credit, the request is completed by the corresponding NOCE program's staff and returned to the high school registrar.
- 2.0 **Special Full-Time Student:** To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.
 - 2.1 Admission is subject to seat availability. The student must submit to the Dean, Admissions & Records:
 - 2.1.1 Completed and signed application for admission.
 - 2.1.2 Written and signed parental or guardian consent on the District's

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Special Admit form.

- 2.1.3 Written and signed approval of the applicant's school principal. (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly to the College President or designee without the signature of a principal.)
- 2.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
- 2.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 2.1.6 Written approval of the governing board of the school district of attendance. The College President or designee has the authority to make the final decision whether a student can benefit from instruction.
- 2.2 Admission to North Orange Continuing Education as a special full-time student is subject to seat availability. The student must submit to the President, North Orange Continuing Education (NOCE), or designee:
 - 2.2.1 A Minor Student Transfer Application, completed and signed by the student, parent, or guardian, and high school counselor or administrator.
 - 2.2.2 A transfer application, or release letter on district letterhead, specifying the release of the minor student from the resident high school district.
 - 2.2.3 Official transcripts from the referring high school district.
- 2.3 Upon review and approval of the eligibility criteria, the minor student will follow the same procedures for admission to the NOCE High School Diploma Program as an adult student.
- 3.0 **Special Summer Session Student:** To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.
 - 3.1 The student must submit to Admissions & Records:
 - 3.1.1 Completed and signed application for admission.
 - 3.1.2 Written and signed parental or guardian consent on the District's Special Admit form.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 3.1.3 Written and signed approval of the applicant's school principal that the student has availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.
 - 3.1.4 Demonstration that the student has adequate preparation in the disciplines to be studied.
 - 3.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 4.0 **High School Students:** For students attending high school, the Dean, Admissions & Records, or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the College President or designee shall be final. This determination may be made by evaluating the following criteria:
- 4.1 A review of the materials submitted by the student.
 - 4.2 Meeting with the student and their parent or guardian.
 - 4.3 Consultation with counselor for matriculation.
 - 4.4 Consideration of the welfare and safety of the student and others.
 - 4.5 Consideration of local, state, or federal laws.
- 5.0 **Middle and Lower School Students:** For students attending middle and lower schools, the determination for admittance shall be made by the respective instructional Dean. The school must provide student records and written verification signed by the principal indicating how the student can benefit from instruction. The college special admittance procedure will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the respective instructional Dean shall be final. Once a decision has been made, the student, their parent or guardian and the school principal shall be informed of the decision. This determination may be made by evaluating the following criteria:
- 5.1 A review of the materials submitted by the student.
 - 5.2 Meeting with the student and their parent or guardian.
 - 5.3 Consultation with a counselor for matriculation.
 - 5.4 Consideration of the welfare and safety of the student and others.
 - 5.5 Consideration of local, state, or federal laws.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 5.6 Review of the content of the class in terms of sensitivity and possible effects on the minor.
- 5.7 Requirements for supervision of the minor.
- 5.8 Times the class(es) meet and the effect on the safety of the minor.
- 6.0 Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
- 7.0 If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board of Trustees at a regularly scheduled meeting that falls within 30 days after the request for admission has been submitted.
 - 7.1 The Board of Trustees may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria:
 - 7.1.1 Age.
 - 7.1.2 Completion of a specified grade level.
 - 7.1.3 Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges.
 - 7.1.4 Content of requested course(s) deemed to be appropriate for a minor.
- 8.0 Students enrolled under the provisions of BP 5010, Admissions and Concurrent Enrollment shall earn college credit as identified in the college catalog.
- 9.0 For the purposes of receiving state apportionments:
 - 9.1 A community college district may include K-12 pupils who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those pupils are enrolled in community college classes that meet all of the following criteria:
 - 9.1.1 The class is open to the general public.
 - 9.1.2 The class is advertised as open to the general public in one or more of the following:
 - 9.1.2.1 The college catalog.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 9.1.2.2 The regular schedule of classes.
- 9.1.2.3 An addenda to the college catalog or regular schedule of classes.
- 9.2 If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class.
- 9.3 If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.
- 9.4 If the class is a physical education class, no more than 10 percent of the maximum enrollment specified for that section of the course may be comprised of special part-time or full-time students. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the District's total reported full-time equivalent enrollment of special part-time and full-time students.
- 10.0 **College and Career Access Pathways (CCAP):** The governing board has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.
 - 10.1 The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement, the governing board of each district shall do the following:
 - 10.1.1 For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
 - 10.1.2 Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 10.2 The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:
- 10.2.1 outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the District for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
 - 10.2.2 establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
 - 10.2.3 identify a point of contact for the District and school district partner.
 - 10.2.4 certify that any District instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
 - 10.2.5 certify that any District instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
 - 10.2.6 certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering college campus.
 - 10.2.7 include a plan by the District to ensure all of the following:
 - 10.2.7.1 A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering college campus;
 - 10.2.7.2 A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - 10.2.7.3 Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

