



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

MEETING: Regular Meeting in November 2020

DATE: Tuesday, November 10, 2020, at 5:30 p.m.

PLACE: Zoom Teleconference

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

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

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

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

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

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

AGENDA:

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

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

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

2. a. **Approval of Minutes of the Regular Meeting of October 27, 2020.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**

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

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

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.
3. **FINANCE & FACILITIES**
 - [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
 - b. It is recommended that the Board review the District's Quarterly Financial Status Report ending September 30, 2020, as required by §58310 of Title 5.
 - c. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the ending September 30, 2020.
 - d. It is recommended that the Board receive the 2019-2020 Travel Expense Report.
 - [e] Authorization is requested to declare the list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.
 - f. It is recommended that the Board approve Change Order No. 3 for Project #2016-13, Cypress College Science, Engineering and Math, Veterans Resource Center, Student Activities Center, with Sundt Construction, Inc., in the total amount of \$1,202,442 increasing the contract from \$92,651,920 to \$93,854,362.
 - [g] Authorization is requested to enter into an architectural consultant agreement in the amount not to exceed \$719,544, inclusive of reimbursables, with DLR Group, for the preliminary planning phase of the Fine Arts Renovation Project at Cypress College from November 10, 2020 through February 28, 2021.
 - [h] Authorization is requested to amend the existing Architect of Record for Sherbeck Field Improvement Project at Fullerton College contract with Westberg + White Architects in the amount of \$2,200, for a total of \$192,200, including reimbursables. The term of the agreement will continue to be effective through December 31, 2022.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2020, Fall 2021, and Spring 2021.
- [b] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, to be effective Fall 2020 or Fall 2021.
- [c] It is recommended that the Board approve the summary of curriculum changes for the North Orange Continuing Education, to be effective Spring 2021.
- d. It is recommended that the Board receive as information the highlights relating to the Cypress College 2020-2021 Professional Development Program.
- e. It is recommended that the Board receive as information the highlights relating to the Fullerton College 2020-21 Staff Development Program.
- f. It is recommended that the Board receive as information the highlights relating to the NOCE 2020-2021 Professional Development Program.
- g. It is recommended that the Board receive as information the highlights relating to the District Services 2020-2021 Professional Development Program.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Change in Salary Classification
 - Leaves of Absence
- [b] Request approval of the following items concerning classified personnel:
 - Retirement
 - Resignation
 - Promotion
 - Voluntary Changes in Assignment
 - Leaves of Absence
 - Reclassification
 - Stipend for Additional Administrative Duties
 - New Classified Management Job Description
- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.

6. GENERAL

- a. It is recommended that the Board schedule on the agenda for November 24, 2020, the establishment of December 15, 2020, as the date of its Organizational Meeting.
- b. It is recommended that the Board receive the revised Board Policies in Chapter 2 and direct that they be placed on a future Board meeting agenda for action.
- c. It is recommended that the Board receive the new Administrative Procedure 5041 and direct that it be placed on a future Board meeting agenda for action.
- d. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | November 10, 2020 | Resolution | <u> </u> |
| SUBJECT: | Ratification of Purchase Orders and Checks | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |

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

The purchase order numbers P0140209 - P0142287, check numbers C0052181 - C0052214; F0265329 - F0267284; Q0007325 - Q0007327; 88507264 - 88508326; V0031829 - V0031830; 70111897 - 70112476; disbursements E8890005 - E8905458; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0140209 - P0142287 through October 13, 2020, totaling \$3,982,905.78, and check numbers C0052181 - C0052214, totaling \$23,677.66; check numbers F0265329 - F0267284, totaling \$4,049,707.83; check numbers Q0007325 - Q0007327, totaling \$360.00; check numbers 88507264 - 88508326, totaling \$29,955,649.65; check numbers V0031829 - V0031830, totaling \$1,577.00; check numbers 70111897 - 70112476, totaling \$107,939.59; and disbursements E8890005 - E8905458, totaling \$15,959,655.08, through October 31, 2020.

Fred Williams

3.a.1

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---------------------------------------|---------------|----------------|------|---|
| P0140209 | Economic Alternatives Inc | \$ 15,000.00 | | FC | Maintenance Agreement for FC Chiller |
| P0140280 | A Alvarado Painting | \$ 3,400.00 | | FC | Painting |
| P0140830 | La Habra Fence Co Inc | \$ 6,000.00 | | CC | Blanket Order for Repairs Fences |
| P0140834 | Pete's Road Service Inc | \$ 5,000.00 | | CC | Blanket Order for Road Service |
| P0140888 | Howard Ridley Co Inc | \$ 34,250.00 | Bond | AC | Install Secondary MDF Room Rack at AC |
| P0141014 | Toshiba Business Solutions | \$ 522.95 | | FC | Maintenance Agreement for Copier |
| P0141026 | Carson Landscape Supply | \$ 3,500.00 | | CC | Blanket Order for Irrigation Parts and Supplies |
| P0141091 | GPI CA-TII Inc | \$ 2,600.00 | | NOCE | Blanket Order for Car Maintenance |
| P0141494 | Toshiba Business Solutions | \$ 420.23 | | FC | Maintenance Agreement for Copier |
| P0141557 | Cambridge West Partnership LLC | \$ 226,000.00 | Capital Outlay | AC | Cap Load Management and Technical Support for Facilities B/A: 8/25/20 |
| P0141916 | Aardvark Clay & Supplies Inc | \$ 1,200.00 | | NOCE | Blanket Order for Instructional Supplies |
| P0141924 | Office Solutions | \$ 2,500.00 | | NOCE | Blanket Order for Office Supplies |
| P0141925 | Blick Art Materials LLC | \$ 4,000.00 | | NOCE | Blanket Order for Instructional Supplies |
| P0141926 | Nasco Modesto | \$ 4,000.00 | | NOCE | Blanket Order for Instructional Supplies |
| P0141931 | Amazon Business | \$ 750.83 | | CC | Instructional Supplies |
| P0141936 | Office Solutions | \$ 2,000.00 | | NOCE | Blanket Order for Office Supplies |
| P0141942 | Airgas USA LLC | \$ 4,904.20 | | FC | Welding Fuel for Student Use |
| P0141943 | Constant Contact, Inc | \$ 630.00 | | FC | Subscription Renewal |
| P0141944 | Kilgore International Inc | \$ 775.80 | | CC | Instructional Supplies |
| P0141945 | Kholoud Alshikh | \$ 200.00 | | CC | Student Fees Reimbursement |
| P0141946 | Jazz Z Beauty Product | \$ 22,000.00 | | FC | Blanket Order for Cosmetology Supplies |
| P0141947 | O'Reilly Automotive Inc | \$ 5,000.00 | | CC | Blanket Order for Automotive Supplies |
| P0141948 | American Dental Education Association | \$ 851.00 | | CC | Institutional Membership |
| P0141949 | Pierce Company | \$ 1,419.83 | | CC | Instructional Supplies |
| P0141950 | The Champion Company | \$ 236.75 | | CC | Instructional Supplies |
| P0141951 | Sujata Chiplunkar | \$ 51.69 | | CC | Reimbursement |
| P0141952 | Amazon Business | \$ 103.42 | | NOCE | Instructional Supplies |
| P0141953 | DS Waters of America Inc | \$ 1,000.00 | | CC | Blanket Order for Water Services |
| P0141954 | ActivityConnection.com | \$ 174.95 | | NOCE | Software Subscription |
| P0141959 | Fisher Scientific Co LLC | \$ 1,472.73 | | CC | Instructional Supplies |
| P0141960 | Carol Mattson | \$ 2,760.00 | | FC | Guest Speaker for the CARE Department |
| P0141961 | Westberg + White Inc | \$ 69,000.00 | Capital Outlay | AC | Renovation Restrooms at Fullerton College |
| P0141962 | CI Solutions | \$ 1,695.00 | | AC | Maintenance Agreement for ID Cards |
| P0141963 | Sandra Garcia | \$ 200.00 | | CC | Reimbursement for Student Fees |
| P0141964 | Elevatus Training LLC | \$ 735.18 | | NOCE | Instructional Supplies |
| P0141965 | Tennis Warehouse | \$ 595.65 | | CC | Athletic Supplies |
| P0141966 | Demco Inc | \$ 5,638.31 | | CC | Dry Erase Tables for the Music Department |
| P0141967 | Acushnet Company | \$ 729.62 | | CC | Athletic Supplies |
| P0141968 | Brea Chamber of Commerce | \$ 670.00 | | FC | Institutional Membership |
| P0141969 | SCIAC | \$ 100.00 | | FC | Institutional Membership |
| P0141970 | Image Options | \$ 15,096.79 | | CC | Decal and Signage for COVID |
| P0141971 | Melikasadat Noori | \$ 145.00 | | CC | Student Fees Reimbursement |
| P0141972 | NMK Corporation | \$ 600.00 | | FC | Software License |

