



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

MEETING: Regular Meeting in October 2017

DATE: Tuesday, October 24, 2017, at 5:30 p.m.

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 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. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- f. **Reports:**
 - Chancellor**
 - * **Honor Cypress College Diversity and Inclusiveness Award Recipient**
 - College Presidents/Provost**
- g. **Comments:**
 - Resource Table Personnel**
 - Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of October 24, 2017.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
3. **FINANCE & FACILITIES**
 - a. It is recommended that the Board review the calendar for the 2018-19 budget.
 - [b] Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).
4. **INSTRUCTIONAL RESOURCES**
 - [a] It is recommended that the Board ratify the amended 2017-18 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
5. **HUMAN RESOURCES**
 - [a] Request approval of the following items concerning academic personnel:

Change in Salary Classification
Leave of Absence
Temporary Academic Hourly
 - [b] Request approval of the following items concerning classified personnel:

New Personnel
Voluntary Changes in Assignment
Leaves of Absence
 - [c] Request approval of Professional Experts.
 - [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
 - [e] Request approval of Volunteers.
 - f. Request approval to offer the Supplemental Early Retirement Plan for eligible employees, have the contract administered by Keenan Financial Services effective July 1, 2018, and for the Board to adopt Resolution No. 17/18-04.

- g. Request approval to receive reopeners for 2017-2018 proposed by United Faculty (CCA/CTA/NEA) to the District and to set a public hearing.
- h. Request approval to receive reopeners for 2017-2018 proposed by the District to United Faculty (CCA/CTA/NEA) and to set a public hearing.

6. GENERAL

- a. It is recommended that the Board adopt Resolution No. 17/18-03, In Support of Preserving a Deferred Action Program for Childhood Arrivals.
- b. It is recommended that the Board adopt Resolution No. 17/18-06 to declare that the week of November 13-17, 2017 be observed as Veteran's Appreciation Week.
- c. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 1, 2, 3, 4, 5, 6, and 7.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 24, 2017
SUBJECT: Calendar for the 2018-2019 Budget

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to Board Policy 6200, Budget Preparation, a schedule must be provided to the Board that includes dates for presentation of the tentative budget, required public hearings, Board study sessions, and approval of the final budget. Accordingly, the attached budget calendar highlights significant dates for the 2018-2019 budgeting cycle. Based on this calendar, each Budget Center will build their schedule to adhere to the timelines. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Calendar for the 2018-2019 Budget.

Fred Williams

Recommended by

Approved for Submittal

3.a

Item No.

Calendar for FY 2018-19 Budget

January 15, 2018	P-1 Apportionment Attendance Report Due
January 23, 2018	Board review of Governor's January Budget and discussion on Priorities
February 26, 2018*	First Principal Apportionment Report
March 12, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
March 26, 2018	DCC review of Tentative Budget Assumptions and Board Priorities
April 19, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
April 20, 2018	P-2 Apportionment Attendance Report Due
April 23, 2018	DCC review of Tentative Budget Assumptions and Board Priorities
May 08, 2018	Personnel Change Forms due to Human Resources
May 14, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
May 18, 2018	HR to complete Personnel Changes related to Tentative Budget
May 22, 2018	Report to Board on Governor's May Budget Revisions
May 23, 2018	District Fiscal Affairs to finalize Personnel Budget related to Tentative Budget
June 05, 2018	Budget input for NONPOS phase complete
June 07, 2018	Prepare GASB 54 Agenda item to be taken to the Board (if needed)
June 11, 2018	CBF review of Governor's May Budget Revisions and Proposed Budget Assumptions (if needed)
June 12, 2018	Final changes for Position Control due to HR for Proposed Budget
June 12, 2018	Completion of the Tentative Budget
June 16, 2018*	Second Principal Apportionment Report
June 18, 2018	HR to complete Personnel Changes related to Proposed Budget
June 20, 2018	District Fiscal Affairs to finalize Personnel Budget related to Proposed Budget
June 25, 2018	DCC review of Proposed Budget Assumptions (if needed)
June 26, 2018	Board approval of the Tentative Budget
June 27, 2018	Feed Tentative Budget (TENTAT) to Operating Ledger
July 16, 2018	Annual Apportionment Attendance Report Due
July 31, 2018	Year-end closing completed for District and Campus accounts
August 7, 2018	Carryover balances completed and distributed
Aug. 14 or 28, 2018	Board review of the Proposed Budget Assumptions
August 17, 2018	Budget input for NONPOS phase complete
August 24, 2018	Public Notice published in the Orange County Register
August 27, 2018	Completion of Proposed Budget and close FINAL phase in Banner
Sept. 7-11, 2018	Proposed Budget available for public inspection
September 11, 2018	Public Hearing on the Proposed Budget
September 12, 2018	Feed Proposed Budget (FINADJ) to the Operating Ledger
September 25, 2018	Campus designee presentation of Strategic Directions results to the Board

*Estimated Date

(as of 10/11/17)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 Resolution
Information
SUBJECT: Surplus and Obsolete Supplies and Equipment Enclosure(s) X

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and is no longer suitable for the District and may be disposed through public auction sales or private sales. The departments on each campus had been made aware of the surplus items and have had an opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts have resulted in no responses. The District will no longer notify the local high school of the surplus for common items but will notify and make available surplus items that the District deems would be of interest to the local high schools.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (65%) and the auction company (35%). This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

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

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

Fred Williams

Recommended by

Approved for Submittal

3.b

Item No.

SURPLUS ITEMS

Qty.	Description	Location
8	Small Wooden Plan Hanger	AC
4	Big Wooden Plan Hanger	AC
1	HP Printer	AC
1	Computer Monitor	AC
1	Computer Keyboard	AC
2	Desk	AC
3	Tables	AC
2	2 Drawer File Cabinet	AC
7	4 Drawer File Cabinet	AC
1	5 Drawer File Cabinet	AC
1	Rolling Stand Table	AC
7	Flat File Tables	AC
1	Ford Electric Golf Car	AC
1	Clock	AC
2	Phlebotomy Chairs	AC
2	Shredder Machine	AC
1	Scale	AC
1	Printer	NOCE
4	Toner Cartridge	NOCE
1	Chair	NOCE
1	Karaoke System	NOCE
1	Rolladex	NOCE
150	Monitors	NOCE
1	Label Maker	NOCE
5	Television Sets with Carts	NOCE
1	Printer	NOCE
3	Pull Down Screens	NOCE
6	Whiteboard	NOCE
1	Coffee Machine	NOCE
3	Tranparency Film Projector	NOCE
1	Floppy Diskettes	NOCE
1	Large Heavy Duty Stapler	NOCE
171	Computers	NOCE
7	Projectors	NOCE
4	Smart Board	NOCE
4	Copier	NOCE
1	Commercial Dryer	FC
34	Light Pole Lights	FC
1	Bench Brake	FC
1	Scantron Machine	FC
1	Tool Cart	FC
1	Utility Cart	FC
1	Tool Box	FC
1	Engine Analyzer Machine	FC
3	File Cabinet	FC
1	Roll Paper Dispenser	FC
1	Winch	FC
3	Copier	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	October 24, 2017	Resolution	<u> </u>
SUBJECT:	NOCCCD CCAP Dual Enrollment Partnership Agreement with AUHSD	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB288 that establishes the College and Career Access Pathways (CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding dual enrollment opportunities are to:

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

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

In addition to college exposure and becoming more college and career ready, high school pupils enrolled in the CCAP Partnership Agreement courses will not incur a fee; potentially reducing the cost of their college degree by a wide margin.

The Anaheim Union High School District has agreed with Cypress College to participate in this opportunity for the 2017-2018 academic school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with AUHSD at their June 28, 2016 meeting. The AUHSD Board of Trustees approved the AB 288 CCAP Partnership Agreement with Cypress College for the 2017-2018 academic school year at their July 13, 2017 meeting and the NOCCCD Board of Trustees approved the agreement at their August 22, 2017 meeting.

The 2017-2018 NOCCCD and AUHSD CCAP Dual Enrollment Partnership Agreement outlines in a comprehensive fashion the terms of partnership, from the institutions to the students to the faculty to the courses to facility. All the legally required components of a CCAP Partnership Agreement are included and addressed in this agreement.

As of October 24, 2017, the CCAP agreement between Cypress College and AUHSD will be amended by the addition of four (4) courses. This change is only the addition of four (4) courses, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. Santanu Bandyopadhyay, Executive Vice President.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided attendance requirements for high schools are met. NOCCCD/Cypress College are going to claim apportionment from the classes offered under this agreement.

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

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.a.2
Item No.

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

As of October 24, 2017, the agreement entitled "College and Career Access Pathways Partnership Agreement (CCAP Agreement)" between Cypress College ("COLLEGE") a college of the North Orange County Community College District, (NOCCCD) and Anaheim Union High School District ("SCHOOL DISTRICT") will be amended by adding one educational program (ADDENDUM A).

This change is only the addition of four courses, and additional terms to courses included in the original agreement. The entire remainder of the original agreement remains in full force.