- 10.2.8 certify that both the District and school district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- 10.2.9 specify both of the following:
 - 10.2.9.1 Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - 10.2.9.2 Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 10.2.10 certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and District faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.
- 10.3 The District shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
 - 10.3.1 developing seamless pathways from high school to community college for career technical education or preparation for transfer;
 - 10.3.2 improving high school graduation rates; or
 - 10.3.3 helping high school pupils achieve college and career readiness.
- 10.4 The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.
- 10.5 A high school pupil enrolled in a course offered through a CCAP partnership shall

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

not be assessed any fee that is prohibited by Education Code Section 49011.

- 10.6 The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.
- 10.7 The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school-day and the community college course is offered pursuant to a CCAP partnership agreement.
- 10.8 The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:
 - 10.8.1 The units constitute no more than four community college courses per term;
 - 10.8.2 The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
 - 10.8.3 The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- 10.9 The Board of Trustees exempts special part-time students from the following fee requirements:
 - 10.9.1 Student representation fee (Education Code Section 76060.5)
 - 10.9.2 Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140)
 - 10.9.3 Transcript fees (Education Code Section 76223)
 - 10.9.4 Course enrollment fees (Education Code Section 76300)
 - 10.9.5 Apprenticeship course fees (Education Code Section 76350)
 - 10.9.6 Child development center fees (Education Code Section 79121)

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

- 10.10 The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
- 10.11 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.
- 10.12 For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:
- 10.12.1 The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - 10.12.2 The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - 10.12.3 The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - 10.12.4 The total number of full-time equivalent students generated by CCAP partnership community college district participants.
 - 10.12.5 The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

See Board Policy 5010, Admissions and Concurrent Enrollment; Administrative Procedure 5010, Admissions; Administrative Procedure 5012, International Students, Administrative Procedure 5013, Students in the Military; Board Policy 5015, Residence Determination; Administrative Procedure 5015, Residence Determination; Board Policy 5020, Non Resident Tuition; and Administrative Procedure 5020, Nonresident Tuition.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 5
Student Services

**AP 5011 Admission and Concurrent Enrollment of High School
and Other Young Students**

Date of Adoption: June 14, 2005

Date of Last Revision: September 28, 2020 District Consultation Council
September 25, 2017 District Consultation Council
September 26, 2016 District Consultation Council

AP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.;
20 U.S. Code Section 1232g subdivision (j) (U.S. Patriot Act);
Civil Code Sections 1788.90 et seq. and 1798.85;
ACCJC Accreditation Standard II.C.8;
WASC/ACS Criterion 7, Indicator 7.5

1.0 Definitions

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

2.0 Access to Student Records

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

Pursuant to Board Policy 5040, Student Records, Directory Information, and Privacy, the District has designated the following student information as directory information:

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

AP 5040 Student Records, Directory Information, and Privacy

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

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

AP 5040 Student Records, Directory Information, and Privacy

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

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

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

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

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

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

4.0 Charge for Transcripts or Verifications of Student Records

4.1 A student/former student shall be entitled to two free copies of the transcript of their record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by them, at the rate of \$5.00 per copy. Students may request special processing of a transcript.

4.2 The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on

AP 5040 Student Records, Directory Information, and Privacy

the payment of a debt, other than a fee charged to provide the transcript; charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because a student owes a debt; or use transcript issuance as a tool for debt collection.

- 5.0 **Electronic Transcripts:** The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.
- 6.0 **Use of Social Security Numbers:** The District shall not do any of the following:
- 6.1 Publicly post or publicly display an individual's social security number;
 - 6.2 Print an individual's social security number on a card required to access products or services;
 - 6.3 Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
 - 6.4 Require an individual to use their social security number to access an Internet website without also requiring a password or unique personal identification number or other authentication device; or
 - 6.5 Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - 6.5.1 Application or enrollment purposes;
 - 6.5.2 To establish, amend, or terminate an account, contract, or policy; or
 - 6.5.3 To confirm the accuracy of the social security number.