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|------------------------------------|---------------|----------------|------|---|
| P0141973 | Ana Hernandez | \$ 135.37 | | CC | Reimbursement for Student Fees |
| P0141974 | Elisa Santibanez | \$ 100.36 | | CC | Reimbursement for Student Fees |
| P0141975 | Duc Ngo | \$ 57.65 | | CC | Reimbursement for Student Fees |
| P0141976 | Stater Bros Markets - A CA Corp | \$ 9,414.00 | | NOCE | Food Gift Cards - |
| P0141977 | Grainger Inc | \$ 8,777.32 | | CC | Facilities Supplies |
| P0141978 | iT1 Source LLC | \$ 2,108.61 | | NOCE | Computer |
| P0141980 | Office Solutions | \$ 400.00 | | CC | Blanket Order for Office Supplies |
| P0141982 | Case & Sons Construction Inc | \$ 47,332.00 | Capital Outlay | NOCE | Labor and Materials to Install Benches at Wilshire |
| P0141983 | AT&T Mobility LLC | \$ 32,466.84 | | NOCE | Internet Supplies and Service |
| P0141984 | Mity-Lite Inc | \$ 8,130.51 | | CC | Chairs for the Music Department |
| P0141985 | BSN Sports LLC | \$ 493.15 | | FC | Athletic Supplies |
| P0141986 | Hirsch Pipe & Supply Co Inc | \$ 6,680.48 | Capital Outlay | CC | Purchase New 100 Gal Boiler for CC |
| P0141987 | ServiceFirst | \$ 2,000.00 | | CC | Blanket Order for Equipment Repairs |
| P0141988 | Marx Bros Fire Extinguisher Co Inc | \$ 2,625.00 | | CC | Fire Suppression System Service |
| P0141989 | I-CAR | \$ 1,100.00 | | CC | Software License |
| P0141990 | CSI Fullmer | \$ 53,529.54 | | NOCE | Classroom Furniture |
| P0141991 | State of California | \$ 200.00 | | CC | Automotive License Renewal |
| P0141992 | NMK Corporation | \$ 533.37 | | FC | (6) Telephones |
| P0141993 | State of California | \$ 100.00 | | CC | Smog License Renewal |
| P0141994 | NMK Corporation | \$ 1,000.00 | | FC | Blanket Order for Software Support |
| P0141995 | Southern California News Group | \$ 15,000.00 | | AC | Blanket Order for Advertisement of Bids |
| P0141996 | University of Southern California | \$ 25,000.00 | | FC | California Community College Equity Leadership Alliance |
| P0141997 | Signature Flooring Inc | \$ 2,134.00 | | FC | Flooring Repair Services |
| P0141998 | West-Lite Supply Co Inc | \$ 136.52 | | FC | Facilities Supplies |
| P0141999 | Amazon Business | \$ 196.08 | | AC | Office Supplies |
| P0142000 | Markus Burger | \$ 269.40 | | FC | Reimbursement for Software |
| P0142001 | NMK Corporation | \$ 2,529.97 | | CC | (4) Telephones |
| P0142002 | Johnson Equipment Company | \$ 1,586.61 | | CC | Automotive Supplies and Installation |
| P0142003 | Sprout Social Inc | \$ 5,864.64 | | CC | Software License |
| P0142004 | IBM | \$ 2,159.76 | | AC | Software License for AC, CC, and FC |
| P0142005 | Continental Computer Corporation | \$ 9,330.00 | | CC | Software License |
| P0142006 | Controlled Key Systems | \$ 5,000.00 | | NOCE | Blanket Order for Building Access Repair Services |
| P0142007 | BDJtech | \$ 1,135.70 | | FC | Audio Equipment |
| P0142008 | TruWest Inc | \$ 3,147.43 | | CC | Athletic Supplies |
| P0142009 | Rhea Bernardo | \$ 130.10 | | CC | Student Fees Reimbursement |
| P0142011 | Apple Computer Inc | \$ 1,469.80 | | FC | Computer |
| P0142012 | Apple Computer Inc | \$ 12,688.18 | | CC | (16) Ipad Tablets with Warranty |
| P0142013 | Apple Computer Inc | \$ 299.99 | | CC | Software License |
| P0142014 | Veolia ES Technical Solutions LLC | \$ 2,000.00 | | CC | Blanket Order for Biohazard Waste Removal |
| P0142015 | Peter Maharaj | \$ 969.30 | | CC | 9 tablets Reimbursement |
| P0142016 | Sylvia Mendez | \$ 700.00 | | CC | Honorarium |
| P0142017 | Wilson Sporting Goods Co. | \$ 1,329.33 | | CC | Athletic Supplies |
| P0142018 | Computerland of Silicon Valley | \$ 120,975.00 | | CC | Microsoft Software License Renewal using FCCC piggyback |

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|--------------|----------------|------|--|
| P0142019 | Khouloud Bustami | \$ 175.00 | | NOCE | Honorarium: Guest Speaker |
| P0142020 | State of California | \$ 3,564.00 | | CC | Radiology Program Certificate Fee |
| P0142021 | Aspira | \$ 1,000.00 | | NOCE | Virtual Career Readiness Speaker |
| P0142029 | KSR Associates LLC | \$ 39,584.12 | Capital Outlay | AC | Purchase AC Equipment and Parts for Anaheim Campus |
| P0142030 | RingCentral Inc | \$ 70,283.43 | | AC | Digital Communication Services for AC and NOCE |
| P0142031 | State of California | \$ 284.00 | | CC | Radiology Program Certificate Fee |
| P0142032 | The Myers-Briggs Company | \$ 48,201.03 | | FC | Online Assessment Codes for Career Planning |
| P0142033 | The Research & Planning Group for CCC | \$ 500.00 | | FC | Institutional Membership |
| P0142034 | American Association of Community Colleges | \$ 39,191.00 | | AC | Institutional Membership |
| P0142035 | League For Innovation | \$ 1,800.00 | | AC | Institutional Membership |
| P0142036 | McMaster Carr Supply Co | \$ 2,000.00 | | FC | Blanket Order for Instructional Supplies |
| P0142037 | Office Solutions | \$ 300.00 | | FC | Blanket Order for Office Supplies |
| P0142038 | Home Depot | \$ 1,500.00 | | FC | Blanket Order for Instructional Supplies |
| P0142039 | Midwest Library Service | \$ 4,000.00 | | FC | Blanket Order for Library Books |
| P0142040 | Uline Inc | \$ 2,500.00 | | CC | Blanket Order for Culinary Supplies |
| P0142041 | Sally Beauty Supply 653 | \$ 2,000.00 | | FC | Blanket Order for Instructional Supplies |
| P0142042 | Royal Plywood Co LLC | \$ 1,500.00 | | FC | Blanket Order for Lumber Supplies |
| P0142043 | Monoprice Inc | \$ 1,000.00 | | FC | Blanket Order for Cable Supplies |
| P0142044 | KL Image Group | \$ 10,500.00 | | NOCE | Speaker - Virtual Career Readiness Series |
| P0142052 | Council of Chief Librarians | \$ 150.00 | | FC | Institutional Membership |
| P0142053 | Techers Pay Teachers | \$ 414.83 | | NOCE | Curriculum |
| P0142054 | Laerdal Medical Corp | \$ 30.05 | | CC | Instructional Supplies |
| P0142055 | Lam Nguyen | \$ 109.91 | | CC | Student Fee Reimbursement |
| P0142056 | Fullerton Paint and Flooring | \$ 1,500.00 | | FC | Blanket Order for Paint Supplies |
| P0142057 | Dinair Airbrush Makeup Systems Inc | \$ 500.00 | | FC | Blanket Order for Cosmetology Supplies |
| P0142058 | NMK Corporation | \$ 18,426.33 | | FC | Subscription License Renewal |
| P0142059 | Sidepath Inc | \$ 2,976.60 | | CC | Computer |
| P0142060 | T-Mobile USA Inc | \$ 35,700.00 | | FC | (100) Mobile Hotspot Internet for COVID |
| P0142061 | Cranium Cafe LLC | \$ 30,346.00 | | NOCE | Software Subscription |
| P0142062 | IBM | \$ 1,433.43 | | NOCE | Software Subscription Renewal |
| P0142063 | Amazon Business | \$ 3,359.39 | | CC | Instructional Supplies |
| P0142064 | California Library Association | \$ 600.00 | | FC | Institutional Membership |
| P0142065 | California Assoc of Comm College Registrars & Adm Officers | \$ 300.00 | | FC | Institutional Membership |
| P0142066 | Thi Tuong Tran | \$ 35.23 | | CC | Student Fee Reimbursement |
| P0142067 | Hewlett Packard Company | \$ 1,500.00 | | FC | Blanket Order for Printing Supplies |
| P0142068 | BSN Sports LLC | \$ 543.06 | | FC | Athletic Clothing |
| P0142069 | Technical Associated Services LLC | \$ 1,400.00 | | FC | Blanket Order for Offsite Welding Equipment Repair |
| P0142070 | Saloncentric Inc | \$ 9,500.00 | | FC | Blanket Order for Instructional Supplies |
| P0142071 | Science Interactive Group LLC | \$ 7,350.00 | | FC | Software |
| P0142072 | Smart & Final | \$ 2,000.00 | | FC | Blanket Order for Food Supplies |
| P0142073 | National League for Nursing Inc | \$ 1,500.00 | | CC | Institutional Membership |
| P0142074 | PrestoSports Inc | \$ 3,090.00 | | FC | Software Renewal |
| P0142075 | Stephanie Chou | \$ 100.00 | | FC | Guest Performer Agreement |

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|------|------|--|
| P0142076 | Adam Borecki | \$ 75.00 | | FC | Guest Performer Agreement |
| P0142077 | Toshiba Business Solutions | \$ 976.76 | | FC | Maintenance Agreement for Copier |
| P0142078 | Council of Chief Librarians | \$ 150.00 | | CC | Institutional Membership |
| P0142079 | Henry Schein Inc | \$ 3,085.87 | | CC | Dental Supplies |
| P0142080 | J W Pepper of Los Angeles | \$ 4,134.20 | | FC | Music Supplies |
| P0142081 | Henry Schein Inc | \$ 2,716.38 | | CC | Storage Cabinet |
| P0142082 | Easton Diamond Sports LLC | \$ 810.80 | | CC | Athletic Supplies |
| P0142083 | Easton Diamond Sports LLC | \$ 2,194.82 | | CC | Athletic Supplies |
| P0142084 | Juan Silva | \$ 400.00 | | CC | Honorarium |
| P0142085 | Toshiba Business Solutions | \$ 1,975.05 | | AC | Maintenance Agreement for Copier |
| P0142086 | Klarity International | \$ 1,650.00 | | NOCE | Speaker - Virtual Career Readiness Series |
| P0142087 | Amazon Business | \$ 24.77 | | CC | Supplies |
| P0142088 | Sidepath Inc | \$ 2,201.96 | | CC | Laptop |
| P0142089 | GST | \$ 401.63 | | CC | Printer |
| P0142090 | Computerland of Silicon Valley | \$ 18,340.13 | | FC | 50 Hotspot Internet Service for COVID Students |
| P0142091 | NMK Corporation | \$ 25,265.98 | | FC | Software License Renewal |
| P0142092 | PrestoSports Inc | \$ 3,550.00 | | CC | Software License Renewal |
| P0142093 | Bremer's Plumbing & Boiler Services Inc | \$ 2,310.00 | | AC | Plumbing Services |
| P0142094 | eTeamSponsor, Inc. | \$ 4,427.00 | | CC | Software License Renewal |
| P0142095 | Certified Enterprises Inc | \$ 240.00 | | FC | Facilities Supplies |
| P0142096 | Sidepath Inc | \$ 64,202.64 | | CC | (200) Laptops with Software for COVID using NASPO |
| P0142097 | Interact Communications Inc | \$ 80,000.00 | | NOCE | Creative and Media Buying Services |
| P0142098 | Grafix Shoppe | \$ 266.08 | | CC | Vehicle Graphics |
| P0142099 | Interact Communications Inc | \$ 1,000.00 | | CC | Independent Contractor for Video Editing Services |
| P0142100 | Community College League of California | \$ 8,670.03 | | FC | Library Database |
| P0142101 | Computer Sports Medicine Inc | \$ 600.00 | | CC | Software License |
| P0142102 | Johnson Equipment Company | \$ 833.82 | | CC | Vehicle Parts and Installation |
| P0142103 | 4imprint Inc | \$ 5,775.56 | | CC | Promotional Supplies |
| P0142104 | John Wiley & Sons Inc | \$ 168.00 | | FC | Subscription Renewal |
| P0142105 | Amazon Business | \$ 53.86 | | CC | Instructional Supplies |
| P0142110 | CSI Fullmer | \$ 14,604.82 | | NOCE | Office Furniture |
| P0142111 | Amazon Business | \$ 797.12 | | CC | Instructional Supplies |
| P0142112 | Office Solutions | \$ 2,089.92 | | CC | Wireless Keyboards |
| P0142113 | HealthFirst Medical Group of Santa Fe Springs | \$ 480.00 | | AC | Respiratory Protection Review |
| P0142114 | Schindler Elevator Corporation | \$ 20,377.20 | | CC | Monthly Maintenance Elevators at CC |
| P0142115 | Kimley-Horn and Associates Inc | \$ 17,600.00 | Bond | AC | Topographic & Underground Survey at FC Instruction |
| P0142116 | Blackboard, Inc | \$ 12,000.00 | | CC | Blackboard Subscription Renewal |
| P0142117 | Cengage Learning Inc | \$ 6,185.00 | | NOCE | Reimbursement - Workers Comp Certificate Classes |
| P0142118 | Umstot Project & Facilities Solutions LLC | \$ 80,000.00 | Bond | AC | Design-Build Consultant Services - FC Newell Project |
| P0142119 | Cintas Corporation | \$ 22,842.63 | | FC | Kiosks for Safety Supplies |
| P0142120 | All Data LLC | \$ 1,050.57 | | CC | Subscription Renewal |
| P0142121 | Willis Towers Watson Northeast Inc | \$ 5,038.00 | | CC | Insurance Premium for Art Display |
| P0142122 | Reyna Grande | \$ 1,000.00 | | CC | Honorarium |