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

Executed on October 24, 2017

By: 

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

By: 

Cypress College
Santanu Bandyopadhyay, Ph.D.
Executive Vice President, Educational
Programs & Support Services

By: _____

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

ADDENDUM A - Pg. 1 of 2

1. CCAP AGREEMENT PROGRAM YEAR 2017-2018 – The college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor; and employer of record.

PROGRAM YEAR: 2017-2018

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Management, CIS, Kinesiology SCHOOL DISTRICT: Anaheim Union High School District
 HIGH SCHOOL: Magnolia, Cypress, Oxford, Western, Savanna, Kennedy

TOTAL NUMBER OF STUDENTS TO BE SERVED: 120 students	TOTAL PROJECTED FTES: 7 FTES
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COURSE NAME	COURSE NUMBER	Number of Sections	TERM	TIME	DAYS/ DATE	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
CISCO Networking 1	CIS-230C	4	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
CISCO Networking 2	CIS-231C	4	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
PC Hardware Configurations	CIS 162	3	Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
Writing for Business	MGT 211	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
Legal Environment of Business	MGT 240	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
First Aid, CPR and Emergencies	KIN 235	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS AUHSD

ADDENDUM A – Pg. 2 of 2

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)).
 College credit courses have been offered previously to college bound AUHSD students. The courses helped those students to access college and be successful as they begin their college career.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
First Aid, CPR and Emergencies	a. Pocket Mask ARC b. Responding to Emergencies ISBN: 9781584805540	\$20.00 \$66.75		
Career Explorations	a. N/A		Career Assessment Package	\$25.00
Writing for Business	a. Business Communication Edition: 9th ISBN: 9781305957961	\$250.00		
Asian Pacific American History	a. Strangers from a Different Shore: A History of Asian Americans b. Unbound Feet: A Social History of Chinese American in San Francisco c. The Accidental Asian: Notes of a Native Speaker a. CompTIA A+ Guide to Managing & Maintaining Your PC, 8th Edition ISBN 978-1-133-13508-1	\$10.96 \$29.47 \$9.92 \$139.95		
PC Hardware Configurations			Materials Fee	\$3.00

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 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.

CHANGE IN SALARY CLASSIFICATION

Vechayiem, Justin	CC	Nursing Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 6/15/2017
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LEAVE OF ABSENCE

Manjra, Samreen	CC	Accounting Instructor Family Medical Leave (FMLA/CFRA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/16/2017-12/16/2017
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 FALL SEMESTER,
TRIMESTER

Proppe, Jean	NOCE	Column 2, Step 1
Schumann, Sonya	FC	Column 3, Step 1
Wade, Norma	NOCE	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

De La Cruz, Gabriela	CC	Column 1, Step 1
Vizcarra, Vince	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Davis, Anna	CC	Column 1, Step 1
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 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 24, 2017

NEW PERSONNEL

Pham, Katherine	NOCE	Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 11/06/2017 PN SCC871
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VOLUNTARY CHANGES IN ASSIGNMENT

Revelo-Torres, Monica	NOCE	Admissions & Records Technician 12-month position (100%) PN SCC928 Permanent Lateral Transfer To: NOCE Administrative Assistant I 12-month position (100%) Eff. 10/16/2017 PN SCC974
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Teh, Edwin	NOCE	Instructional Aide (100%) Temporary Change in Assignment To: NOCE Instructional Assistant 11-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 10/09/2017 – 12/01/2017
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LEAVES OF ABSENCE

Aguirre, Maria	FC	Student Services Technician (100%) Classified Staff Development Leave with Pay Eff. 11/07/2017 – 12/15/2017 (Intermittent)
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Hoang, Christine	AC	Administrative Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/19/2017 -- 10/29/2018 (Consecutive Leave)
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Classified Personnel
October 24, 2017

Hoang, Elizabeth	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/09/2017 – 12/11/2017 (Consecutive Leave)
Hong, Ray	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/07/2017 – 12/10/2017 (Consecutive Leave)
Quiroz Hernandez, Alexis	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/31/2017 – 10/23/2017 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 Resolution _____
Information _____
SUBJECT: Professional Experts 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 24, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Barajas, Adrian	NOCE	Project Expert	AEBG and Refresh Projects	26	10/02/2017	01/31/2018
Chavez, Araceli	NOCE	Technical Expert I	Love and Logic Curriculum Facilitator	26	10/16/2017	12/22/2017
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/30/2017	12/16/2017
Griffo, Ann	CC	Technical Expert II	Perkins Pathways/CTE Transitions	22	10/16/2017	06/08//2018
Guerra, Catherine	NOCE	Technical Expert I	Supporting Adults for Student Success Workshop Facilitator & Trainer	26	10/06/2017	12/22/2017
Hernandez-Castellanos, Karina	FC	Project Expert	Student Leadership Development Program	24	10/10/2017	12/22/2017
Hernandez-Castellanos, Karina	FC	Project Expert	Student Leadership Development Program	24	01/02/2018	06/29/2018
Kominek, Bridget	FC	Project Coordinator	Basic Skills Program Coordination	10	01/02/2018	06/08/2018
Lozinsky, Richard	FC	Technical Expert II	Earth Science Boot Camp	6	08/01/2017	06/30/2018
McNay, Sally	CC	Technical Expert I	Nursing Proficiency Testing	5	10/17/2017	05/25/2018
Nieto, Samuel	FC	Project Expert	Cadena Cultural Center Equity Project	26	10/16/2017	12/08/2017
Sprayberry, Brad	CC	Project Expert	Tourism Perkins	5	10/16/2017	05/17/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	10/09/2017	11/15/2017
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/08/2017
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	01/08/2018	02/15/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/23/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	04/02/2018	06/30/2018
To, Thang	CC	Technical Expert II	Student Success and Support Program Budget Advisor	15	10/12/2017	12/31/2017
Williams, Marredda	CC	Technical Expert I	Nursing Proficiency Testing	5	10/17/2017	05/25/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: October 24, 2017 Information _____
Enclosure(s) X
SUBJECT: Hourly Personnel

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
October 24, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Armenta, Elizabeth	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	12/04/17	03/02/18	TE A 2
Barrios, Juvenal	FC	Clerical/Secretarial - Assist in campus Bookstore	12/04/17	03/02/18	TE A 1
Cardenas, Adely	CC	Clerical/Secretarial - Assist in the Counseling Division Office	10/25/17	01/25/18	TE A 1
Checkcinco, Francisco	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/12/18	TE A 3
Cole, John	FC	Technical/Paraprofessional - Art Model for Art Department classes	10/25/17	06/30/18	TE F 3
Duarte, Rebecca	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	01/15/18	04/13/18	TE A 2
Hinojos, Kathryn	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	12/04/17	03/02/18	TE A 2
Lopez Gaspar, Gabriela	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/18/17	03/16/18	TE A 1
Loska, Pierson	CC	Tech/Paraprof - Assist with game management duties and atheletic events	10/25/17	05/26/18	TE H 1
Mencias, Raymund	FC	Service/Maint - Assist Campus Safety Dept with various duties	10/25/17	12/16/17	TE B 4
Mencias, Raymund	FC	Service/Maint - Assist Campus Safety Dept with various duties	02/26/18	05/26/18	TE B 4
Park, Nicholas	FC	Direct Instr Support - Assist in ACT computer lab	10/25/17	12/16/17	TE A 1
Pettibone, Kenneth	CC	Tech/Paraprof - Assist with game management duties and atheletic events	10/25/17	05/26/18	TE H 1
Sibley, Britta	FC	Clerical/Secretarial - Clerical assistance for the Biotechnology Program	10/25/17	12/15/17	TE A 3
Sibley, Britta	FC	Clerical/Secretarial - Clerical assistance for the Biotechnology Program	02/19/18	05/31/18	TE A 3
Sisay, Ruth	CC	Clerical/Secretarial - Assist in the Assessment Office	10/25/17	12/20/17	TE A 1
Tran, Tu	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/15/17	TE A 1
Trinh, Annie	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/12/17	TE A 1
Woelke, Aaron	FC	Clerical/Secretarial - Assist EOPS Office with various projects	12/04/17	03/02/18	TE A 3
Woelke, Aaron	FC	Clerical/Secretarial - Assist EOPS Office with various projects	05/04/17	06/30/18	TE A 3

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bloom, Krystle	NOCE	Direct Instr Support - Tutor student with disabilities	10/24/17	06/30/18	TE A 1
Voet, Courtnie	NOCE	Direct Instr Support - Tutor student with disabilities	10/24/17	06/30/18	TE A 4