See Board Policy 3300, Public Records; Administrative Procedure 3300, Public Records; Board Policy 3310, Records Retention and Destruction; Administrative Procedure 3310, Records Retention and Destruction; and Administrative Procedure 5045, Student Records: Challenging Content and Access Log.

Date of Adoption: June 14, 2005

Date of Last Revision: September 28, 2020 District Consultation Council
September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
March 23, 2009 Chancellor's Cabinet

AP 5055 Enrollment Priorities

Reference:

**Title 5, Sections 58106 and 58108;
Education Code Sections 66025.8, 66025.9, and 66025.92**

- 1.0 The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. The following students will have the highest and equal priority for enrollment:
 - 1.1 A member of the armed forces or a veteran pursuant to Education Code Section 66025.8.
 - 1.2 Foster youth, former foster youth, homeless youth, or former homeless youth pursuant to Education Code Section 66025.9.
 - 1.3 A student who has been determined to be eligible for Disabled Student Programs and Services, the Extended Opportunity Programs and Services, and North Orange Continuing Education transitional students.
 - 1.4 A student who is receiving services through CalWORKs.
 - 1.5 A student who is a Tribal TANF recipient.
- 2.0 The following students will have priority for enrollment, and these registration priorities apply to courses offered during summer or intersessions:
 - 2.1 First time students who have completed orientation, assessment, and developed student education plans.
 - 2.2 Continuing students who have not lost registration priority, as defined in these procedures.
- 3.0 Registration priority specified above shall be lost at the first registration opportunity after a student:
 - 3.1 Is placed on academic or progress probation or any combination thereof as defined in these procedures and Administrative Procedure 4250, Probation, Dismissal, and Readmission, for two consecutive terms.
 - 3.2 Continuing and returning students would lose enrollment priority if they earned more than 100 units (not including non-degree applicable basic skills and ESL) or if they were on academic or progress probation for two consecutive terms. For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D, or P as defined in Administrative Procedure 4220, Standards of Scholarship.
 - 3.3 The District shall notify students who are placed on academic or progress probation of the potential for loss of enrollment priority. The District shall notify the

AP 5055 Enrollment Priorities

student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent (75%) or more of the unit limit that enrollment priority will be lost when the student reaches the unit limit.

4.0 Appeal of Loss of Enrollment Priority

- 4.1 Students who have lost enrollment priority and meet one or more of the following criteria may appeal to the college in accordance with the College's Appeal Process. The ruling of the responsible Dean is final.
 - 4.1.1 Students with disabilities, who applied for but did not receive timely, reasonable accommodations (providing the student has met all requirements and deadlines).
 - 4.1.2 Students who have earned more than 100 units, but are enrolled in high unit majors or programs, as determined by the college.
 - 4.1.3 Students who have extenuating circumstances (verified cases of accidents, illnesses, or other circumstances beyond the control of the student).
 - 4.1.4 Students who demonstrate significant satisfactory academic improvement in a subsequent term, but whose term GPA is not high enough to raise the cumulative GPA.

See Board Policy 5055, Enrollment Priorities; Board Policy 5052, Open Enrollment; and Administrative Procedure 5052, Open Enrollment.

Date of Adoption: June 14, 2005

Date of Last Revision: September 28, 2020 District Consultation Council
September 25, 2017 District Consultation Council
April 27, 2015, District Consultation Council
May 20, 2013 District Consultation Council
October 28, 2013 District Consultation Council

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 13, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by the CCLC policy and procedure services “Legal Update #36” and Jane Wright, CCLC Consultant.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on September 28, 2020:

Chapter 2, Board of Trustees

BP 2355, Decorum: Updated to be consistent with recent First Amendment decisions to revise the conduct that will be ruled out of order and to update the “Reference” section.

Chapter 5, Student Services

BP 5010, Admissions & Concurrent Enrollment: Updated to include new language in Section 4.2 regarding students in adult education programs eligible to attend as special part-time students and to update the “Reference” section, grammar, renumbering, and to cite corresponding policies.

BP 5030, Fees: Updated to reflect the new legal requirement that students be charged a student representation fee and that they may refuse to pay the fee on a provided form, and to also update the “Reference” section, grammar, and to cite corresponding policies.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

- BP 2355, Decorum
- BP 5010, Admissions & Concurrent Enrollment
- BP 5030, Fees

Cheryl Marshall

Recommended by

Approved for Submittal

6.f.1

Item No.