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|--------------|----------------|------|---|
| P0142123 | Angel Blue | \$ 300.00 | | FC | Guest Performer |
| P0142124 | M-F Athletic Company Inc | \$ 9,390.71 | | CC | Athletic Supplies |
| P0142125 | AASHE | \$ 595.00 | | FC | Institutional Membership |
| P0142126 | Sodexo Inc and Affiliates | \$ 8,203.06 | | FC | Catering for Food Drive Distribution |
| P0142127 | Foothill-De Anza Community College District | \$ 2,125.00 | | FC | Software Codes |
| P0142128 | Rawlings Sporting Goods Co Inc | \$ 1,497.09 | | CC | Athletic Supplies |
| P0142129 | Sodexo Inc and Affiliates | \$ 7,478.16 | | FC | Catering for Food Bank Distribution |
| P0142130 | Rawlings Sporting Goods Co Inc | \$ 3,555.55 | | CC | Athletic Supplies |
| P0142131 | Clavier Companion | \$ 30.17 | | FC | Magazine Subscription |
| P0142132 | Funmilola Fagbamila | \$ 2,000.00 | | FC | Guest Speaker |
| P0142146 | Opus Inspection Inc | \$ 5,495.25 | | CC | Equipment Rental |
| P0142147 | Smart & Final | \$ 7,500.00 | | FC | Blanket Order for Food Supplies |
| P0142149 | Cypress College | \$ 609.00 | | CC | Reimbursement for Student Fees |
| P0142150 | Grainger Inc | \$ 2,000.00 | | CC | Blanket Order for Hardware Supplies |
| P0142151 | Office Solutions | \$ 1,000.00 | | CC | Blanket Order for Office Supplies |
| P0142152 | Encore Piano & Organ Moving LLC | \$ 1,500.00 | | FC | Blanket Order for Piano Moving Services |
| P0142153 | United States Plastic Corporation | \$ 18,813.56 | | NOCE | Promotional Supplies |
| P0142154 | Uline Inc | \$ 987.87 | | NOCE | Office Supplies |
| P0142155 | Instructure Inc | \$ 1,750.00 | | NOCE | Consulting Hours |
| P0142156 | Benjamin Crowell | \$ 1,848.80 | | FC | Reimbursement - Instructional Supplies |
| P0142157 | Canon USA Inc | \$ 1,000.00 | | FC | Camera Repair Services |
| P0142158 | In-Bin T-Shirt LLC | \$ 509.34 | | FC | Custom Shirts |
| P0142159 | Top Notch Screen Printing | \$ 1,012.85 | | FC | Athletic Clothing |
| P0142160 | BSN Sports LLC | \$ 359.94 | | FC | Custom Face Masks |
| P0142161 | 1st California Notary Services | \$ 355.58 | | NOCE | Instructional Materials |
| P0142162 | JM & J Contractors | \$ 69,523.00 | Capital Outlay | AC | Modified Storm Drain Replacement @ FC |
| P0142163 | Henry Schein Inc | \$ 4,848.75 | | CC | Storage Cabinets |
| P0142164 | Cameron Welding Supply | \$ 1,500.00 | | CC | Blanket Order for Welding Supplies |
| P0142165 | Home Depot | \$ 4,000.00 | | CC | Blanket Order for Hardware Supplies |
| P0142166 | Cintas Corporation | \$ 5,000.00 | | FC | Blanket Order for Safety Supplies |
| P0142167 | Orange County Air Conditioning | \$ 15,890.00 | Capital Outlay | AC | AC Replacement for FC Electrical Room |
| P0142168 | Cone Instruments LLC | \$ 180.76 | | CC | Instructional Supplies |
| P0142169 | Medcal Sales LLC | \$ 5,000.00 | | FC | Blanket Order for Medical Supplies |
| P0142170 | Sierra Display Inc | \$ 4,765.20 | | CC | Custom Banners and Installation |
| P0142171 | U S Postal Service | \$ 1,310.00 | | AC | PO Box Renewal |
| P0142172 | BSN Sports LLC | \$ 803.36 | | FC | Athletic Supplies |
| P0142173 | Arizona State University | \$ 1,293.00 | | FC | Instructional Materials |
| P0142174 | Strata Information Group | \$ 29,880.00 | | AC | BANNER Maintenance Support Services |
| P0142175 | Sidepath Inc | \$ 56,038.38 | | CC | (150) Computers using NASPO piggyback |
| P0142176 | CDW Government Inc | \$ 6,685.05 | | CC | (3) Computers |
| P0142177 | One Diversified LLC | \$ 33,892.77 | | CC | (15) Projectors |
| P0142178 | Certified Enterprises Inc | \$ 160.00 | | FC | Waste Removal Services |
| P0142179 | Airgas USA LLC | \$ 182.64 | | FC | Facilities Supplies |

Item No. 3.a.6

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|---------------|----------------|------|---|
| P0142180 | Mar Vac Electronics | \$ 219.60 | | CC | Data Cabling Supplies |
| P0142181 | South Coast Air Quality Management District | \$ 143.22 | | CC | Emissions Fee |
| P0142182 | Benjamin Crowell | \$ 2,893.71 | | FC | Reimbursement - Instructional Supplies |
| P0142192 | GST | \$ 4,876.77 | | FC | (100) Headphones for Student Use COVID |
| P0142193 | CDW Government Inc | \$ 2,040.70 | | FC | Computer |
| P0142194 | Orange County Air Conditioning | \$ 579.15 | | FC | Facilities Supplies |
| P0142195 | Certified Enterprises Inc | \$ 160.00 | | FC | Facilities Supplies |
| P0142196 | CDW Government Inc | \$ 1,163.70 | | FC | Computer Components |
| P0142197 | County of Orange | \$ 2,099.00 | | FC | Hazardous Disposal Fee |
| P0142198 | Airgas USA LLC | \$ 91.32 | | FC | Facilities Supplies |
| P0142199 | A Alvarado Painting | \$ 3,850.00 | | FC | Painting Services |
| P0142200 | CDW Government Inc | \$ 4,081.39 | | FC | Computer |
| P0142201 | iT1 Source LLC | \$ 148,395.08 | | NOCE | (75) Computers using NCPA Piggyback 6/26/18 |
| P0142202 | ARC Document Solutions LLC | \$ 968.41 | | AC | COVID Decal Installation |
| P0142203 | Joint Commission Resources | \$ 3,350.00 | | CC | Software License Renewal |
| P0142204 | Mitchell 1 | \$ 1,582.85 | | CC | Software License Renewal |
| P0142205 | MRC Smart Technology Solutions | \$ 771.41 | | CC | Printing Supplies |
| P0142206 | VWR Funding Inc | \$ 196.59 | | FC | Supplies |
| P0142207 | Science Interactive Group LLC | \$ 2,010.62 | | FC | Instructional Supplies |
| P0142208 | Benjamin Crowell | \$ 3,386.38 | | FC | Reimbursement - Instructional Supplies |
| P0142210 | Public Law Center | \$ 9,000.00 | | FC | Legal Services |
| P0142211 | Dr Kate Truitt & Associates | \$ 1,100.00 | | CC | Speaking Engagement |
| P0142215 | Oaktree Products Inc | \$ 231.60 | | NOCE | Covid Supplies |
| P0142216 | Acadental Inc | \$ 6,928.86 | | CC | Dental Supplies |
| P0142217 | Sodexo Inc and Affiliates | \$ 10,256.81 | | FC | Catering for Food Drive |
| P0142218 | Network Kinecton LLC | \$ 5,000.00 | | NOCE | Virtual Career Readiness Speaker |
| P0142219 | Nth Generation Computing Inc | \$ 5,394.00 | | NOCE | Software License |
| P0142220 | Sprout Social Inc | \$ 11,826.60 | | FC | Software Subscription |
| P0142221 | Sonara Carter-Barber | \$ 250.00 | | CC | Guest Speaker Agreement |
| P0142222 | Network Kinecton LLC | \$ 17,500.00 | | NOCE | Staff Training - Best Practice Career Services |
| P0142223 | Westberg + White Inc | \$ 29,250.00 | Capital Outlay | AC | Architectural Svcs FC Bldgs 300 500 Swing Space |
| P0142224 | Cone Instruments LLC | \$ 197.99 | | CC | Instructional Supplies |
| P0142225 | Kilgore International Inc | \$ 3,513.73 | | CC | Instructional Supplies |
| P0142226 | CSI Fullmer | \$ 10,410.87 | | NOCE | Office Furniture |
| P0142227 | Office Solutions | \$ 1,500.00 | | AC | Blanket Order for Copier Paper |
| P0142228 | Technopro CS Inc | \$ 39,224.80 | | CC | Software Subscription |
| P0142229 | The Black Book Depot | \$ 321.39 | | FC | Textbooks |
| P0142230 | Heidi Kasevich | \$ 1,000.00 | | NOCE | Virtual Career Readiness Speaker |
| P0142231 | Kilgore International Inc | \$ 463.33 | | CC | Instructional Supplies |
| P0142232 | Amazon Business | \$ 17.23 | | NOCE | Office Supplies |
| P0142233 | Stored Value Marketing | \$ 6,000.00 | | FC | Meal Cards for Students |
| P0142234 | Stored Value Marketing | \$ 6,000.00 | | FC | Starbucks Gift Cards for Students |
| P0142235 | Palomar Community College District | \$ 2,240.00 | | NOCE | Software License |