Hourly Personnel
 October 24, 2017

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Chavira, Celeste	FC	Clerical/Secretarial - Substitute for Classified employee on leave	10/16/17	02/05/18	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Brown, Diederich	FC	Work Study Student - Assist in the Wellness Center	10/02/17	06/30/18	TE A 2
Choe, Seohyeon	FC	Work Study Student - Tutor for the Math Lab	09/27/17	06/30/18	TE A 2
Espino, Sabrina	FC	Work Study Student - Assist trainer in Physical Education Department	09/16/17	06/30/18	TE A 1
Flores, Lesley	FC	Work Study Student - Assist in the campus Art Gallery	09/21/17	06/30/18	TE A 1
Gonzalez, Rebecca	CC	Full-time Student - Assist in the Counseling Office	10/19/17	08/30/18	TE A 1
Kim, Jin	FC	Work Study Student - Assist in the Math Lab	10/05/17	06/30/18	TE A 2
Moreno, Daniel	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 3
Moreno, Lillian	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 1
Navarro, Adrian	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 4
Rivera, Kevin I.	FC	Full-time Student - Tutor for Dual Enrollment Program	10/16/17	12/12/17	TE A 2
Sun, Roger	FC	Full-time Student - Tutor students in the campus Tutoring Center	10/03/17	06/30/18	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 24, 2017

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 24, 2017

Name	Site	Program	Begin	End
Acevedo, Elena	NOCE	Internship - ESL Program	10/25/2017	12/30/2017
Alvarez, Melissa	CC	Physical Education - Athletic Trainer	10/25/2017	12/29/2017
Bray, Damote	CC	Physical Education - Women's Basketball	10/25/2017	12/29/2017
Buenrostro, Hector	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Cedillos, Katherine	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Dingman, Matt	FC	Technology & Engineering - Welding Dept	09/15/2017	06/01/2018
Dyak, Joanna	CC	SEM - Physical Science Department	09/29/2017	12/16/2017
Fakhreddine, Fatima	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Flores, Stephanie	FC	Internship - Counseling	10/11/2017	12/18/2017
Frye, Josh	CC	Physical Education - Baseball	10/25/2017	12/29/2017
Gonzales, Carlos	CC	Physical Education - Baseball	10/25/2017	12/29/2017
Gonzalez, Pauline	NOCE	DSS - Personal Care Attendant	09/27/2017	06/29/2018
Gray, Richard	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Heitman, Jesse	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Lino, Diana	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Magana, Jeana	CC	Physical Education - Women's Basketball	10/25/2017	12/29/2017
Nguy, Jenny	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Nguyen, Kristy	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Pozgay, Spencer	CC	Physical Education - Athletic Trainer	10/25/2017	12/29/2017
Ramirez, David	FC	DSS - Personal Services Assistant	10/03/2017	12/16/2017
Rendon, Stephanie	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Soske, Tara-Jo	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Wells, Bryson	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Wooding, Jessica	NOCE	DSS - Personal Care Attendant	10/02/2017	06/29/2018
Yang, Ming-Suey	NOCE	Internship - ESL Program	10/25/2017	11/30/2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: October 24, 2017 Information _____
Enclosure(s) X
SUBJECT: Supplemental Early Retirement Plan

BACKGROUND: The District will offer a Supplemental Early Retirement Plan (SERP) as an incentive for eligible employees to retire from the District between May 1, 2018 and August 17, 2018. Eligibility is defined as:

- Must be a Certificated or Classified Manager, Regular Faculty, Classified or Confidential employee,
- Must be at least 55 years of age and have five years of service with the District as of August 17, 2018,
- Meet the years of service credit to be eligible for retirement under applicable CalSTRS or CalPERS requirements,
- Must retire from the District between May 1, 2018 and August 17, 2018,
- Submission of required SERP Enrollment Package and a letter of retirement by February 5, 2018.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 7130 Compensation and Administrative Procedure 7130-3 Retirement Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Financial savings will be determined in February 2018. In order for the SERP to be implemented, there must be a minimum number of participants and a net savings must be achieved.

RECOMMENDATION: Approval is requested for the District to offer a Supplemental Early Retirement Plan (SERP), administered by Keenan Financial Services, for eligible employees, effective July 1, 2018. It is further requested that the Board adopt Resolution 17-18-04 in support of the SERP.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

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



Resolution 17/18-04, Supplemental Early Retirement Plan

WHEREAS, Education Code Section 53224 authorizes school districts to make contributions to retirement plans; and

WHEREAS, the North Orange County Community College District desires to provide retirement benefits to its employees under such a plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the North Orange County Community College District hereby establishes a retirement plan for certain eligible employees of the District effective July 1, 2018.

RESOLVED FURTHER that the eligibility requirements for employees to participate in such plan shall be as follows:

- Must be a Certificated or Classified Manager, Regular Faculty, Classified or Confidential employee,
- Must be at least 55 years of age and have five years of service with the District as of August 17, 2018,
- Meet the years of service credit to be eligible for retirement under applicable CalSTRS or CalPERS requirements,
- Must retire from the District between May 1, 2018 and August 17, 2018,
- Submission of required SERP Enrollment Package and a letter of retirement by February 5, 2018.

RESOLVED FURTHER that the Board hereby adopt that certain plan known as the North Orange County Community College District Supplemental Employee Retirement Plan (SERP), effective July 1, 2018.

RESOLVED FURTHER that the employer contribution required to fund each participant's benefit shall be based on the contribution of 75% of the employee's salary (2017-18 salary schedule). It includes longevity but does not include overtime, stipends, PG&D, overload or additional duty days.

RESOLVED FURTHER that the North Orange County Community College District shall make all contributions to the Plan to fund the annuities purchased pursuant to the Plan.

RESOLVED FURTHER that, for purposes of the limitations on contributions under the Plan, as prescribed by Section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the Plan Year, as defined under the terms and provisions of the Plan.

RESOLVED FURTHER that, for purposes of clarification of administration of the Plan but not for purposes of making said Plan subject to Title I of ERISA, the Board hereby designates the District as the Plan Administrator.

RESOLVED FURTHER that the Board hereby appoints the following individuals to comprise the Plan Committee:

Name Fred Williams
Position Vice Chancellor, Finance and Facilities

Name Irma Ramos
Position Vice Chancellor, Human Resources

RESOLVED FURTHER that the Board hereby authorizes any member of the Plan Committee to execute on behalf of the District, the Form 1848, Power of Attorney and Declaration of Representative.

RESOLVED FURTHER that the Board hereby appoints Keenan Financial Services as the contract administrator to assist the District in the implementation and administration of the Plan.

RESOLVED FURTHER that the Board hereby authorizes and directs staff to take the following actions:

- Execute the Plan and any and all other documents necessary or proper to implement the Plan.
- Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- Execute any and all documents, including any amendment to the Plan, necessary or proper to obtain and maintain IRS approval of the form of the Plan if the IRS makes available a procedure for approval.
- Enter into any other contract or agreement which he/she deems necessary or proper to administer and/or fund the Plan and to attain and maintain the income tax qualification of the Plan under the Internal Revenue Code of 1986, as amended.

PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District on _____, 2017, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAINING:

Molly McClanahan
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 24, 2017
SUBJECT: United Faculty (CCA/CTA/NEA)
Reopeners for 2017-2018

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. United Faculty has submitted the attached reopeners.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal from United Faculty (CCA/CTA/NEA) to the District be received, and that a public hearing on this proposal be set for November 14, 2017, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.g.1

Item No.

United Faculty

October 15, 2017

Irma Ramos
Vice Chancellor, Human Resources
North Orange County Community College District

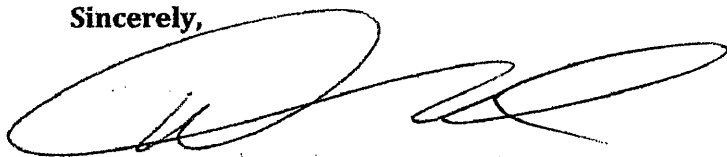
Dear Irma Ramos:

As per the United Faculty/NOCCCD contract section 1.3.1.2 this letter serves as official notification of contract reopeners. United Faculty confirms that the following agreed-to items are presently being negotiated or open for negotiation:

- Salary and Benefits
- Lecture/Lab compensation parity
- Management's access to student evaluations for tenure and peer evaluations (the two year pilot)
- Article 7 Librarian workload

At this time United Faculty does not wish to open any additional articles for negotiation but reserving the right under article 1.3.1.1 to open any article with mutual consent and to engage in Memorandum of Understandings regarding issues such as AB119.

Sincerely,



Dale Craig
United Faculty Chief Negotiator

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 10, 2017	Information	X
		Enclosure(s)	X
SUBJECT:	District Reopeners to United Faculty (CCA/CTA/NEA) for 2017-2018		

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. The District has submitted the attached reopeners.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal from the District to United Faculty (CCA/CTA/NEA) be received, and that a public hearing on this proposal be set for November 14, 2017, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.h.1

Item No.

**North Orange County Community College District
Office of Human Resources**

INTRADISTRICT CORRESPONDENCE

To: Dale Craig, Chief Negotiator, United Faculty

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

Date: October 16, 2017

Subject: Contract Reopeners for 2017-2018

Pursuant to the provisions of Article 1 of the Agreement between United Faculty and the District, this will serve as notice of the District's proposed contract reopeners on matters pertaining to wages, health and welfare benefits, and two other articles of the agreement. The District proposes the following:

Salary and Benefits

Achieve an agreement that is fair and reasonable within the context of the District's current budget environment.