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

BP 2355 Decorum

Reference:

Education Code Section 72121.5;
Government Code Section 54954.3 [subdivision \(b\)](#)

- 1.0 The following will be ruled out of order by the presiding officer:
- ~~1.1~~ ~~Remarks or discussion in public meetings on charges or complaints that the Board of Trustees as scheduled to consider in closed session.~~
 - 1.2.1 ~~Profanity, obscenity, and other offensive language.~~ **Disrupting otherwise impeding the orderly conduct of the meeting.**
 - 1.3.2 ~~Physical violence and/or threats of physical violence directed toward any person or property.~~
- 2.0 In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.
- 2.1 Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Trustees for the duration of the meeting.
 - 2.2 Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board of Trustees, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.
 - 2.3 If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Trustees may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

See Board Policy 2345, Public Participation at Board Meetings and Board Policy 2350, Speakers

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019

BP 5010 Admissions and Concurrent Enrollment

Reference:

Education Code Sections [52620](#), [52621](#), 76000, 76001, 76002, and 76038;
Labor Code Section 3077;
34 Code of Federal Regulations Part 668.16 [subdivision](#) (p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6;
WASC/ACS Criterion 2, Indicator 2.4; [and](#) Criterion 7, Indicator 7.3

- 1.0 The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:
 - 1.1 Any person over the age of 18 and possessing a high school diploma or its equivalent.
 - 1.2 Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
 - 1.3 Persons who are apprentices as defined in [Labor Code](#) Section 3077 ~~of the Labor Code~~.
- 2.0 The District may deny or place conditions on a student's enrollment upon a finding by the Board [of Trustees](#) or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California ~~C~~community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.
- 3.0 The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.
- 4.0 **Admission**
 - 4.1 Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or ~~vocational~~ [career and technical education](#) courses.
 - 4.2 Any student in an adult education program administered by a school district or noncredit program administered by a community college district that is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.**

BP 5010 Admissions and Concurrent Enrollment

- 4.23 Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student.
- 4.34 Any student enrolled in K-12 may attend summer session or any non-credit community services classes.
- 4.45 The Chancellor shall establish procedures regarding ability to benefit and admission of high school and K-8 students.

5.0 Denial of Requests for Admission

- 5.1 If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within 60 days.
- 5.2 The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least 30 days after the pupil submits the request to the District.
- 5.3 The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted. (Refer to See AP 5011, Admission and Concurrent Enrollment of High School and Other Young Students).

6.0 Claims for State Apportionment for Concurrent Enrollment

- 6.1 Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
- 6.2 The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedure 5010, [Admissions; Board Policy 4226, Multiple and Overlapping Enrollments; Administrative Procedure 4226, Multiple and Overlapping Enrollments; Administrative Procedure 5011, Admission and Concurrent Enrollment of High School and Other Young Students; Administrative Procedure 5012, International Students; Administrative Procedure 5013, Students in the Military; Board Policy 5020, Non Resident Tuition; Administrative Procedure 5020, Non Resident Tuition; Board Policy 5052, Open Enrollment; Administrative Procedure 5052, Open Enrollment; Board Policy 5055, Enrollment Priorities; and Administrative Procedure 5055, Enrollment Priorities.](#)

Date of Adoption: June 14, 2005

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
February 25, 2014
September 24, 2013
January 24, 2012

BP 5030 Fees

Reference:

Education Code Sections 76300, et seq.;
Title 5 Section 58520;
ACCJC Accreditation Standard I.C.6;
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 The Board [of Trustees](#) authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.
- 1.1 Enrollment Fee (Education Code Section 76300): Each student shall be charged a fee for enrolling in credit courses as required by law.
- 1.2 Baccalaureate Degree Pilot Program Fees (Title 5 Section 58520): Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.
- 1.3 Course Auditing Fee (Education Code Section 76370): Each student shall be charged a Board-approved auditing fee. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.
- 1.4 Health Fee (Education Code Section 76355): Each full-time student shall be charged a health services fee as required by law.
- 1.5 Parking Fee (Education Code [Section](#) 76360): Each student purchasing a parking permit shall be charged a Board-approved fee.
- 1.6 Instructional Materials Fee (Education Code Section 76365; Title 5, Sections 59400, et seq.): Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.
- 1.7 Non-District Physical Education Facilities Fee (Education Code [Section](#) 76395): Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.
- 1.8 Student Representation Fee (Education Code [Section](#) 76060.5): Students may be charged a fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee ~~for religious, political, financial or moral reasons~~ and shall submit such refusal ~~in writing~~ [through the registration process](#).