Item No. 3.a.7

BOARD RECAP
FOR THE PERIOD SEPTEMBER 15, 2020 THROUGH OCTOBER 13, 2020
BOARD MEETING 11/10/2020

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|---|------------------------|----------------|------|--|
| P0142236 | Institute for Democratic Ed and Culture | \$ 180.00 | | CC | Youth Summit Registration Fee |
| P0142237 | Interact Communications Inc | \$ 44,800.00 | | CC | Creative and Media Buying Services |
| P0142238 | Tentcraft Inc | \$ 5,177.43 | | FC | Outdoor Canopy |
| P0142239 | Association of California Community | \$ 100.00 | | FC | Institutional Membership |
| P0142240 | KYA Services LLC | \$ 1,537,514.39 | Capital Outlay | AC | Procurement & Installation of Bleachers at FC 9/20/2020 |
| P0142241 | Ontario Winnelson Company | \$ 5,006.95 | Capital Outlay | CC | Purchase Faucets for CC Tech Ed |
| P0142259 | Ollivier Corporation | \$ 35,307.83 | Bond | AC | Labor and Materials for Installation of Security Cameras |
| P0142260 | Ollivier Corporation | \$ 11,589.37 | Bond | AC | Camera Software and Licenses for FC IB |
| P0142276 | Art with Impact | \$ 3,000.00 | | CC | for CC Health Center, Online Workshop |
| P0142277 | School Outfitters LLC | \$ 772.52 | | CC | Office Supplies |
| P0142278 | County of Orange | \$ 603.75 | | CC | Hazardous Waste Fee |
| P0142279 | Airgas USA LLC | \$ 217.66 | | CC | Face Masks |
| P0142280 | ACTT | \$ 533.37 | | CC | Annual renewal license |
| P0142281 | South Bay Document Destruction | \$ 45.00 | | CC | Shredding Service |
| P0142282 | City of Fullerton | \$ 654.00 | | FC | Fire Alarm Fee |
| P0142283 | Signature Flooring Inc | \$ 6,815.68 | | FC | Carpet Installation |
| P0142284 | B & M Lawn & Garden Center | \$ 3,022.11 | | FC | Heavy Duty Lawn Mower |
| P0142286 | Sasco Electric | \$ 6,500.00 | | FC | Data Cabling Services |
| P0142287 | Apple Computer Inc | \$ 37,229.82 | | FC | Computers |
| | | \$ 3,982,905.78 | | | |

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 10, 2020 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Quarterly Financial Status Report Ended September 30, 2020 | | |

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended September 30, 2020. This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2020, as required by §58310 of Title 5.

Fred Williams

Recommended by

Approved for Submittal

3.b.1

Item No.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)

CHANGE THE PERIOD

Fiscal Year: 2020-2021

District: (860) NORTH ORANGE

Quarter Ended: (Q1) Sep 30, 2020

| Line | Description | As of June 30 for the fiscal year specified | | | |
|--|---|---|-------------------|-------------------|------------------------|
| | | Actual 2017-18 | Actual 2018-19 | Actual 2019-20 | Projected 2020-2021 |
| I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 230,355,433 | 244,818,724 | | 214,813,750 |
| A.2 | Other Financing Sources (Object 8900) | 1,081,156 | 1,318,197 | | 2,564,642 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 231,436,589 | 246,136,921 | | 217,378,392 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 208,361,366 | 223,669,028 | | 230,214,627 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 3,169,502 | 4,817,194 | | 2,816,568 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 211,530,868 | 228,486,222 | | 233,031,195 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | 19,905,721 | 17,650,699 | | -15,652,803 |
| D. | Fund Balance, Beginning | 59,164,219 | 79,069,940 | | 89,857,130 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 59,164,219 | 79,069,940 | | 89,857,130 |
| E. | Fund Balance, Ending (C. + D.2) | 79,069,940 | 96,720,639 | | 74,204,327 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 37.4% | 42.3% | | 31.8% |

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

| | | | | | |
|-----|---|--|--|--|--|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | | | | |
|-----|---|--|--|--|--|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| | | As of the specified quarter ended for each fiscal year | | | |
|-----|--------------------------------|--|------------|-------------|------------|
| | | 2017-18 | 2018-19 | 2019-20 | 2020-2021 |
| H.1 | Cash, excluding borrowed funds | | 96,702,201 | 117,459,354 | 87,961,452 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 65,256,137 | 96,702,201 | 117,459,354 | 87,961,452 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| I. | Revenues: | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 214,813,750 | 214,813,750 | 45,690,892 | 21.3% |
| I.2 | Other Financing Sources (Object 8900) | 2,564,642 | 2,564,642 | 0 | |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 217,378,392 | 217,378,392 | 45,690,892 | 21% |
| J. | Expenditures: | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 230,214,627 | 230,214,627 | 48,105,075 | 20.9% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 2,816,568 | 2,816,568 | 8,885 | 0.3% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 233,031,195 | 233,031,195 | 48,113,960 | 20.6% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -15,652,803 | -15,652,803 | -2,423,068 | |
| L | Adjusted Fund Balance, Beginning | 89,857,130 | 89,857,130 | 89,857,130 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 74,204,327 | 74,204,327 | 87,434,062 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 31.8% | 31.8% | | |

V. Has the district settled any employee contracts during this quarter?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 10, 2020 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of September 30, 2020 | | |

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

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended September 30, 2020, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of September 30, 2020, the District had **\$363,367,203.08** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$5,188,963,199** and the market value was **\$5,226,135,929**. This represents an unrealized gain for accounting purposes of approximately 0.72%, which equates to **\$2,603,092** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended September 30, 2020, was 1.06%. Net interest earned for the quarter totaled **\$1,028,745.14**.
2. **Cypress College and Fullerton College Investments.** As of September 30, 2020, the colleges' investments total **\$1,900,011.82**. This amount was invested in certificates of deposit with the interest rates varying from **0.15%** to **2.96%**.

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

Irrevocable Retiree Benefits Trust Report

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

For the quarter ended September 30, 2020, the portfolio value changed from **\$108,842,954.02** to **\$117,510,769.76**, a change in value of **\$8,667,815.75**. Contributions of \$2,328,513.03 were made during this quarter. The time weighted return net of fees was **5.73%** quarter-to-date and **7.60%** inception-to-date.

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

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

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

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended September 30, 2020.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

Cash in County Treasury

As of September 30, 2020

| | | |
|----------------------------|-----------|-----------------------|
| General Fund | \$ | 87,961,452.00 |
| Child Development Fund | | 437,156.33 |
| FC Bursar Fund | | 3,302,406.48 |
| CC Bursar Fund | | 1,095,750.24 |
| Capital Outlay Fund | | 69,684,211.67 |
| Self Insurance Fund | | 31,861,590.22 |
| Retiree Benefit Fund | | 1,412,915.92 |
| Student Financial Aid Fund | | 7,282,196.65 |
| Bond Fund | | 160,329,523.57 |
| Total | \$ | 363,367,203.08 |

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: September 30, 2020

INVESTMENT STATISTICS - By Investment Pool

| DESCRIPTION | CURRENT BALANCES | Average Days to Maturity | Daily Yield as of 9/30/2020 | MONTHLY Gross Yield | QUARTER Gross Yield | Current NAV |
|---|--|--------------------------|-----------------------------|---------------------|---------------------|-------------|
| Orange County Investment Pool (OCIP) | MARKET Value \$ 4,689,745,867 | 257 | 1.030% | 1.060% | 1.144% | 1.0071 |
| | COST (Capital) \$ 4,655,111,168 | | | | | |
| | MONTHLY AVG Balance \$ 4,583,371,934 | | | | | |
| | QUARTERLY AVG Balance \$ 4,636,496,795 | | | | | |
| | BOOK Value \$ 4,656,800,459 | | | | | |
| Orange County Educational Investment Pool (OCEIP) | MARKET Value \$ 5,226,135,929 | 260 | 1.038% | 1.102% | 1.122% | 1.0072 |
| | COST (Capital) \$ 5,187,059,054 | | | | | |
| | MONTHLY AVG Balance \$ 5,215,711,729 | | | | | |
| | QUARTERLY AVG Balance \$ 5,185,567,348 | | | | | |
| | BOOK Value \$ 5,188,963,199 | | | | | |

INVESTMENT STATISTICS - Non-Pooled Investments ⁽¹⁾

| DESCRIPTION | CURRENT BALANCE | INVESTMENT BALANCES AT COST |
|---------------------|--------------------------------------|--|
| Specific Investment | | |
| Funds: | MARKET Value \$ 113,884,317 | John Wayne Airport Investment Fund 53,304,536 |
| 283, FVSD, CCCD | COST (Capital) \$ 109,868,843 | Fountain Valley School District Fund 40 34,680,246 |
| | MONTHLY AVG Balance \$ 109,825,373 | CCCD Series 2017E Bonds 21,884,061 |
| | QUARTERLY AVG Balance \$ 109,705,875 | |
| | BOOK Value \$ 109,523,858 | |
| | | \$ 109,868,843 |

MONTH END TOTALS

| INVESTMENTS & CASH | INVESTMENTS & CASH |
|---|--|
| COUNTY MONEY MARKET FUND (OCMMF) | |
| County Money Market Fund \$ 590,566,720 | OCIP \$ 4,663,760,734 |
| County Cash & Cash Equivalent 8,649,566 | OCEIP 5,194,891,902 |
| EXTENDED FUND 8,650,013,818 | Specific Investment Funds 109,868,843 |
| EDUCATIONAL MONEY MARKET FUND (OCEMMF) | Non-Pooled Cash & Cash Equivalent 23,564,887 |
| Educational Money Market Fund 601,589,684 | |
| Educational Cash & Cash Equivalent 7,832,848 | |
| NON-POOLED INVESTMENTS | |
| Non-Pooled Investments @ Cost 109,868,843 | |
| Non-Pooled Cash & Cash Equivalent 23,564,887 | |
| \$ 9,992,086,366 | \$ 9,992,086,366 |

KEY POOL STATISTICS

| INTEREST RATE YIELD | WEIGHTED AVERAGE MATURITY (WAM) |
|---|---------------------------------|
| JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD 0.194% | OCIP 257 |
| OCIP - YTD NET YIELD 1.085% | OCEIP 260 |
| OCEIP - YTD NET YIELD 1.063% | JOHN WAYNE AIRPORT 80 |
| 90-DAY T-BILL YIELD - MONTHLY AVERAGE 0.100% | LGIP (Standard & Pools) 44 |

(1) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing.