Academic Calendars

Academic Calendars for 2018-2019 and 2019-2020

Article 11 – Class Size/Multiple Sections

Modify criteria for minimum class size and multiple sections

Article 12 – Class Cancellation

Modify language to change timeline and criteria

Continued Negotiations

- 1) Evaluation Pilot Program for Tenured Unit Members
- 2) Lecture/Lab Ratio

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 24, 2017	Resolution	<u>X</u>
		Information	<u> </u>
SUBJECT:	Resolution No. 17/18-03, In Support of Preserving a Deferred Action Program for Childhood Arrivals	Enclosure(s)	<u>X</u>

BACKGROUND: At its September 26, 2017 meeting, Trustee Jacqueline Rodarte directed staff to place a resolution in support of preserving the Deferred Action for Childhood Arrivals (DACA) Program on the October 10, 2017 meeting agenda. The resolution, which includes language similar to the resolution adopted by the Board of Governors of the California Community Colleges, was discussed by the Board, and returns for approval with their agreed upon edits.

This agenda item was prepared and submitted by Chancellor Cheryl Marshall.

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. 17/18-03, In Support of Preserving a Deferred Action Program for Childhood Arrivals.

Cheryl Marshall
Recommended by

Approved for Submittal

6.a.1
Item No.

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



**Resolution No. 17/18-03, In Support of Preserving a Deferred Action Program
for Childhood Arrivals**

WHEREAS, the California Community Colleges is the nation's largest post-secondary education system in the country and is committed to serving all residents, regardless of immigration status; and

WHEREAS, the North Orange County Board of Trustees is unwavering in its support and promotion of programs, initiatives and policies designed to instill values associated with community and inclusion; and

WHEREAS, California is home to 223,000 people who are participating in the federal Deferred Action for Childhood Arrivals (DACA) program, which provides eligible immigrant youth who were brought to this country as children with protection from deportation and with work authorization if they meet stringent conditions; and

WHEREAS, the DACA program allows these young people to work, defend the United States of America as military service members, attend school and pursue higher education, and, therefore, contribute to the nation's structural, physical, economic and intellectual well being; and

WHEREAS, the California Community Colleges' new Vision for Success notes that California must close a projected shortfall of college educated workers by 2030 if it is to remain economically competitive, and the Vision further articulates bold goals for increasing completion of certificates and degrees and transfer rates to four-year institutions; and

WHEREAS, over the past six months, the North Orange County Community College District has reassured students that our campuses will remain safe, welcoming places for students of all backgrounds to learn; informed them that no changes have been made with regard to admissions, privacy, or financial aid; informed students that financial aid for certain undocumented students is protected by state law; and held forums that provided information and resources from legal experts; and

WHEREAS, On September 5, 2017, President Donald J. Trump's administration announced plans to eliminate the DACA program after a six-month pause to allow Congress to address the issue; now

THEREFORE, BE IT RESOLVED, that the North Orange County Community College District Board of Trustees declares that it remains steadfastly in support of our DACA recipients and calls on Congress to preserve a deferred action program for them so that all of our students can realize their full potential and continue to make meaningful contributions to their communities, the state of California, and the country.

PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District on _____, 2017, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAINING:

Molly McClanahan
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 24, 2017
SUBJECT: Resolution No. 17/18-06,
Veteran's Appreciation Week

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

BACKGROUND: The North Orange County Community College District is privileged to serve thousands of student veterans each year. Both Fullerton College and Cypress College currently have Student Veteran's Centers on campus, and in order to serve those growing populations, we plan to expand those facilities with Measure J funds. Our student veterans are some of our highest achieving and most committed students.

In recognition of those who have sacrificed so much for our country, the Board of Trustees would like the week of November 13-17, 2017 to be observed as Veteran's Appreciation Week.

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 honor the contributions of past and present members of the Armed Forces in the state of California and in the North Orange County Community College District, and adopt Resolution No. 17/18-06 to declare that the week of November 13-17, 2017 be observed as Veteran's Appreciation Week.

Cheryl Marshall
Recommended by

Approved for Submittal

6.b.1
Item No.

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



Resolution No. 17/18-06, Veteran's Appreciation Week

WHEREAS, the members of the Armed Forces have been instrumental to the preservation of the freedom, security, and prosperity enjoyed by the people of the United States; and

WHEREAS, throughout the generations, veteran's sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual; and

WHEREAS, California is home to 1.7 million veterans, representing eight percent of the total U.S. veteran population and anticipates receiving an additional 30,000 discharged members of the armed services each year for the next several years – more than any other state; and

WHEREAS, the number of student veterans at the North Orange County Community College District have increased each year; and

WHEREAS, the North Orange County Community College District continually strives to provide relevant and needed campus services and resources to our student veterans; and

WHEREAS, the North Orange County Community College District's student veterans have been influential in bringing awareness to their campus communities through various Veteran's Day events and celebrations; and

WHEREAS, student veterans deserve a small token of our appreciation for all they do, and have done, to protect our freedom; now,

THEREFORE, BE IT RESOLVED, that the North Orange County Community College District Board of Trustees hereby recognizes and wishes to honor the contribution of past and present members of the Armed Forces in the state of California and in the North Orange County Community College District and declares the week of November 13-17, 2017, be observed as Veteran's Appreciation Week.

Dated: October 24, 2017

Molly McClanahan, President

Barbara Dunsheath, Ed.D., Member

Jacqueline Rodarte, Vice President

Ed Lopez, Member

Jeffrey P. Brown, Secretary

Daniel Sebastian, Student Member

Ryan Bent, Member

Andrew Washington, Student Member

Stephen T. Blount, Member

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 24, 2017	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies		

BACKGROUND: The Board Policies included in this agenda item were revised to reflect one or more of the following: 1) to update SCE to NOCE; 2) updates recommended by the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30 subscription service; 3) content revisions recommended by Chancellor's Staff; and/or 4) corrections related to typographical errors.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on September 25, 2017:

Chapter 1, The District

BP1000, The North Orange County Community College District: This policy was revised to reflect the NOCE name change.

BP1001, District Mission, Vision, & Values Statements: This policy was revised to reflect the NOCE name change.

Chapter 2, Board of Trustees

BP2340, Agendas: This policy was revised to update Section 1.0 to address new requirements that districts must post board meeting agendas on their district homepage (effective January 1, 2019) per Legal Update #30, and to reflect the NOCE name change.

BP2350, Speakers: This policy was revised to add Section 4.7.1 in order to address a new Government Code requirement that if districts have a time limit for public speakers, double the amount of time must be provided to those speakers who use a translator per Legal Update #30.

Chapter 3, General Institution

BP3740, Web Sites: This policy was revised to reflect the NOCE name change.

Chapter 4, Academic Affairs

BP4020, Program and Curriculum Development: This policy was revised to reflect the NOCE name change.

BP4225, Course Repetition: This policy was revised to correct a spelling error in Section 5.0 per Legal Update #29.

BP4250, Probation, Dismissal, and Readmission: This policy was revised to reflect the NOCE name change.

Chapter 5, Student Services

BP5040, Student Records, Directory Information, and Privacy: This policy was revised to reflect the NOCE name change.

BP5140, Disabled Student Programs and Services: This policy was revised to correct a typographical error in Section 4.0 per Legal Update #29.

BP5500, Standards of Student Conduct and Discipline: This policy was revised to reflect the NOCE name change.

Chapter 6, Business and Fiscal Affairs

BP6300, Fiscal Management: This policy was revised to update the “Reference” section to add a citation to address federal regulations under US Education Department General Administrative Regulations (EDGAR) Second Edition and add Section 2.0 to establish procedures to satisfy EDGAR for any federal funds received by the District per Legal Update #29. The policy was also renumbered as a result of the new Section 2.0.

BP 6350, Hospitality: This policy was revised to reflect the NOCE name change.

BP6620, Naming Facilities and Properties: This policy was revised to reflect the NOCE name change.

BP6700, Civic Center and Other Facilities Use: This policy was revised to cite the correct Education Code Section noted in Section 4.0.

Chapter 7, Human Resources

BP7240, Management Employees: This policy was revised to reflect the NOCE name change.

BP7310, Nepotism: This policy was revised to add discipline to the list of items that constitute a personnel decision in Section 2.0 per Legal Update #29.

BP7330, Certification of Freedom From Communicable Disease: This policy was revised to update the “Reference” section and update Section 2.0 to reflect changes to the tuberculosis screening requirements for newly hired academic and classified employees.