North Orange County Community College District
BOARD POLICY
Chapter 5
Student Services

BP 5030 Fees

- 1.9 Transcript Fee (Education Code [Section 76223](#)): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.
- 1.10 International Students Application Processing Fee (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor.
- 1.11 International Students/Resident Capital Outlay Fee (Education Code Section 76141): The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.
- 1.12 Athletic Insurance: Student Athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.
- 1.13 Refund Processing Fee: The District shall retain a Board-approved amount from enrollment fees when a refund of such fees is processed.

See Administrative Procedure 5030, [Fees; Administrative Procedure 5031, Instructional Materials; Board Policy 5200, Student Health Services; and Administrative Procedure 5200, Student Health Services.](#)

Date of Adoption: June 14, 2005

Date of Last Revision: October 25, 2016
April 22, 2015 Chancellor's Staff
August 26, 2014

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 13, 2020

SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

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

September 22, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, September 22, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Ryan Bent called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance to the Flag.

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

RESOURCE PERSONNEL PRESENT: Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Ty Volcy, representing the District Management Association; Jennifer Oo, representing the North Orange Continuing Education Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Joseph Vasquez, representing CSEA; Tonya Cobb, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios and Alex Porter from Cypress College; Gil Contreras, Rod Garcia, Jose Ramon Nuñez, Joe Ramirez, Oscar Saghieh, Matt Taylor, and Dani Wilson from Fullerton College; Karen Bautista and Terry Cox from North Orange Continuing Education; and Jenney Ho and Danielle Davy from the District Office.

VISITORS: Public participation was provided via YouTube livestream.

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

- A. **Kim Orlijan**, Fullerton College Faculty, provided a statement to the Board strongly encouraging them to adopt Resolution No. 20/21-04, In Support of California Proposition 15: Schools and Local Communities Funding, in order to close the property tax loopholes that benefit wealthy corporations to the detriment of the students in California. She also encouraged the Board to unanimously adopt Resolution No. 20/21-05, In Support of California Proposition 16: Repeal Proposition 209, Affirmative Action Amendment, to close racial opportunity gaps and fight for students and justice.

(See Supplemental Minutes #1261 for a copy of the statement.)

- B. **Liz Putman**, Cypress College Faculty, provided a statement to the Board noting that United Faculty have not had a raise since 2017 and the District is the only community college district in California that does not provide dependent medical benefits. She highlighted the costs of inflation over the past three years, how a 1% salary increase for mid-scale full-time faculty is less than the cost of a daily Starbucks latte, and stated that full-time faculty deserve more than a stale cup of coffee.

(See Supplemental Minutes #1261 for a copy of the statement.)

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

Finance & Facilities: 3.a, 3.b, 3.c

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

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

Human Resources: 4.a, 4.b, 4.c, 4.d, 4.e

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

CHANCELLOR'S REPORT

- A. **Chancellor Marshall** reported that at the request of United Faculty the fact finding hearing that was scheduled for October 8-9 has been rescheduled for December 17-18. While the District had hoped to reach resolution sooner rather than later, we also wanted to be cooperative of the request. Dr. Marshall shared that she has begun meeting with the Black faculty and staff groups at each campus and has had good discussions about their recommendations and next steps. She thanked everyone involved in the MIS process improvement work over the past four months. The work, which included over 100 people, was centered on improving accuracy and consistency of data in order to fix gaps.

COMMENTS

- A. **Fred Williams** reported that SB 115 was signed by the Governor and includes approval for preliminary plans for the Fullerton College Music and Drama Complex and an initial allocation of \$1.8 million in state funds and will require a 20% district match.
- B. **Valentina Purtell** reported that at the last NOCE President's Cabinet meeting discussion included institutional annual priorities and their top initiatives include continuing to develop a connected work environment based on trust, communication, and collaboration; to develop an NOCE growth plan; implementation of the Call to Action Plan for NOCE; and begin the WASC accreditation self-study process.

President's Cabinet also approved the Call to Action Plan, developed in collaboration with faculty leaders, to address the adverse effects of racism, to be deliberate and intentional in identifying and eliminating systemic barriers to racial injustice, and to develop an inclusive and equitable culture on campus.