**CYPRESS COLLEGE INVESTMENTS
MONTH ENDING September 30, 2020**

| <i>FUND</i> | <i>TYPE</i> | <i>ISSUER</i> | <i>MATURITY DATE</i> | <i>DOLLAR VALUE</i> | <i>INTEREST RATE</i> |
|--|--------------------------------|-----------------|--------------------------|-------------------------------|--------------------------|
| <i>Bursar's Office (6 mos - 2 years)</i> | CD # OBP-774145 | Union Banc | 9/27/2020 | \$ 700,000.00 | 1.85%-2.00% |
| <i>(3 years)</i> | CD # 911593-41 | Schools 1st FCU | 1/22/2023 | \$ 110,923.17 | 2.270% |
| <i>(3 years)</i> | CD # 0092620172-1000 | East West Bank | 12/28/2020 | \$ 250,000.00 | 0.145% |
| <i>(3 years)</i> | CD # 920880751-293841 | NuVision FCU | 1/22/2023 | \$ 276,347.32 | 2.450% |
| <i>Total Bursar Investments</i> | | | | <u>\$ 1,337,270.49</u> | |
| <i>Associated Students</i> | CD # 911593-40 (3 Years CD) | Schools 1st FCU | 10/8/2022 | \$ 166,542.08 | 2.47% |
| <i>Total Associated Students</i> | | | | <u>\$ 166,542.08</u> | |
| <i>Total Investments</i> | | | | <u><u>\$ 1,503,812.57</u></u> | |

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

**Fullerton College
Investment Report
For Period Ended 9/30/20**

| Fund | Investment Type | Issuer | Interest Rate | Maturity Date | Estimated Value |
|-----------------|--------------------|------------------------------------|---------------|------------------|----------------------|
| Assoc. Students | CD | Schools First Federal Credit Union | 2.960 | 8/13/2024 | 147,051.03 |
| Assoc. Students | CD | Schools First Federal Credit Union | 2.230 | 8/2/2022 | 107,317.82 |
| Bursar | CD | Schools First Federal Credit Union | 2.230 | 9/14/2021 | 108,516.82 |
| Assoc. Students | CD | Schools First Federal Credit Union | 2.130 | 9/14/2021 | 33,313.58 |
| | | | | | <u>\$ 396,199.25</u> |

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

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 9/30/20

| | Quarter ended <u>9/30/20</u> |
|-------------------------------|---------------------------------|
| Portfolio Value as of 6/30/20 | \$ 108,842,954.02 |
| Contributions | 2,328,513.03 |
| Withdrawals | |
| Income Received | 426,482.33 |
| Change in Market Value | 6,013,098.68 |
| Portfolio Fees | <u>(100,278.29)</u> |
| Portfolio Value on 9/30/20 | <u><u>\$ 117,510,769.76</u></u> |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: 2019-2020 Travel Expense Report

| | |
|--------------|---|
| Action | |
| Resolution | |
| Information | X |
| Enclosure(s) | X |

BACKGROUND: Every fiscal year the District prepares an annual Travel Expense Report for travel by Trustees, Chancellor’s Staff, and other Employees. This report summarizes all approved travel activities within the District. These activities are considered necessary for the enhancement of student success. In addition to the summary information, details of travel by Trustee and Chancellor’s Staff are provided. The report has been disseminated to all campus CEO’s and is included in the Board Agenda Backup.

For fiscal year 2019-2020, the total travel expenditures were as follows:

| | | |
|---------------------------|-----------|--------------------------|
| Trustees | \$ | 8,041.90 |
| Chancellor’s Staff | | 31,713.85 |
| Employees | | 790,219.06 |
| Total Expenditures | \$ | <u>829,974.81</u> |

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 2) Employee Experience – The District will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. It also responds to District Strategic Direction 3), Stewardship of Resources – The District will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6360, Travel.

FUNDING SOURCE AND FINANCIAL IMPACT: District travel expenses are funded by the General Fund and by Categorical Funding.

RECOMMENDATION: It is recommended that the Board receive the 2019-2020 Travel Expense Report.

Fred Williams

3.d.1

Recommended by

Approved for Submittal

Item No.

North Orange County Community College District
Travel Expenditures - Comparison to prior Year
FY 19/20 versus FY 18/19

| Description | Categorical | | | | Unrestricted | | | | Total | | | |
|---------------------------|----------------------|----------------------|------------------------|----------------|----------------------|----------------------|------------------------|----------------|----------------------|------------------------|------------------------|----------------|
| | FY 19/20 | FY 18/19 | Increase (Decrease) | % Change | FY 19/20 | FY 18/19 | Increase (Decrease) | % Change | FY 19/20 | FY 18/19 | Increase (Decrease) | % Change |
| Trustees | \$ - | \$ - | \$ - | 0.00% | \$ 8,041.90 | \$ 16,469.49 | \$ (8,427.59) | -51.17% | 8,041.90 | \$ 16,469.49 | \$ (8,427.59) | -51.17% |
| Chancellor's Staff | 2,484.09 | 75.00 | 2,409.09 | 3212.12% | 29,229.76 | 43,937.58 | (14,707.82) | -33.47% | 31,713.85 | 44,012.58 | (12,298.73) | -27.94% |
| Employees | 365,758.83 | 514,556.11 | (148,797.28) | -28.92% | 424,460.23 | 583,174.90 | (158,714.67) | -27.22% | 790,219.06 | 1,097,731.01 | (307,511.95) | -28.01% |
| Total Expenditures | \$ 368,242.92 | \$ 514,631.11 | \$ (146,388.19) | -28.45% | \$ 461,731.89 | \$ 643,581.97 | \$ (181,850.08) | -28.26% | \$ 829,974.81 | \$ 1,158,213.08 | \$ (328,238.27) | -28.34% |

North Orange County Community College District
Travel Expense Report - Categorical versus Unrestricted Funds
By Employee Classification
 July 1, 2019 - June 30, 2020

| Employee Classification | Categorical | Unrestricted | Grant Total |
|---|----------------------|----------------------|----------------------|
| Trustees | | | |
| Member Board of Trustees | \$ - | \$ 6,267.38 | \$ 6,267.38 |
| Student Trustee | - | 1,774.52 | 1,774.52 |
| Total - Trustees | - | 8,041.90 | 8,041.90 |
| Chancellor's Staff | | | |
| Chancellor | - | 6,644.31 | 6,644.31 |
| Executive Officers | 2,484.09 | 22,585.46 | 25,069.55 |
| Total - Chancellor's Staff | 2,484.09 | 29,229.77 | 31,713.86 |
| Employees | | | |
| Academic Administrator | 60,109.69 | 78,226.99 | 138,336.68 |
| Adjunct Faculty | 42,503.46 | 12,976.34 | 55,479.80 |
| Classified Employee FT | 76,883.96 | 97,563.40 | 174,447.36 |
| Classified Managers | 27,143.52 | 77,102.91 | 104,246.43 |
| Confidential Employee | - | 4,016.90 | 4,016.90 |
| ** Contract Faculty 177 Days | 7,764.43 | 10,423.43 | 18,187.86 |
| ** Contract Faculty 195 Days | 11,055.39 | 6,986.52 | 18,041.91 |
| Hourly Employee | 9,132.98 | 3,925.83 | 13,058.81 |
| ** Regular Faculty 177 Days | 80,293.64 | 80,081.75 | 160,375.39 |
| ** Regular Faculty 195 Days | 25,072.61 | 12,861.48 | 37,934.09 |
| Temp Special Project Admin | 20,099.15 | 13,767.05 | 33,866.20 |
| Equity Minded Teaching Institute Conference | 5,700.00 | 5,700.00 | 11,400.00 |
| Leadership Academy | - | 20,827.63 | 20,827.63 |
| Total - Employees | 365,758.83 | 424,460.23 | 790,219.06 |
| Total Expenditures | \$ 368,242.92 | \$ 461,731.90 | \$ 829,974.82 |

** "Contract" designates those full-time faculty or counselors that are on the tenure track, while "Regular" indicates that they are tenured. Counselors are identified as "195 Days" and regular full-time faculty are identified as "177 Days".