BP7400, Travel & Conference Attendance: This policy was revised to remove Section 3.0.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on the November 14, 2017 Board meeting agenda for action:

- **BP1000, The North Orange County Community College District**
- **BP1001, District Mission, Vision, & Values Statement**
- **BP2340, Agendas**
- **BP2350, Speakers**
- **BP3740, Web Sites**
- **BP4020, Program and Curriculum Development**
- **BP4225, Course Repetition**
- **BP4250, Probation, Dismissal, and Readmission**
- **BP5040, Student Records, Directory Information, and Privacy**
- **BP5140, Disabled Student Programs and Services**
- **BP5500, Standards of Student Conduct and Discipline**
- **BP6300, Fiscal Management**
- **BP 6350, Hospitality**
- **BP6620, Naming Facilities and Properties**
- **BP6700, Civic Center and Other Facilities Use**
- **BP7240, Management Employees**
- **BP7310, Nepotism**
- **BP7330, Certification of Freedom From Communicable Disease**
- **BP7400, Travel & Conference Attendance**

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

BP 1000 The North Orange County Community College District

Reference:

Education Code Section 72000(b)

1.0 The District has been named the North Orange County Community College District.

1.1 The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s), the School of Continuing Education, or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

2.0 The District consists of the following college(s) and/or education center(s):

2.1 Anaheim Campus

2.2 Cypress College

2.3 Fullerton College

2.4 [North Orange](#) School of Continuing Education

2.4.1 Anaheim Campus

2.4.2 Cypress College Continuing Education Center

2.4.3 Wilshire Continuing Education Center

Date of Adoption: June 12, 2001

Date of Last Revision: September 14, 2016 Chancellor's Staff
October 12, 2010
June 1, 2004
March 1, 2003
August 22, 2006

BP 1001 District Mission, Vision, & Values Statements

Reference:

ACCJC Accreditation Standard I.A
WASC/ACS Criterion 1, Indicator 1.1

1.0 Mission:

1.1 The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, relevant and academically excellent.

1.2 Cypress College and Fullerton College will offer associate degrees, a baccalaureate degree, vocational certificates, and transfer education, as well as developmental instruction and a broad array of specialized training. The ~~School of~~ [North Orange](#) Continuing Education will offer non-college credit programs including high school diploma completion, basic skills, vocational certificates, and self-development courses. Specific activities in both the colleges and ~~School of~~ [North Orange](#) Continuing Education will be directed toward economic development within the community.

1.3 The mission is evaluated and revised every three years.

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

3.0 Values – Shared Beliefs:

3.1 Service: We contribute to a vital and prosperous community through our educational and training services. We promote engaged and ethical participation in global, civil society.

3.2 High Standards: We uphold high standards in academics and promote joy in teaching, learning, and work.

3.3 Adaptability: We respond to the changing needs of our communities in a global environment through continuous improvement and creative innovation.

3.4 Professionalism: We hold high standards for our faculty and staff and create an environment in which staff development and other continuing education are valued and promoted.

3.5 Stewardship: We uphold the responsibility for public trust of our mission and resources. We practice transparency and collegial consultation in decision making.

3.6 Respect: We cultivate an atmosphere of courtesy, civility, and collegiality with all students and employees in the District by promoting a willingness to collaborate and a responsibility for all to be engaged and collegial partners in carrying out the District's mission.

BP 1001 District Mission, Vision, & Values Statements

- 3.7 Inclusiveness: We welcome and respect the diverse backgrounds and beliefs of our students, faculty, and staff, and the many communities we serve.

Date of Adoption: June 12, 2001

Date of Last Revision: October 25, 2016
April 14, 2015
November 26, 2014 Chancellor's Staff
November 22, 2011
August 22, 2006

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

BP 2340 Agendas

Reference:

Government Code Sections 54950, et seq.; 6250 et seq.;
Education Code Sections 72121, 72121.5

- 1.0 An agenda shall be posted adjacent to the place of meeting [as well as on the District's internet website](#) at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Agendas shall be developed by the Chancellor. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 Business that is not on the agenda may not be acted on or discussed, except when one or more of the following apply:
 - 2.1 A majority decides there is an "emergency situation" as defined for emergency meetings;
 - 2.2 Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
 - 2.3 An item appeared on the agenda and was continued from a meeting held not more than five days earlier.
- 3.0 The order of business may be changed by consent of the Board.
- 4.0 The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- 5.0 Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.
 - 5.1 Agenda items submitted by members of the public must be received by the Office of the Chancellor one week prior to the regularly scheduled board meeting.
 - 5.2 Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.
- 6.0 Faculty, staff and students may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item through

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

BP 2340 Agendas

established procedures in the colleges and North Orange ~~School~~ of Continuing Education.

- 7.0. In accordance with BP2510 and AP2510, the Academic Senates may independently initiate agenda items by submitting a written summary of the item to the Chancellor. The summary must be signed by the President of the initiating Senate. The Board reserves the right to consider and take action in closed session on items submitted by the Senates as permitted or required by law.
- 7.1 Agenda items submitted by the Academic Senates must be received by the Office of the Chancellor one week prior to the regularly scheduled board meeting.
- 7.2 Agenda items submitted by the Academic Senate shall be placed in the appropriate section of the agenda for the topic.
- 8.0 Members of the Board of Trustees may place items on the agenda by contacting the Chancellor's Office.

See Administrative Procedure 2340.

Date of Adoption: June 24, 2003

Date of Last Revision: November 23, 2004

BP 2350 Speakers

Reference:

Government Code Sections 54950, et seq.;
Education Code Section 72121.5

- 1.0 Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.
- 2.0 Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before the Board begins its discussion of the item and before a vote is called on the item
- 3.0 Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comments.
- 4.0 Those wishing to speak to the Board are subject to the following:
 - 4.1 The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
 - 4.2 Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
 - 4.3 Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
 - 4.4 A written request to address the Board is to be submitted to the Recording Secretary at the beginning of the meeting at which they wish to speak
 - 4.5 The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
 - 4.6 No member of the public may speak without being recognized by the President of the Board.
 - 4.7 Each speaker will be allowed a maximum of three minutes per topic. Twenty minutes shall be the maximum time allotment for public speakers on any one subject, regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

[4.7.1 A speaker who utilizes a translator will be allowed a maximum of six minutes to address the Board.](#)

BP 2350 Speakers

- 4.8 Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

See Administrative Procedures 2350

Date of Adoption: June 24, 2003

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

BP 3740 Web Sites

- 1.0 Official web sites may be created by the District, the colleges, and the [North Orange School of Continuing Education](#), as well as the divisions, departments, and other subdivisions therein. An official home page is the web page that serves as the initial entry point to an institution's web site.
- 1.1 Official web pages may be established only for legitimate educational purposes to enhance the District's educational mission and to facilitate the educational process of the District. Official web pages are created for the express purpose of disseminating District educational and administrative information.
- 1.2 These web pages are the property of the District and are intended to be closed forums. As such, the District, the colleges and the [North Orange School of Continuing Education](#) reserve the full right and authority to regulate and limit access to them, and to regulate the content of the items posted so they are consistent with the educational purpose of the District.
- 1.3 Persons wishing to post items on an official web page pertaining to the educational mission of the District may submit such items to the responsible administrator. Official web pages must be reviewed for accuracy and appropriateness by the responsible administrator, in consultation with the District Director of Public Affairs.
- 1.4 Unless expressly authorized to do so, students, faculty, and staff may not post items on official web pages.
- 2.0 Faculty, staff, and students of the District may establish "personal" web pages that utilize the District's electronic communications systems if the web page is consistent with District standards as stated in AP3740 and does not violate applicable laws, District or site policies, or assigned resource limits and is established for legitimate educational purposes to enhance the mission of District, colleges and the [North Orange School of Continuing Education](#).
- 2.1 Persons wishing to establish personal web pages must obtain approval from the appropriate administrator, obtain training if necessary, and sign an acknowledgment and waiver form, stipulating compliance with this policy.
- 2.2 Web pages utilizing the District's electronic communications systems are not intended to constitute open forums. Therefore, the District reserves the full right and authority to regulate the content of personal web pages so they are consistent with the educational purpose of the District, and to remove personal web pages from the District's electronic communications systems if they deviate from the District's policies and procedures, or are otherwise deemed by the District to be inappropriate.
- 3.0 Standards and guidelines for the development and maintenance of web pages are established to provide consistency and accuracy of information published on the World Wide Web.

BP 3740 Web Sites

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

See Administrative Procedure 3740.

Date of Adoption: March 23, 2004

BP 4020 Program and Curriculum Development

Reference:

Education Code Section 70901(b), 70902(b), and 78016;

Title 5, Section 51000, 51022, 55100, 55130, and 55150

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;

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;

ACCJC Accreditation Standards II.A and II.A.9

WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.2

- 1.0 The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.
- 2.0 Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from the departmental level through the division to other points within the approval process.
- 3.0 Each college and the [North Orange School](#) of Continuing Education shall be responsible for adherence to its own intra-curricular process.
- 4.0 On completion of the campus process, curricular items will be presented to the District Curriculum Coordinating Committee by the appropriate curriculum committee chair or designee.
- 5.0 The Vice Chancellor, Educational Services & Technology, shall, in consultation with the faculty, establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. Furthermore, these procedures shall include:
 - 5.1 Appropriate involvement of the faculty and Academic Senate in all processes.
 - 5.2 Regular review of programs and courses.
 - 5.3 Opportunities for training for persons involved in aspects of curriculum development.
 - 5.4 Consideration of job market and other related information for vocational and occupational programs.
- 6.0 Definition of a Unit of Credit: Courses shall grant units of credit based upon a relationship specified by the Board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. Each course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.