- C. **JoAnna Schilling** reported that she hosted the second presidential advisory group meeting with business leaders from Orange County where **Gisela Verduzco** and **Howard Kummerman** presented on fostering stronger ties with industry partners and how Cypress College prepares its students for internships, career preparation, and job readiness. On September 29 the Guided Pathways team will present at the sold out Pathways to Equity Conference sponsored by the Community College Foundation. She called attention to the growth of the Charger Experience Program which has dramatically grown and increased the number of students completing Math and English in their first year. She also reported on her joining Charger Experience staff to welcome students back at a drive thru event that included over 300 students.
- D. **Greg Schulz** thanked the Board for approving the Starfish contract that came from the Fullerton College Guided Pathways Steering Committee. He reported that on September 26, 94 faculty, classified, managers, and students will participate in "Reform or Dismantle?" an A2MEND webinar focused on anti-racism that will feature **Drs. Cornell West, Joy DeGruy, and Michael Eric Dyson**. The Cadena Cultural Center is hosting several virtual events for Hispanic Heritage Month including the Reclaiming Our Titles campaign to highlight banned books by Hispanic, Latino, and Chicano authors and the Brave Space student forum on October 6 for students to share how the current social climate has impacted them, what they would like to learn, and how they can best be supported at Fullerton college. Dr. Schulz thanked **Cecilia Arriaza** and her team for their efforts.
- E. **Ty Volcy** reported on recent changes to the District Management Association structure which include her attendance at Board meetings as President Elect. Projects in development include committee work related to salary and benefits, sick and vacation time accrual, revisions to the management appraisal instrument, and potential collaboration with the Office of Diversity and Compliance to facilitate anti-racism training for managers.
- F. **Jennifer Oo** shared her excitement that the NOCE President's Cabinet approved the Call to Action plan, and her pride in having eight student leaders serving on committees and workgroups throughout NOCE this year.
- G. **Craig Goralski** reported that the Cypress College Academic Senate met on September 10 and seated two new adjunct faculty senators; made recommendations regarding Pass/No Pass, EW, and incompletes for the Fall semester; discussed the process for faculty evaluations; and the possibility of implementing a college hour in order to pause instruction in order to allow for campus discussions, professional development, and community building. Lastly, he noted that the Senate's ad hoc committee to respond to the Black Lives Matter Task Force recommendations has been meeting and a future formal Senate discussion will be planned.
- H. **Christie Diep** reported that United Faculty is thankful for the mutual agreement on the revised fact finding dates due to COVID-19 concerns. She stated that CCA and CTA support Proposition 15 in order to address the deep financial inequities in school

funding, and Proposition 16 as a critical element on the path towards a stronger economic future for women and communities of color in California. United Faculty also supports the Board resolutions for both propositions.

- I. **Tonya Cobb** reported that Adjunct Faculty United had 58 participants at their general membership meeting, they have new members and volunteers interested in joining, and that they have endorsed **Keri Kropke** for Trustee Area 7. On a personal note, she shared her pleasure in participating in the meeting and in the Cypress College Black Lives Matter Task Force and Oversight Committee as an adjunct faculty member.
- J. **Trustee Barbara Dunsheath** shared that September 22 is National Voter Registration Day and encouraged everyone to register to vote. With six weeks until the election, she shared the variety of ways to vote in Orange County, and noted that the League of Women Voters are hosting a virtual forum for NOCCCD trustee candidates on September 28 at 4:00 p.m. She encouraged participation on the September 24 CCLC trustee webinar, "Bringing Excellence in Trusteeship to the Local Level" and the CCLC Annual Convention from November 19-21 which will be virtual and at no cost.
- K. **Trustee Jacqueline Rodarte** reported on her participation at the Cypress College Foundation Scholarship Ceremony and commended staff for hosting the virtual event.

MINUTES: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jeffrey P. Brown to approve the Minutes of the Regular Meeting of September 8, 2020. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to approve the use of the Cooperative Piggyback Contract No. CB-162-18 with the Foundation for California Community Colleges for the procurement and installation of bleachers and a press box at Fullerton College through KYA Services LLC in the amount estimated at \$1,600,000.

Item 3.b: By block vote, authorization was granted to approve the agreement with Hobsons for Starfish at Fullerton College at an annual rate of \$64,835 for three years from October 2020 to September 2023, for a total cost of \$194,505.

Further authorization was granted for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to issue a purchase order on behalf of the District.