North Orange County Community College District

Travel Expense Report - Board of Trustees

July 1, 2019 - June 30, 2020

| Conference | Organization | Total |
|--|---|--------------------|
| Bent, Ryan | | |
| 2020 Effective Trusteeship & Board Chair Workshops | Community College League of California | \$ 1,163.65 |
| Bent, Ryan Total | | \$ 1,163.65 |
| Blount, Stephen | | |
| 2019 Annual Convention | Community College League of California | 1,164.97 |
| | Association of California School Administrators/ Orange | |
| OCSBA/ACSA Joint Dinner Meeting | County School Boards Association | 55.00 |
| OCSBA/ACSA Region XVII | Orange County Department of Education | 55.00 |
| Blount, Stephen Total | | \$ 1,274.97 |
| Brown, Jeffrey | | |
| 2019 Annual Convention | Community College League of California | 1,188.84 |
| Brown, Jeffrey Total | | \$ 1,188.84 |
| Dunsheath, Barbara | | |
| 2019 Annual Convention | Community College League of California | 1,074.02 |
| 2020 Effective Trusteeship & Board Chair Workshops | Community College League of California | 1,565.90 |
| Dunsheath, Barbara Total | | \$ 2,639.92 |
| Plavdjian, Ester <i>Student Trustee</i> | | |
| 2019 Student Trustees Workshop | Community College League of California | 1,117.98 |
| 2020 Spring Student Senate General Assembly | Student Senate for California Community Colleges | 10.45 |
| Plavdjian, Ester Total | | \$ 1,128.43 |
| Reyes, Chloe <i>Student Trustee</i> | | |
| 2019 Student Trustees Workshop | Community College League of California | 635.64 |
| 2020 Spring Student Senate General Assembly | Student Senate for California Community Colleges | 10.45 |
| Reyes, Chloe Total | | \$ 646.09 |
| Grand Total - Board of Trustees Travel | | \$ 8,041.90 |

North Orange County Community College District

Travel expense report - Chancellor's Staff

July 1, 2019 - June 30, 2020

| Conference | Organization | Total |
|---|---|--------------------|
| Li-Bugg, Wenying <i>Vice Chancellor, Educational Services & Technology</i> | | |
| 2019 EDUCAUSE Annual Conference | EDUCAUSE | \$ 3,408.22 |
| 2019 IT Infrastructure, Operations & Cloud Strategies Conference | Gartner Global Conferences | 1,461.06 |
| Association of California Community Colleges Administrators Conference | Association of California Community Colleges Administrators | 525.00 |
| Wheelhouse Institute Conference | University of California, Davis Wheelhouse Institute | 1,250.03 |
| Li-Bugg, Wenying Total | | \$ 6,644.31 |
| Marshall, Cheryl <i>Chancellor</i> | | |
| 2020 Annual Legislative Conference | Community College League of California | 2,273.72 |
| California Tastemakers of Orange County Conference | Orange County Asian and Pacific Islander | 142.85 |
| Chief Executive Officers Leadership Alliance Breakfast | Chief Executive Officers Leadership Alliance Orange County | 258.04 |
| Orange County Strong Workforce Program Regional Retreat | Orange County Strong Workforce Program | 442.23 |
| Marshall, Cheryl Total | | \$ 3,116.84 |
| Purtell, Valentina <i>President, North Orange Continuing Education</i> | | |
| Adult Promise Focus Group Conference | California Community College Chancellor's Office | 252.97 |
| Association of California Community Colleges Administrators Conference | Association of California Community Colleges Administrators | 525.00 |
| | Association of Chief Business Officials/ | |
| Association of Chief Business Officials Budget Workshop | Association of California Community Colleges Administrators | 404.34 |
| Association of Community and Continuing Education Conference | Association of Community and Continuing Education | 833.85 |
| California Adult Education Program Summit | California Adult Education Program | 385.29 |
| California Council of Adult Education Board Meeting | Association of Community and Continuing Education | 532.96 |
| Diversification Symposium | Senate for California Community Colleges | 213.96 |
| Purtell, Valentina Total | | \$ 3,148.37 |
| Ramos, Irma <i>Vice Chancellor, Human Resources</i> | | |
| 2019 Fall Association of Chief Human Resources Officers Conference | The Association of Chief Human Resources Officers | 362.00 |
| 2020 Annual Legislative Conference | Community College League of California | 1,371.71 |
| 2020 National Conference On Race and Ethnicity in American Higher Education | University of Oklahoma | 971.17 |
| 2nd Annual Civil Rights Conference | Atkinson, Andelson, Loya, Ruud and Romo | 179.00 |
| Association of California Community College Administrators Annual Conference | Association of California Community Colleges Administrators | 685.94 |
| Diversity Taskforce Workshop | California Community College Chancellor's Office | 1,358.73 |
| Faculty Diversification Strategic Discussion Meeting | Academic Senate of California Community Colleges | 281.34 |
| Ramos, Irma Total | | \$ 5,209.89 |

North Orange County Community College District

Travel expense report - Chancellor's Staff

July 1, 2019 - June 30, 2020

| Conference | Organization | Total |
|---|--|---------------------|
| Schilling, JoAnna <i>President, Cypress Colleges</i> | | |
| 2019 Community College League California Annual Convention | Community College League of California | 942.62 |
| Intersegmental Pathways Symposium | California Community College Chancellor's Office | 680.93 |
| The Planet Pathway Technology Meeting | Pathways in Technology Early College High School - P-Tech | 1,420.90 |
| Schilling, JoAnna Total | | \$ 3,044.45 |
| Schulz, Gregory <i>President, Fullerton College</i> | | |
| 2019 Community College League of California Annual Convention | Community College League of California | 1,602.97 |
| Chief Executive Officers Symposium | Community College League of California | 2,072.35 |
| National Annual Conference On Race and Ethnicity in American Higher Education | National Conference on Race and Ethnicity | 454.96 |
| Wheelhouse Institute Conference | University of California, Davis Wheelhouse Institute | 299.06 |
| Schulz, Gregory Total | | \$ 4,429.34 |
| Stearns Moore, Kai <i>District Director, Public & Governmental Affairs</i> | | |
| 2019 Adobe Max Conference | ADOBE | 1,812.61 |
| 2020 Community Action Fund Annual Luncheon | Planned Parenthood | 143.17 |
| 2020 SHE Influences Conference | North Orange County Chamber | 75.00 |
| American Association of Community Colleges 100th Annual Convention | American Association of Community Colleges | 2,179.40 |
| Girls in Government Summit | City of Tustin | 250.00 |
| Stearns Moore, Kai Total | | \$ 4,460.18 |
| Williams, Fredrick <i>Vice Chancellor, Finance & Facilities</i> | | |
| 2019 Fall Association of Chief Business Officers Conference | Association of Chief Business Officers | 1,201.62 |
| Association of Chief of Business Officers/ Association of California Community Colleges | Association of Chief of Business Officers/ Association of California | |
| Administrators Budget Workshop | Community Colleges Administrators | 458.85 |
| Williams, Fredrick Total | | \$ 1,660.47 |
| Grand Total - Chancellor's Staff Travel | | \$ 31,713.85 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: Surplus and Obsolete Supplies and Equipment

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

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

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

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

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

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

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

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

Fred Williams

Recommended by

Approved for Submittal

3.e.1

Item No.

SURPLUS ITEMS

| Qty. | Description | Location |
|------|------------------------|----------|
| 1 | Booster Pump Station | AC |
| 6 | Cell Phones | AC |
| 1 | Cooking Wok | AC |
| 2 | Copier | AC |
| 4 | Tables | AC |
| 4 | Code Blue Towers | AC |
| 1 | Countertop | AC |
| 23 | Cabinets | AC |
| 43 | Chairs | AC |
| 1 | Double Oven | AC |
| 1 | Smoker - Culinary | AC |
| 5 | Air Conditioner Units | CC |
| 1 | Alignment System | CC |
| 3 | Amplifier | CC |
| 3 | Audio Receiver | CC |
| 14 | Audio Video System | CC |
| 1 | Battery Charger | CC |
| 4 | Beam Balance | CC |
| 2 | Blood Pressure Checker | CC |
| 5 | Book Shelf | CC |
| 4 | Cabinet | CC |
| 1 | Camera | CC |
| 1 | Cart | CC |
| 4 | CD Player | CC |
| 1 | Centrifuge | CC |
| 4 | Clock | CC |
| 1 | Coin Sorter | CC |
| 1 | Compressor | CC |
| 170 | Computer | CC |
| 5 | Computer Component | CC |
| 113 | Computer Monitor | CC |
| 1 | Control Box | CC |
| 3 | Copy Machine | CC |
| 5 | Dental Chair | CC |
| 6 | Desk | CC |
| 1 | Digital Camera | CC |
| 4 | DVD Player | CC |
| 1 | Electric Kiln | CC |
| 1 | External Drive | CC |
| 2 | Fax Machine | CC |
| 9 | Force Sensor | CC |
| 1 | Grinder | CC |
| 6 | High Pressure Machine | CC |

| | | |
|----|-----------------------|----|
| 1 | Hot Plate | CC |
| 1 | Illuminator Machine | CC |
| 6 | Lab Interface Machine | CC |
| 14 | Ladders | CC |
| 11 | Laptop | CC |
| 10 | Media Cart | CC |
| 2 | Microphone | CC |
| 24 | Microscopes | CC |
| 1 | Mixing Console | CC |
| 18 | Motor Parts | CC |
| 13 | Mower | CC |
| 8 | Network Access Point | CC |
| 8 | Oscilloscope | CC |
| 3 | Piano | CC |
| 1 | Pipe Machine | CC |
| 16 | Printer | CC |
| 18 | Projector | CC |
| 1 | Pump | CC |
| 2 | Radio | CC |
| 1 | Recorder | CC |
| 14 | Refrigerator | CC |
| 1 | Rotor Turner | CC |
| 1 | Router | CC |
| 6 | Scale | CC |
| 2 | Scanner | CC |
| 1 | Scantron Machine | CC |
| 2 | Slide Projector | CC |
| 1 | Solar Panel | CC |
| 3 | Speaker | CC |
| 1 | Stairmaster | CC |
| 1 | Stand | CC |
| 1 | Stove | CC |
| 7 | Table | CC |
| 1 | Teaching System | CC |
| 1 | Thermometer | CC |
| 2 | Transformer | CC |
| 6 | TV | CC |
| 4 | Ultrasound Machine | CC |
| 1 | Vacuum | CC |
| 3 | VCR | CC |
| 3 | Video Recorder | CC |
| 2 | Washer/Dryer Machine | CC |
| 1 | Water Scaler | CC |
| 1 | Work Bench | CC |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | |
| DATE: | November 10, 2020 | Information | |
| | | Enclosure(s) | |
| SUBJECT: | Contract Change Order #3 – Sundt Construction, Inc. (Project #2016-13) Science, Engineering, and Math (SEM) Building, Veteran’s Resource Center/ Student Activities Center (VRC/SAC), Tribute Garden/Bridge (TGB), and Pond Refurbishment (PR) | | |

BACKGROUND: Public Contract Code §20659 requires Board approval for a Change Order to a Public Works Bid. Funding is available through different sources such as District bond proceeds and local funding.