North Orange County Community College District
BOARD POLICY
Chapter 4
Academic Affairs

BP 4020 Program and Curriculum Development

- 7.0 All new courses, programs, and program discontinuances shall be approved by the Board unless this authority is delegated to the Chancellor.
- 8.0 After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.
- 9.0 Credit Hour: Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.
- 9.1 The Vice Chancellor, Educational Services & Technology, will establish procedures, which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.
- 9.2 The Vice Chancellor, Educational Services & Technology, shall establish procedures to assure that curricula in the District comply with the definition of “credit hour” or “clock hour,” where applicable. The Vice Chancellor, Educational Services & Technology, shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour operation has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure AP 4020

Date of Adoption: June 22, 2004

Date of Last Revision: October 25, 2016
November 25, 2014
August 7, 2012 Chancellor’s Staff
November 22, 2011
June 14, 2005

BP 4225 Course Repetition

Reference:

Title 5, Sections 55023-55024; 55030; 55040-55045; 56022; 56029; 58161

- 1.0 The colleges shall designate, in accord with relevant California regulations and statutes, those courses that are repeatable due to the activity (e.g., physical education) or performance (e.g., music, dance, art) nature of instructional activities contained in the courses. Students may repeat courses in colleges within the District and designated as repeatable up to the allowable limit established by the colleges, but in no case shall a student be allowed to repeat such courses more than three (3) times.
- 2.0 Students may repeat no more than two times the same course in colleges within the District in which substandard grades or W's were assigned. The colleges may establish local procedures to intervene and advise students who have received multiple substandard grades or excessive W's prior to re-enrolling in the same course in any college within the District.
 - 2.1 The colleges shall exclude the first two substandard grades a student has earned in a course offered at a college within the District in computing the overall GPA if the student repeats the course two times.
 - 2.2 An assignment of MW in accord with provisions related to military service shall not count toward the college computation or exclusion related to probation or dismissal.
 - 2.3 An assignment of MW shall not count toward the maximum allowable number of repetitions to which the student would otherwise be entitled.
 - 2.4 Students who have previously earned a grade of C or better in a course offered at the colleges within the District shall be allowed to repeat the course under the following conditions:
 - 2.4.1 There is a recency requirement for the course as a prerequisite at an accredited institution to which the student will be transferring, or
 - 2.4.2 The appropriate college curriculum committee has established a recency requirement in accord with the regular prerequisite approval process.
 - 2.4.3 When a student repeats a course offered at a college within the District under these provisions, the previous grade and credit will be disregarded in computing the student's cumulative GPA.
 - 2.5 In accord with a determination that such repetition is required as a disability-related accommodation for a particular student, repetition any number of times in a special class for students with disabilities offered at colleges within the District shall be allowed.

BP 4225 Course Repetition

- 2.5.1 The previous grade and credit will be disregarded in computing the student's cumulative GPA each time the course is repeated under this provision.
- 2.6 A student may enroll in an open entry/open exit course offered at colleges within the District as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record. Repetition of any portion of such a course may be allowed only under the following provisions:
 - 2.6.1 the course is required for legally mandated training, or
 - 2.6.2 the course is a special class for students with disabilities, or
 - 2.6.3 repetition of the course is justified due to extenuating circumstances, or
 - 2.6.4 the student wishes to repeat the course in accord with section 2.1 of this policy.
- 2.7 Each time a student enrolls in a physical education activity course offered in an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for purposes of section 1.0.
- 2.8 When course repetition of a portion of a course is permitted under the circumstances described in section 2.6, the previous grade and credit shall be disregarded in computing the student's cumulative GPA.
- 3.0 Students may repeat the same course in colleges within the District beyond the provisions indicated above if:
 - 3.1 Apportionment is not claimed, and
 - 3.2 The chief instructional officer or the chief student services officer (as designated by the college) approves of such enrollment subsequent to review of a petition filed by the student.
- 4.0 The colleges shall establish local procedures to allow for the repetition of a course offered in the colleges within the District that is not designated as a repeatable course where a determination has been made that there are extenuating circumstances, which justify the repetition.
- 5.0 When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- 6.0 Specific regulations regarding course repetitions will be included in the college catalogs and made available to students.

BP 4225 Course Repetition

7.0 No limits are imposed on the repetition of non-credit courses. However, in the case of special non-credit courses, such as those for students with disabilities, restrictions on repeatability may be imposed when students are judged to have met the objectives of a course and/or are no longer making measurable progress.

See Administrative Procedure 4225.

Date of Adoption: June 22, 2004

Date of Last Revision: March 8, 2011

BP 4250 Probation, Dismissal, and Readmission

Reference:

**Education Code Section 70902 (b)(3);
Title 5, Section 55030 through 55034**

1.0 Credit Program Students

1.1 Probation and Dismissal

- 1.1.1 Application of Provisions: This policy shall apply to all registered students equally, regardless of previous degrees earned or the number of units in which a student is enrolled, except that grades earned elsewhere prior to admission in a college within the North Orange County Community College District shall not be considered in determining probationary status.
- 1.1.2 For the purpose of this policy, semesters shall be considered consecutive based on the student's enrollment pattern, excluding the summer session.
- 1.1.3 Standards of Scholastic Probation:
- 1.1.3.1 Academic Probation: A student who has attempted at least 12 semester units shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0.
- 1.1.3.2 Progress Probation: A student who has enrolled in a total of at least 12 semester units shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W" (Withdrawl), "I" (Incomplete), "NC" (No Credit), and "NP" (No Pass) were recorded reaches or exceeds fifty percent (50%).
- 1.1.4 Notification, Recording, and Appeal of Scholastic Probationary Status:
- 1.1.4.1 Each college will make a reasonable effort to notify students when they are placed on scholastic probation.
- 1.1.4.2 Students on scholastic probation shall be automatically considered "conditional" registrants with their programs subject to limitations, conditions and/or adjustments as determined by the colleges.
- 1.1.4.3 A student who is placed on scholastic probation may submit an appeal in accordance with administrative procedure.
- 1.1.5 Removal from Scholastic Probation: A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed

BP 4250 Probation, Dismissal, and Readmission

from probation when the percentage of units in the categories of “W,” “I,” “NC,” and “NP” drops below fifty percent.

1.1.6 Standards for Scholastic Dismissal:

1.1.6.1 A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters, excluding summer sessions.

1.1.6.2 A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent, excluding summer sessions.

1.1.6.3 A student whose academic performance warrants Scholastic Dismissal but in the third consecutive semester achieves a grade point average of 2.0 or higher, or receives grades of “W,” “NC,” “I,” and “NP” for less than 50% of the current semester units enrolled, will not be dismissed, and notation of dismissal will not appear on the student’s transcripts.

1.1.7 Notification, Recording, and Appeal of Scholastic Dismissal Status:

1.1.7.1 Each college shall make a reasonable effort to notify a student who is subject to academic and/or progress dismissal no later than the beginning of the fall semester each academic year.

1.1.7.2 Scholastic dismissal will be permanently noted on the student’s transcript.

1.1.7.3 A student who is dismissed may submit a written appeal in compliance with administrative procedure.

1.1.8 Readmission: A dismissed student will be considered for readmission by filing a written petition of appeal/readmission. If readmitted, the student shall continue on academic probation until a cumulative grade point average of 2.0 or higher has been achieved, and/or progress probation until the percentage completed is greater than fifty percent (50%) of the units, which the student has attempted. Appeals/Readmission may be granted, denied, or postponed according to criteria established by administrative procedure.

2.0 **Non-Credit Program Students**

2.1 **Probation and Dismissal**

BP 4250 Probation, Dismissal, and Readmission

- 2.1.1 Non-credit terms shall be considered consecutive based on the student's enrollment pattern commencing with the student's initial enrollment.
- 2.1.2 Standards of Scholastic Probation: A student who has enrolled at the ~~School of~~ North Orange Continuing Education (~~SCE~~NOCE) shall be placed on program probation when the requirements for academic progress as defined by the department are not met. An ~~SCE~~ NOCE student will not be placed on program probation in their initial term of enrollment.
- 2.1.3 Notification, Recording, and Appeal of Scholastic Probationary Status: ~~SCE~~ NOCE will make a reasonable effort to notify students when they are placed on scholastic probation.
- 2.1.4 Removal from Scholastic Probation: An ~~SCE~~ NOCE student placed on program probation shall be removed from probation when the academic progress requirements as set forth by the department are met.
- 2.1.5 Standards for Scholastic Dismissal:
- 2.1.5.1 An ~~SCE~~ NOCE student on program probation shall be subject to dismissal if the academic progress requirements are not met for two consecutive terms, or equivalent thereof, in which the student was enrolled.
- 2.1.5.2 An ~~SCE~~ NOCE student whose academic performance warrants Scholastic Dismissal but is in the third consecutive term or the equivalent thereof meets the academic progress requirements will not be dismissed and notion of dismissal will not appear on the student's transcripts.
- 2.1.6 Notification, Recording, and Appeal of Scholastic Dismissal Status: ~~SCE~~ NOCE shall make a reasonable effort to notify a student who is subject to progress dismissal no later than the beginning of the term in which the standards of the progress dismissal are met.
- 2.1.7 Readmission: A dismissed student will be considered for readmission by filing a written petition of appeal/readmission. If readmitted, the ~~SCE~~ NOCE student shall continue on program probation until the academic progress requirements as set forth by the department are met. Appeals/Readmission may be granted, denied, or postponed according to criteria established by administrative procedure.