Item 3.c: By block vote, authorization was granted to approve the Deductive Change Order #1 for Bid #1920-09, Fullerton College 300-500 Sewer Replacement Project, with Los Angeles Engineering, in the total amount of \$84,011.13, reducing the contract amount from \$499,500.00 to \$415,488.87.

HUMAN RESOURCES

Item 4.a: By block vote, authorization was granted for the following academic personnel matters which are within budget:

RETIREMENT

Cain, Joyce	FC	ESL Instructor Eff. 12/13/2020 PN FCF700
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CHANGE IN RETIREMENT DATE

Whiting, Lindsay	FC	ESL Instructor From: 12/31/2020 To: 12/15/2020 PN FCF770
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CHANGE IN SALARY CLASSIFICATION

Lopez, Corinna	NOCE	ESL Non-Credit Instructor (EL Civics) From: Class B, Step 1 To: Class B, Step 7 Eff. 08/13/2020
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Yu, Yvonne	CC	Mortuary Science Instructor Temporary Contract (100%) Pursuant to E.C. 87482 From: Class B, Step 1 To: Class B, Step 3 Eff. 08/20/2020-05/22/2021
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LEAVES OF ABSENCE

Barabas, Liliana	FC	Physics Instructor Load Banking Leave With Pay (40.00%) Eff. 2020 Fall Semester
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Berger, Margaret	FC	Radio/Audio Production Instructor Load Banking Leave With Pay (11.67%) Eff. 2020 Fall Semester
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Garcia, Amy	FC	Reading Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Fall Semester
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Loney, Laura	FC	Mathematics Instructor Load Banking Leave With Pay (10.00%) Eff. 2020 Fall Semester
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Pacheco, Elizabeth	CC	Dental Assistant Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 09/22/2020-11/03/2020
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Rodine, Jeff	FC	Reading Instructor Load Banking Leave With Pay (26.67%) Eff. 2020 Fall Semester
Salzameda, Bridget	FC	Chemistry Instructor Load Banking Leave With Pay (30.00%) Eff. 2020 Fall Semester
Wada, Kathryn	CC	ESL Instructor Load Banking Leave With Pay (26.67%) Eff. 2020 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 SPRING SEMESTER

Moreno, Juan	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Balacanao, Darryl	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Patton, Katherine	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Robertson, Scott	CC	ESL Retraining for New Course Sequence Stipend not to exceed \$200.00 Eff. 06/02/2020-06/04/2020
Schmid, Andrea	CC	ESL Retraining for New Course Sequence Stipend not to exceed \$200.00 Eff. 06/02/2020-06/04/2020
Shaw, Jessica	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Walker, Lynn	CC	ESL Retraining for New Course Sequence Stipend not to exceed \$200.00 Eff. 06/02/2020-06/04/2020
Whitsett, Catherine	CC	ESL Retraining for New Course Sequence Stipend not to exceed \$200.00 Eff. 06/02/2020-06/04/2020

Item 4.b: By block vote, authorization was granted for the following classified personnel matters which are within budget:

RESIGNATION

Fierro, Deniz FC Special Project Director, Counseling
Temporary Management Position (100%)
Eff. 09/08/2020
PN FCT969

CHANGE IN HIRE DATE

Greiner, Anna Cathleen CC Interim Dir., Grants/Economic and Workplace Devel.
12-month position (100%)
From: 09/08/2020
To: 10/01/2020
PN CIM694

VOLUNTARY CHANGES IN ASSIGNMENT

Chavez, Sandra FC Administrative Assistant II (100%)
Temporary Change in Assignment
To: NOCE Administrative Assistant II
12-month position (100%)
Range 36, Step D
Classified Salary Schedule
Eff. 10/01/2020 – 03/31/2021

Sandoval, Enrique NOCE IT Services Coordinator I (100%)
Extension of Temporary Change in Assignment
To: AC IT Security Analyst/System Administrator
12-month position (100%)
Range 55, Step C + PG&D
Classified Salary Schedule
Eff. 10/01/2020 – 10/31/2020

LEAVES OF ABSENCE

Coggi, Anita FC Administrative Assistant II (100%)
Military Leave With Pay (USERRA)
Eff. 09/08/2020 – 09/10/2020; 09/15/2020 –
09/17/2020; 10/20/2020 – 10/23/2020

@01631302 FC Facilities Custodian I (100%)
Family Medical Leave (FMLA/CFRA/FFCRA)
Paid Leave Using FFCRA Until Exhausted; Unpaid
Thereafter
Eff. 08/26/2020 – 09/08/2020

Jara, Jacqueline FC Admissions and Records Technician (100%)
Family Medical Leave (FMLA/CFRA/CAPDL)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 07/07/2020 – 10/03/2020 (Consecutive Leave)

CORRECTION TO SEPTEMBER 8, 2020 BOARD AGENDA – STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Olmedo, Catalina FC Business Office Specialist (100%)
From: Eff. 07/01/2020 – 12/31/2020
To: Eff. 08/01/2020 – 12/31/2020

Item 4.c: By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1261 for a copy of the professional expert personnel listing.)