Campus staff are recommending changes to the construction scope of work. The Change Order Request requires Board approval pursuant to Public Contract Code §20659. Change Orders must not exceed 10% of the original contract amount approved by the Board or \$15,000, whichever is greater. Therefore, Change Order Request No. 3, in the total amount of \$1,202,442 is in conformance with Public Contract Code §20659. The original contract amount was \$92,052,341. Please see the contract summary below:

| Date | Project | Description | Amount |
|---|-------------------------|-------------------|---------------------|
| February 6, 2019 | SEM, VRC/SAC, TGB, & PR | Original Contract | \$92,052,341 |
| February 11, 2020 | VRC/SAC, TGB, & PR | Change Order #1 | \$377,246 |
| July 28, 2020 | VRC/SAC, TGB, & PR | Change Order #2 | \$222,333 |
| TBD | SEM, VRC/SAC, TGB, & PR | Change Order #3 | \$1,202,442 |
| Cumulative Proposed Contract Value (1.96% increase above original value) | | | \$93,854,362 |

This Change Order Request includes current and potential change orders (PCOs) that are summarized in three categories:

- Network Refresh & Security System Coordination: Includes advance work associated with network upgrades and security system improvements in the SEM & VRC/SAC that are coordinated with two separately funded Measure J projects, the District-wide Network Refresh and the Campus Security Systems Upgrades (\$746,325). For the Network Refresh portion of the project, District and campus staff are still negotiating pricing to reflect the District standards and CMAS pricing, which is expected to be within the identified amount for this change
- Design Revisions: various design revisions for the SEM & VRC/SAC related to field observation and required scope modifications (\$252,007)
- General Conditions: Adjustments to contract general conditions related to COVID-19 mitigation efforts for project safety (\$204,110)

The table below shows a detailed list of items included in this Change Order Request:

| Change Type | Description | Amount |
|---|--|---------------------|
| SEM - Network Refresh & Security Coordination | SEM - IT Upgrades to match districtwide infrastructure projects and new District standards | \$645,883 |
| SEM - Network Refresh & Security Coordination | SEM Security Cameras, Cable and Hardware | \$84,034 |
| | | \$127,685 |
| SEM - Design Revisions | SEM - Change in installation/selection of FFE | |
| SEM - Design Revisions | SEM - Deionized Water System, not captured in original project scope | \$31,203 |
| SEM - Design Revisions | SEM - Miscellaneous Structural Modifications | \$ 67,259 |
| SEM - General Conditions | SEM - COVID19 Related Mitigation Efforts | \$ 204,110 |
| VRC - Network Refresh & Security Coordination | VRC - Security/IT Upgrades to match districtwide infrastructure project | \$ 16,408 |
| VRC – Design Revisions | VRC - Conference Room Projector Upgrade | \$ 25,860 |
| TOTAL PROPOSED CHANGE ORDER | | \$ 1,202,442 |

This agenda item was submitted by Alexander Porter, Cypress College, Vice President, Administrative Services & Michael Zari, Project Manager, Campus Capital Projects.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The entire cost of the change orders will be charged against Measure J bond funds allocated from the project contingency (\$456,117) and the separate Districtwide Network Refresh and Campus Security System Upgrade projects (\$746,325).

RECOMMENDATION: It is recommended that the Board approve Change Order No. 3 for Project #2016-13, Cypress College Science, Engineering and Math, Veterans Resource Center, Student Activities Center, with Sundt Construction, Inc., in the total amount of \$1,202,442 increasing the contract from \$92,651,920 to \$93,854,362. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change orders on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | November 10, 2020 | Information | _____ |
| | | Enclosure(s) | _____ |
| SUBJECT: | Enter into an Architectural Consultant Agreement with DLR Group as the Architect of Record for the Cypress College Fine Arts Renovation Project | | |

BACKGROUND: The 2020-21 State Budget included funding for the preliminary plans and working drawings for the Fine Arts Renovation Project at Cypress College. In order to meet the timelines for this project, the District must select an architectural firm to start on the program validation process in order to submit plans and drawings to the State Chancellor’s Office for approval of the construction phase.

On August 21, 2020, the District Purchasing Department solicited proposals for the Fine Arts Renovation Project at Cypress College from the Board approved list of pre-qualified architectural firms as part of the first phase of the evaluation process. The District received seven (7) proposals. The Selection Committee composed of campus and District administrators, faculty, and classified staff, reviewed and discussed the initial seven (7) proposals and selected three (3) firms to move forward to phase two, which consisted of an interview with the Selection Committee on November 3, 2020.

After the interviews, the Selection Committee was split 3:3 between DLR Group and Pfeiffer Partners, with the construction staff recommending DLR Group and the instructional and classified staff recommending Pfeiffer Partners. After conducting the interviews and evaluating the top three (3) firms based on the criteria in the request for proposal, which included pricing, each firm was scored as follows:

| Architect Firm | Fee Proposal | Score |
|-------------------|--------------|-------|
| DLR Group | \$2,398,513 | 810 |
| HED Design | \$2,845,530 | 708 |
| Pfeiffer Partners | \$2,840,198 | 806 |

Based on the scoring above, DLR Group is recommended as the Architect of Record for the Cypress College Fine Arts Renovation Project. All three (3) firms proposed fees that were under the State approved allocation for architect fees for this project. The above fee includes the preliminary planning phase, working drawing phase, and construction administration.

DLR Group will begin the program validation process for the Fine Arts Renovation Project in order to better define the total scope and cost of the project. It is estimated this preliminary planning phase of the project is 30% (\$719,544) of the overall architect fee. This phase includes program validation, schematic design, and swing space analysis.

Staff expects to have the details of the architecture cost finalized in the next several months and after approval of the preliminary plans by the State will bring forward an agenda item for the additional fees for the working drawing phase of the project.

This agenda item was submitted by Alexander Porter, Cypress College, Vice President, Administrative Services & Michael Zari, Project Manager, Campus Capital Projects.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: A not to exceed amount of \$719,554 will be charged between the Capital Outlay and Bond Fund.

RECOMMENDATION: Authorization is requested to enter into an architectural consultant agreement in the amount not to exceed \$719,544, inclusive of reimbursables, with DLR Group, for the preliminary planning phase of the Fine Arts Renovation Project at Cypress College. The term of the agreement shall be effective November 11, 2020 through February 28, 2021. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2020 Resolution
SUBJECT: Amendment to Increase the Project Scope Information
and Cost for Sherbeck Field Design Enclosure(s)
Services

BACKGROUND: On February 11, 2020, the Board awarded a contract to Westberg + White Architects in the amount of \$190,000, including reimbursables to be the Architect of Record for the Sherbeck Field Improvement Project at Fullerton College. At the end of September 2020, the need was identified for additional mechanical calculations for the press box HVAC.

The updated fee reflects an additional \$2,200 to support Title-24 calculations for the press box required by DSA, for a total contract of \$192,200, including reimbursables.

This agenda item was submitted by Rodrigo Garcia, Vice President, Administrative Services and Oscar Saghie, Project Manager, Campus Capital Projects.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The financial impact inclusive of reimbursables and all soft costs will be charged to Capital Outlay funds.

RECOMMENDATION: Authorization is requested to amend the existing Architect of Record for Sherbeck Field Improvement Project at Fullerton College contract with Westberg + White Architects in the amount of \$2,200, for a total of \$192,200, including reimbursables. The term of the agreement will continue to be effective through December 31, 2022. Authorization is requested for the Vice Chancellor, Finance and Facilities, or District Director, Purchasing, to execute the amendment on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 10, 2020
SUBJECT: Cypress College
Curriculum Matters

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

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

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

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co- curricular programming, and clear pathways to ensure that students achieve their educational and career goals. More specifically, Goal 1.1: The District will guide students to successfully navigate pathways for completion and lifelong learning.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

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

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.a.1

Item No.

CYPRESS COLLEGE CURRICULUM
Board Agenda
November 10, 2020
(DCCC approved October 16, 2020)

Table 1: DE addenda effective Spring 2021.

| SUBJECT CODE | COURSE NUMBER | COURSE TITLE | Delivery Method |
|---------------------|----------------------|--|------------------------|
| ANTH | 212 C | Applied and Practicing Anthropology | 72 |
| ASTR | 116 C | Introduction to Astronomy | 72 |
| ASTR | 116HC | Honors Introduction to Astronomy | 72 |
| ASTR | 117 C | Astronomy Lab | HY |
| BIOL | 101 C | General Biology | HY |
| BIOL | 122 C | Marine Biology | HY |
| BIOL | 160 C | Integrated Medical Science | 72 |
| BIOL | 174 C | Biology of Cells and Tissues | HY |
| BIOL | 175 C | Evolution and Biodiversity | HY |
| BIOL | 210 C | Anatomy and Physiology | HY |
| BIOL | 220 C | Medical Microbiology | HY |
| BIOL | 231 C | General Human Anatomy | HY |
| BIOL | 241 C | General Human Physiology | HY |
| BIOL | 276 C | Ecology and Physiology | HY |
| BIOL | 277 C | Genetics | HY |
| BIOL | 278 C | Molecular Biology | HY |
| CHEM | 100 C | Chemistry for Daily Life | HY |
| CHEM | 101 C | Chemistry for Health Science Majors I | HY |
| CHEM | 104 C | Physical Science for Teachers | HY |
| CHEM | 107 C | Preparation for General Chemistry | HY |
| CHEM | 111AC | General Chemistry I | HY |
| CHEM | 111BC | General Chemistry II | HY |
| CHEM | 201 C | Chemistry for Health Science Majors II | HY |
| CHEM | 211AC | Organic Chemistry I | HY |
| CHEM | 211BC | Organic Chemistry II | HY |
| DA | 058 C | Clinical Externship I | HY |
| DA | 059 C | Clinical Externship II | HY |
| DA | 067 C | Dental Specialties | HY |
| DA | 068 C | Chairside Assisting II | HY |
| DA | 070 C | Dental Office Procedures | HY |
| DH | 113 C | General and Oral Pathology | 72 |
| DH | 125 C | Perio Pathology and Therapy | 72 |
| DH | 212 C | Head and Neck Anatomy | 72 |
| DH | 230 C | Dental Specialties | 72 |
| DH | 241 C | Community Oral Health II | 72 |
| DH | 245 C | Dental Jurisprudence | 72 |
| GEOG | 102 C | Physical Geography | 72 |
| GEOG | 102LC | Physical Geography - Lab | 72 |
| GEOL | 100 C | Physical Geology | 72 |
| GEOL | 101 C | Physical Geology Laboratory | 72 |
| GEOL | 120 C | Geology of California | 72 |
| GEOL | 130 C | Introduction to Oceanography | 72 |
| HRC | 265 C | World Culture and Cuisine | HY |
| HUSR | 200 C | Introduction to Human Services | 72 |
| KIN | 128 C | Yoga-Intermediate | 72 |
| KIN | 129 C | Vinyasa Yoga | 72 |

| SUBJECT CODE | COURSE NUMBER | COURSE TITLE | Delivery Method |
|---------------------|----------------------|------------------------------------|------------------------|
| KIN | 130 C | Yoga | 72 |
| KIN | 131 C | Restorative Yoga | 72 |
| KIN | 132 C | Hatha Yoga | 72 |
| KIN | 198 C | Athletic Weight Training | HY |
| NURS | 104 C | Introduction to ECG Interpretation | 72 |
| NURS | 190 C | Introduction to Nursing Concepts | 72 |
| NURS | 197 C | Maternal/Newborn Nursing | HY |
| NURS | 291 C | Pharmacology in Nursing III | 72 |
| NURS | 295 C | Pharmacology in Nursing IV | 72 |
| NURS | 196 C | Medical-Surgical Nursing I | HY |
| NURS | 292 C | Medical-Surgical Nursing II | HY |
| NURS | 293 C | Mental Health Nursing | HY |
| NURS | 297 C | Medical-Surgical Nursing III | HY |
| PHOT | 204 C | History of Photography | HY |
| PHOT | 215 C | Digital Photography | HY |
| PHSC | 104 C | Physical Science for Teachers | HY |
| PT | 090 C | Leadership Supervision and Ethics | 72 |
| HIST | 112 C | World Civilizations I | 72 |
| HIST | 113 C | World Civilizations II | 72 |
| HIST | 160 C | Asian Civilizations I | 72 |
| HIST | 161 C | Asian Civilizations II | 72 |