See Administrative Procedure 4250.

Date of Adoption: June 14, 2005

Date of Last Revision: June 28, 2016
February 24, 2009

BP 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(i)
ACCJC Accreditation Standard II.C.8;
WASC/ACS Criterion 7, Indicator 7.5

- 1.0 A cumulative record of enrollment, scholarship, and educational progress shall be maintained for each student by the Admissions and Records Office of each college and the ~~School of~~ [North Orange](#) Continuing Education Student Records Office.
- 2.0 The Chancellor shall establish procedures to ensure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records, and may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.
- 3.0 Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.
- 4.0 No instructor, official, employee, or governing board member shall authorize access to student records (or personally identifiable information contained therein) to any person without the written consent of the student, other than directory information as specified in Administrative Procedure 5040, except in compliance with a judicial order or lawfully issued subpoena, or as otherwise authorized by law.
- 5.0 Student information identified by the District as directory information shall be limited to the categories of directory information defined in Education Code Section 76210(b) and Title 20, section 1232g of the United States Code. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interests of students.
- 6.0 Students shall be notified of their rights with respect to student records, including the categories of student information that the District has designated as directory information, and that they may limit the information to be released.

See Administrative Procedures 5040

Date of Adoption: June 14, 2005

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
April 14, 2009

BP 5140 Disabled Student Programs and Services

Reference:

**Education Code Sections 67310 and 84850;
Title 5, Sections 56000 et seq. and 56027**

- 1.0 Students with verified disabilities shall receive reasonable accommodations pursuant to federal and state requirements in all applicable programs in the District.
- 2.0 The Disabled Students Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for students with disabilities as mandated by federal and state laws.
- 3.0 DSPS services and accommodations shall be available to students with verified disabilities. The services to be provided include, but are not limited to, academic adjustments, accessible facilities, accessible equipment and technologies, instructional programs, and specialized counseling.
- 4.0 No student with disabilities is required to participate in the ~~Disabled Students Programs and Services~~ **DSPS** program. However, students requesting accommodations are required to provide evidence verifying the disability.
- 5.0 The Chancellor shall assure that District DSPS programs conform to all requirements established by the relevant law and regulations. The Chancellor shall also establish procedures to implement this policy that assure response in a timely manner to accommodation requests involving academic adjustments and for an individualized review of each such request, and permits interim decisions on such request pending final resolution by the appropriate administrator or designee.

Date of Adoption: June 14, 2005

Date of Last Revision: October 25, 2016
January 22, 2013

BP 5500 Standards of Student Conduct and Discipline

Reference:

Education Code Section 66300 and 66301
ACCJC Accreditation Standards I.C.8 and 10
WASC/ACS Criterion 2, Indicators 2.1, 2.2, and 2.4; Criterion 8, Indicator 8.4

1.0 Standards of Student Conduct

For purposes of this policy, the term "District" as used herein means the North Orange County Community College District, Cypress College, Fullerton College, the ~~School of~~ [North Orange](#) Continuing Education, the Anaheim Campus, and other entities operated by, or property under the control of, the North Orange County Community College District.

Students enrolling in the programs and services of the North Orange County Community College District assume an obligation to conduct themselves in a manner compatible with the function of the colleges and the ~~School of~~ [North Orange](#) Continuing Education as educational institutions. A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

- 1.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
- 1.2 Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
- 1.3 Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
- 1.4 Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
- 1.5 Misrepresentation of oneself or of an organization to be an agent of the District.
- 1.6 Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
- 1.7 Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
- 1.8 Unauthorized entry into, unauthorized use of, or misuse of property of the District.

BP 5500 Standards of Student Conduct and Discipline

- 1.9 Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
- 1.10 Causing or attempting to cause damage to District property, or to private property on District premises.
- 1.11 Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
- 1.12 Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- 1.13 Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.
- 1.14 Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
- 1.15 Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
- 1.16 Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- 1.17 Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
- 1.18 Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- 1.19 Committing sexual harassment as defined by law or by District policies and procedures.
- 1.20 Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual

BP 5500 Standards of Student Conduct and Discipline

orientation, or any other status protected by law.

- 1.21 Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- 1.22 Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
- 1.23 Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
- 1.24 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
- 1.25 Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District or the substantial disruption of the orderly operation of the District.
- 1.26 Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.
- 2.0 No student shall be suspended from a college or ~~School of~~ [North Orange](#) Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, ~~School of~~ [North Orange](#) Continuing Education or District activity or attendance.
- 3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.
- 4.0 The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.
- 5.0 The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

BP 5500 Standards of Student Conduct and Discipline

See Administrative Procedure 5500

Date of Adoption: January 28, 2003

Date of Last Revision: October 25, 2016
November 26, 2014 Chancellor's Staff
September 25, 2012
October 23, 2007

BP 6300 Fiscal Management

Reference:

**Education Code Section 84040(c);
Title 5, Sections 58311
ACCJC Accreditation Standard III.D;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
[2 Code of Federal Regulations Parts 200.302\(b\)\(6\)-\(7\), 200.305, and 200.400 et seq.](#)**

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, section 58311, including:
 - 1.1 Adequate internal controls exist.
 - 1.2 Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
 - 1.3 Adjustments to the budget are made in a timely manner, when necessary.
 - 1.4 The management information system provides timely, accurate, and reliable fiscal information.
 - 1.5 Responsibility and accountability for fiscal management are clearly delineated.
- 2.0 [**The Vice Chancellor, Finance & Facilities shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations \(EDGAR\) Second Edition for any federal funds received by the District.**](#)
- ~~3~~.0 All bank accounts must be approved by either the Vice Chancellor, Finance & Facilities; the Director, Fiscal Affairs; the Vice President, Administrative Services; the Manager, Administrative Services; or the Manager, Campus Accounting, before establishment. Only these accounts duly approved may utilize the District's Federal Tax Identification Number.
- ~~4~~.0 The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- ~~5~~.0 As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- ~~6~~.0 As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300.

Date of Adoption: February 12, 2002
Date of Last Revision: September 14, 2016 Chancellor's Staff
October 13, 2015

North Orange County Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6350 Hospitality

- 1.0 It is the general policy of the North Orange County Community College District to encourage public participation and awareness of college and college district programs and activities through direct personal contact with individuals and community groups. The Board of Trustees believes that the authorized activities specified under 1.1 facilitate communication and increase public participation in college/district sponsored meetings, events and activities.
- 1.1 The Board of Trustees hereby authorizes actual, reasonable and prudent expenditures incurred by the Colleges, ~~School of~~ North Orange Continuing Education Centers, and District Office for the following:
- 1.1.1 Functions for volunteers.
 - 1.1.2 Functions for retiring employees.
 - 1.1.3 Activities honoring individuals in education.
 - 1.1.4 College Week and/or Senior Days activities.
 - 1.1.5 Educational events sponsored by the Board, and Board meetings.
 - 1.1.6 Breakfast, luncheon and dinner meetings sponsored by state, municipal, county or other community agencies relating to college/district activities.
 - 1.1.7 Flowers and cards for special occasions.
 - 1.1.8 Seminars and workshops only with prior approval of the Board.
 - 1.1.9 Service club membership dues and fees at the discretion of the Chancellor and/or Vice Chancellors/President/Provost.
 - 1.1.10 Board appointed committee meetings.
 - 1.1.11 Group planning and operational meetings.
 - 1.1.12 Business related meals.
 - 1.1.13 Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups.
- 2.0 Each year in accordance with the budget requirements, the Vice Chancellor, Finance & Facilities, shall submit a hospitality budget for Board approval. The hospitality budget may be augmented at any time during the year pursuant to statutory requirements.
- 3.0 All expenditures authorized under article 1.1 shall be paid from interest income.

BP 6350 Hospitality

- 3.1 All expenditures related to hospitality activities shall be identified and remain separate and distinct from any and all other disbursements. A separate bank account may be established for the specific use of hospitality activities. Any such account shall be authorized by a Board resolution. In order to maximize budget and expenditure control, no disbursement, in payment of hospitality expenses, shall be made unless such expenditures have been budgeted and approved for payment by an authorized signature. The Chancellor, Vice Chancellors, Presidents, Executive Vice Presidents, and Provost may authorize disbursements.
- 3.2 Such approval may take the form of a disbursement order which must include where applicable, activity or event, participant(s), vendor name, quantity, unit price, and total price including applicable taxes.
- 4.0 The Chancellor will provide a financial report to the Board on all hospitality activities/events on an annual basis.