Item 4.d: By the block vote, authorization was granted for the hourly listing.

(See Supplemental Minutes #1261 for a copy of the hourly personnel listing.)

Item 4.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1261 for a copy of the volunteer listing.)

GENERAL

Item 5.a: The Board received as information Resolution No. 20/21-04, In Support of California Proposition 15: Schools and Local Communities Funding Act which was provided as an information item to allow trustees an opportunity to provide feedback before returning for a vote.

During the discussion, it was recommended that the mention of a deferral for the entire system be modified to capture the impact on the District.

Trustee Barbara Dunsheath stated that Proposition 15 is supported by CCLC, the League of Women Voters, and CCCT, and has pretty widespread support with favorable polling numbers. She noted that it would increase property taxes for non-residential properties, exempt small business, and include a 60/40 split with 60% going locally and 40% going to schools statewide. She shared that CCLC is hosting a town hall meeting on Proposition 15 on September 23 at 2:00 p.m.

Trustee Ryan Bent listed a number of organizations in opposition to Proposition 15 which he stated was tone deaf to the current California economy, would be damaging to the farm and agriculture industry, and that funding estimations would change if California loses businesses to other states. In response, Trustee Barbara noted that individual farm properties are exempt and that a large percentage of farms are owned by agribusiness and those are the businesses that are targeted.

Trustee Ed Lopez shared his support for Proposition 15 because properties are reassessed after a change in ownership, but corporations instead pay on their older assessed values. In response to his inquiry regarding when the reassessments would occur, it was stated that they would be phased in over three years with incremental increases.

Resolution No. 20/21-04 will return to the October 13 Board meeting for consideration.

Item 5.b: The Board received as information Resolution No. 20/21-05, In Support of California Proposition 16: Repeal Proposition 209, Affirmative Action Amendment.

During the discussion, it was recommended that the term “Indigenous” replace “Native American” and also be added to the first whereas statement on page 5.b.3.

Trustee Jeffrey P. Brown expressed concern with the whereas statements mentioning Proposition 209, specifically as they apply to the District, due to contradicting studies regarding minority students.

Trustee Ryan Bent expressed serious concern with the resolution. He stated that in the current climate there is discrimination based on race, origin, etc. and that it would be wrong to apply that. He listed organizations in opposition to Proposition 16 including Senator Ling Ling Chang, said it would be harmful for Asian American students who are in the classroom based on merit, and that to lower the bar would be wrong.

Trustee Barbara Dunsheath stated that Proposition 16 is supported by the League of Women of Voters, the Board of Governors, CCLC, and CCCT. She cautioned that when looking at different studies, to look at how different rates were measured and that the Latinx population has risen considerably so it makes sense that the Latinx rates would have risen. She cited the UC Berkeley study, which she is most familiar with, that was pretty conclusive that Proposition 209 had an adverse impact. The study showed that Black and Latinx UC students dropped from 20% to 15% in three years, the large drop for nursing and STEM majors among students of color, and the adverse impact on wages and long-term earnings.

Christie Diep stated that as the wife of an Asian immigrant and mother to Asian-American children, she felt it was wrong –on a personal level and as an educator– to use one minority group to create divisions of equity and to disenfranchise other groups.

Trustee Ed Lopez clarified that Proposition 16 would give public agencies the flexibility to try modest affirmative action programs that would have to conform with strict Supreme Court rulings, and would not mean racial quotas. He expressed his support for the proposition and resolution by stating that while all Americans would like to live in a society that is color blind, as a society we are not.

Resolution No. 20/21-05 will return to the October 13 Board meeting for consideration.

Item 5.c: Board President Ryan Bent asked if there were any requests for potential future Board agenda items and there were none.

CLOSED SESSION: At 6:27 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would be no readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

RECONVENE MEETING: At 7:39 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 7:39 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

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

UNAPPROVED