Date of Adoption: February 12, 2002

BP 6620 Naming Facilities & Properties

- 1.0 All recommendations for naming facilities and properties shall be submitted to the Board of Trustees by the Chancellor for action.
- 2.0 All recommendations shall comply with the following:
 - 2.1 When an individual has brought extraordinary distinction, provided exemplary service, or made a significant material donation to one of the District colleges, the ~~School of~~ [North Orange](#) Continuing Education Program, or the District in general, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.
 - 2.2 Once the appropriate procedures for naming a facility or property have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties such as: all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties. The Board delegates to the Chancellor the authority to name individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas, and other minor properties.
 - 2.2.1 When no gift is involved:
 - 2.2.1.1 Recognition by the naming of a District facility or property may be recommended to honor any person who has achieved unique distinction through campus leadership, service to students, service to the community, uncommon achievement, and/or contributions to the advancement of the mission and goals of the District.
 - 2.2.1.2 Recognition by the naming of a District facility or property may be recommended to honor any person who has worked for the District and has made an extraordinary contribution to the District, one of its colleges or one of its programs. Proposals to name a facility or property after an individual who has worked for the District will be considered a year or more after the individual has resigned, retired, or passed away.
 - 2.2.2 When a gift is involved before or during construction of a facility or property:
 - 2.2.2.1 When a significant bequest, gift, or donation is given to one of the colleges or to ~~School of~~ [North Orange](#) Continuing Education, or to the District in general, the naming of a District facility or property in honor of the donor may be recommended.

BP 6620 Naming Facilities & Properties

2.2.2.2 The procedures to be followed to name a District facility or property after an individual who has made a significant gift will include consultative channels as outlined in the administrative procedure for this policy. The District will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property and the enhancement of its value to the District.

2.2.3 When a gift is involved after construction of a facility or property, Sections 2.2.2.1 and 2.2.2.2 above shall apply. However, the bequest, gift, or donation may instead be applied to a purpose other than funding of the facility or property to be named after the donor. In these cases, the funding will be applied to a purpose established through campus consultative channels as outlined in the administrative procedure and in keeping with District and campus missions.

See Administrative Procedure 6620.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2006

BP 6700 Civic Center and Other Facilities Use

Reference:

**Education Code Sections 82537 and 82542;
Title 5 Sections 59601 et seq.**

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

- 2.0 No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.
- 3.0 The District will provide free usage in accordance with Education Code Section 82542(a).
- 4.0 All District property will be subject to a facility use charge in accordance with Education Code Section 82542(b-f).

See Administrative Procedures 6700.

Date of Adoption: February 12, 2002

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 14, 2015

BP 7240 Management Employees

Reference:

**Education Code Sections 72411 et seq., 87002(b), 87457- 87460;
Government Code Section 3540.1(g) and (m)**

- 1.0 Management employees are those employees of the District who are designated as "Management" by the Board of Trustees in accordance with the Educational Employees Relations Act of the State of California and are exempt under the Fair Labor Standards Act. The management positions designated by the Board are the Executive Officers of the District and those positions set forth on the Management Salary Schedule and the Temporary Special Project Administrator Daily Rate Schedule.
- 2.0 Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board of Trustees as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges or District.
- 3.0 Classified management employees are those management employees who are not employed as academic management employees (educational administrators). The probationary period for classified management employees shall be one year.
- 4.0 **Executive Officers of the District**
 - 4.1 The following management employees are designated by the Board of Trustees as the Executive Officers of the District:
 - 4.1.1 The Chancellor, who shall serve as the Executive Secretary to the Board of Trustees.
 - 4.1.2 Vice Chancellors.
 - 4.1.3 College Presidents.
 - 4.1.4 Provost of ~~the School of~~ [North Orange](#) Continuing Education.
 - 4.2 The Chancellor shall be appointed by the Board of Trustees consistent with California State statutes. The Vice Chancellors, College Presidents, and Provost of ~~the School of~~ [North Orange](#) Continuing Education shall be appointed by the Board upon recommendation from the Chancellor.
 - 4.3 The Executive Officers shall be employed by contract for specified lengths of services, as determined by the Board of Trustees, not to exceed four (4) years.
 - 4.3.1 The terms of the employment contracts shall include, but not be limited to, the duration of the contract, work year, salary, fringe benefits, transportation allowance, vacation, and holidays.

BP 7240 Management Employees

- 4.3.2 The Chancellor's contract may be extended annually upon approval of the Board of Trustees. The contracts with the Vice Chancellors, College Presidents, and Provost of the ~~School of~~ North Orange Continuing Education may be extended annually upon recommendation of the Chancellor, submission of their performance reviews, and approval of the Board.
- 4.3.3 The initial employment contract for any Executive Officer and any amendments thereto must be signed by the President of the Board of Trustees and the Executive Officer employed by the contract.
- 4.3.4 Unless provided otherwise by the terms and conditions of an employment contract or specifically excluded, the policies and administrative procedures of the Board of Trustees that are generally applicable to regular management employees of the District shall apply to the Executive Officers.

5.0 District Reorganization and Reassignment Rights

- 5.1 The Board of Trustees reserves the right to determine the management structure of the District and to reorganize and reassign management positions within the District.
- 5.2 Reassignment of Academic Management Employee to Faculty Position: The Board of Trustees may reassign an academic management employee to a faculty position for reasons satisfactory to the Board.
- 5.2.1 The management employee shall be given written notice of the reassignment by the Board. Where the management employee is serving under a contract of employment, the term of which is longer than one year, notice shall be given at least six months in advance of the expiration of the contract unless the terms of the contract provide otherwise. For every other management employee, notice of the reassignment shall be given on or before March 15.
- 5.2.2 A management employee receiving notice of reassignment to a faculty position shall be entitled to receive, upon request, a written statement of the reasons for the reassignment.
- 5.2.3 The decision of the Board to reassign shall be final.

See Administrative Procedures:

- | | |
|-----------|---|
| AP 7240-1 | Management Employees - Workweek; Teaching by Managers |
| AP 7240-2 | Management Employees - Holidays |
| AP 7240-3 | Management Employees - Vacation Plan |
| AP 7240-4 | Management Employees - Leaves |

BP 7240 Management Employees

- AP 7240-5 Management Employees - Personnel Files
- AP 7240-6 Management Employees - Professional Growth and Development Program
- AP 7240-7 Management Employees - Evaluation **[Under Construction]**
- AP 7240-8 Management Employees- Academic Management Employee Retreat Rights; Classified Management Employee Layoff and Bumping Rights

- AP 7240-9 Management Employees - Disciplinary Action
- AP 7240-10 Management Employees - Salary Provisions
- AP 7240-11 Management Employees - Complaint Process
- AP 7240-12 Management Employees - Proposals by District Management Association Regarding Employee-Related Issues

Date of Adoption: May 27, 2008

BP 7310 Nepotism

Reference:

Government Code Sections 12920 et seq.; 1090 et seq.

- 1.0 Members of an immediate family may hold positions in the District. The term "Immediate family" as used in this policy means spouse; father, mother, grandfather, and grandmother of the employee or the employee's spouse; son; son-in-law; brother; brother-in-law; daughter; daughter-in-law; sister; sister-in-law; grandchild; aunt; uncle; niece; nephew; step-relative in any of the above categories; or any other relative living in the employee's home. For purposes of these provisions, "spouse" includes the domestic partner of an employee as defined by section 297 of the California Family Code.
- 2.0 Members of an immediate family shall not be assigned to a regular position within the same department, division, or site, which has an immediate family member as a supervisor or administrator who is in a position to recommend or influence personnel decisions with respect to the relative. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, [discipline](#), demotion, or compensation.
- 3.0 The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.
- 4.0 It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the Chancellor or designee will be responsible for determining the appropriateness of the assignment. The District retains the right to reassign or transfer employees where such assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.
- 5.0 Should it be determined a reassignment is necessary to comply with the intent of this policy, the Chancellor may make such reassignment without financial penalty to those involved.
- 6.0 The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Vice Chancellor of Human Resources or designee and the Board of Trustees, and to meet with the Vice Chancellor of Human Resources or designee, before the Chancellor takes action on the reassignment.

Date of Adoption: June 26, 2007

BP 7330 Certification of Freedom From Communicable Disease

Reference:

Education Code Section 87408; 87408.6, [and 88021](#)

- 1.0 All newly hired academic employees who have not previously been employed in an academic position in the State of California shall have on file a medical certificate indicating freedom from communicable diseases making the applicant unfit to instruct or associate with students. Any offer of employment shall be subject to the submission of the required medical certificate.
- 2.0 All newly hired academic and classified employees must provide the District with medical certification to show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined ~~within the past 60 days~~ to determine that they are free of from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis. No academic or classified employee shall commence service until such medical certification has been provided to the District. All academic and classified employees shall be required to undergo an examination within four years of initial employment with the District and every four years thereafter, to determine that they are free of active tuberculosis.
- 3.0 These provisions shall not apply to employees not requiring certification qualifications who are employed for any period of time less than a college year whose functions do not require frequent or prolonged contact with students.
- 4.0 The provisions of section 3.0 notwithstanding, such examination and certification may be required of any employee or volunteer if, in the determination of the Chancellor, the presence of such person in and around college premises would constitute a health hazard to students.

See Administrative Procedure 7330

Date of Adoption: October 23, 2007

Date of Last Revision: October 25, 2016

BP 7400 Travel and Conference Attendance

Reference:

Education Code Section 87032

- 1.0 The Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.
- 2.0 The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.
- ~~3.0 All travel outside the United States must be approved in advance by the Board.~~

See Board Policy 6360, Travel

Date of Adoption: October 9, 2007