Table 2: Adding “**Or ENGL 101 C Or ESL 110 C**” where ENGL 100 C/ENGL 100 HC is a prerequisite, corequisite, or advisory. Catalog description will also be updated, total of 169 courses (see below) effective Spring 2021.

| COURSE | TITLE | Requisites |
|---------------|---|---|
| ANTH 101 C | Biological Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 101HC | Honors Biological Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 102 C | Cultural Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 102HC | Honors Cultural Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 103 C | Introduction to Archaeology | Advisory - Eligibility for ENGL 100 C |
| ANTH 104 C | Comparative Cultures | Advisory - Eligibility for ENGL 100 C |
| ANTH 105 C | Introduction to Linguistic Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 106 C | Human Prehistory and Ancient Civilizations | Advisory - Eligibility for ENGL 100 C |
| ANTH 107 C | Magic, Witchcraft and Religion | Advisory - Eligibility for ENGL 100 C |
| ANTH 121 C | Native North America | Advisory - Eligibility for ENGL 100 C |
| ANTH 210 C | Introduction to Forensic Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 212 C | Applied and Practicing Anthropology | Advisory - Eligibility for ENGL 100 C |
| ANTH 225 C | Ancient Cultures of Mexico and Central America | Advisory - Eligibility for ENGL 100 C |
| ANTH 308 C | Anthropology of Death for Mortuary Science | Prerequisite -Completion of ENGL 100 C or ENGL 100HC |
| ART 110 C | Introduction to Art | Advisory - Completion of ENGL 100 C |
| ART 111 C | Survey of Art History I | Advisory - Completion of ENGL 100 C |
| ART 112 C | Survey of Art History II | Advisory - Completion of ENGL 100 C |
| ART 112HC | Honors Survey of Art History II | Advisory - Completion of ENGL 100 C |
| ART 114 C | Modern Art History | Advisory - Completion of ENGL 100 C |
| ART 116 C | Arts of Africa, Oceania, and Indigenous North America | Advisory – Completion of ENGL 100 C or ENGL 100HC |
| ART 216 C | Latin American Art | Advisory - ENGL 100 C |
| COMM 220 C | The Rhetoric of the City | Advisory - Eligibility for ENGL 100 C |
| COMM 220HC | Honors Rhetoric of the City | Advisory - Eligibility for ENGL 100 C |
| COMM 340 C | Communication for Health Services | Prerequisite - ENGL 100 C or ENGL 100HC |
| COUN 120 C | The History of Disability in the United States | Advisory - Eligibility for ENGL 100 C |
| DANC 101 C | Multicultural Dance in the US | Advisory - Eligibility for ENGL 100 C |

| <u>COURSE</u> | <u>TITLE</u> | <u>Requisites</u> |
|----------------------|---|---|
| DMS 160 C | Introduction to Sonography | Prerequisite - ENGL 100 C |
| ENGL 010LC | Advanced English Skills Lab | Co-REQ - ENGL 100 C or ENGL 100HC |
| ENGL 102 C | Introduction to Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 102HC | Honors Introduction to Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 103 C | Critical Reasoning and Writing | Prerequisite - ENGL 100 C or ENGL 100HC already has it |
| ENGL 103HC | Honors Critical Reasoning and Writing | Prerequisite - ENGL 100 C or ENGL 100HC already has it |
| ENGL 104 C | Critical Analysis and Literature | Prerequisite - ENGL 100 C or ENGL 100HC already has it |
| ENGL 104HC | Honors Critical Analysis and Literature | Prerequisite - ENGL 100 C or ENGL 100HC already has it |
| ENGL 106 C | Critical Reading, Writing and Thinking | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 108 C | Writing the Personal Statement | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 110 C | Humanities: Ancient and Medieval | Prerequisite - Eligibility for ENGL 100 C |
| ENGL 111 C | Humanities: Renaissance-Present | Prerequisite - Eligibility for ENGL 100 C |
| ENGL 125 C | The Film | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 125HC | Honors Film | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 126 C | Introduction to Screenwriting | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 127 C | Introduction to Poetry | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 128 C | Introduction to Short Story Writing | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 130 C | Introduction to Creative Nonfiction Writing | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 135 C | Grammar and Usage | Prerequisite - Eligibility for ENGL 100 C |
| ENGL 208 C | Asian American Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 211 C | English Literature to 1760 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 212 C | English Literature Since 1760 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 221 C | American Literature to 1865 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 222 C | American Literature Since 1865 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 223 C | World Literature to 1650 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 224 C | World Literature Since 1650 | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 225 C | Literary Journal Publication | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 234 C | Shakespeare | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 234HC | Honors Shakespeare | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 239 C | Survey-Children's Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 243 C | Mythology | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 247 C | Multicultural Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 248 C | Science Fiction | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 249 C | Fantasy Fiction | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 250 C | Lationo/a/x Literature | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 255 C | African-American Literature I | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 256 C | African-American Literature II | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 260 C | Survey of Arabic Literature (in translation) | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 260HC | Honors Survey of Arabic Literature (in translation) | Prerequisite - ENGL 100 C or ENGL 100HC |
| ENGL 310 C | Advanced Writing in the Health Sciences | Prerequisite - ENGL 100 C or ENGL 100HC |
| ETHS 101 C | American Ethnic Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 101HC | Honors American Ethnic Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 129 C | Introduction to African-American Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 130 C | African-American History I | Advisory - Eligibility for ENGL 100 C |
| ETHS 131 C | African-American History II | Advisory - Eligibility for ENGL 100 C |
| ETHS 150 C | Introduction to Chicana-o Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 151 C | Chicana-o History I | Advisory - Eligibility for ENGL 100 C |

| <u>COURSE</u> | <u>TITLE</u> | <u>Requisites</u> |
|----------------------|--|--|
| ETHS 152 C | Chicana-o History II | Advisory - Eligibility for ENGL 100 C |
| ETHS 153 C | Chicana-o and Latina-o Contemporary Issues | Advisory - Eligibility for ENGL 100 C |
| ETHS 159 C | Introduction to Native American Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 160 C | Native American History I | Advisory - Eligibility for ENGL 100 C |
| ETHS 161 C | Native American History II | Advisory - Eligibility for ENGL 100 C |
| ETHS 170 C | Introduction to Asian Pacific American Studies | Advisory - Eligibility for ENGL 100 C |
| ETHS 171 C | Asian Pacific American History | Advisory - Eligibility for ENGL 100 C |
| ETHS 235 C | American Social Justice Movements | Advisory - Completion of ENGL 100 C |
| HS 168 C | Patient Care Skills - Open Lab | Advisory - ENGL 100 C |
| HS 268 C | Patient Care Skills - Open Lab | Advisory - ENGL 100 C |
| HIST 110 C | Western Civilizations I | Advisory - Eligibility for ENGL 100 C |
| HIST 110HC | Honors Western Civilizations I | Advisory - Eligibility for ENGL 100 C |
| HIST 111 C | Western Civilizations II | Advisory - Eligibility for ENGL 100 C |
| HIST 111HC | Honors Western Civilizations II | Advisory - Eligibility for ENGL 100 C |
| HIST 112 C | World Civilizations I | Advisory - Eligibility for ENGL 100 C |
| HIST 112HC | Honors World Civilizations I | Advisory - Eligibility for ENGL 100 C |
| HIST 113 C | World Civilizations II | Advisory - Eligibility for ENGL 100 C |
| HIST 113HC | Honors World Civilizations II | Advisory - Eligibility for ENGL 100 C |
| HIST 135 C | History of Africa | Advisory - Eligibility for ENGL 100 C |
| HIST 142 C | History of Latin America I | Advisory - Eligibility for ENGL 100 C |
| HIST 143 C | History of Latin America II | Advisory - Eligibility for ENGL 100 C |
| HIST 151 C | Survey of British History I | Advisory - Eligibility for ENGL 100 C |
| HIST 152 C | Survey of British History II | Advisory - Eligibility for ENGL 100 C |
| HIST 160 C | Asian Civilizations I | Advisory - Eligibility for ENGL 100 C |
| HIST 161 C | Asian Civilizations II | Advisory - Eligibility for ENGL 100 C |
| HIST 163 C | History of Mexico | Advisory - Eligibility for ENGL 100 C |
| HIST 165 C | History of the Middle East | Advisory - Eligibility for ENGL 100 C |
| HIST 170 C | History of the United States I | Advisory - Eligibility for ENGL 100 C |
| HIST 170HC | Honors History of the United States I | Advisory - Eligibility for ENGL 100 C |
| HIST 171 C | History of the United States II | Advisory - Eligibility for ENGL 100 C |
| HIST 171HC | Honors History of the United States II | Advisory - Eligibility for ENGL 100 C |
| HIST 190 C | History of the Americas I | Advisory - Eligibility for ENGL 100 C |
| HIST 191 C | History of the Americas II | Advisory - Eligibility for ENGL 100 C |
| HIST 270 C | Women in United States History | Advisory - Eligibility for ENGL 100 C |
| HIST 275 C | History of California | Advisory - Eligibility for ENGL 100 C |
| INDS 100 C | Humanities: Ancient and Medieval | Prerequisite - Eligibility for ENGL 100 C |
| INDS 101 C | Humanities: Renaissance-Present | Prerequisite - Eligibility for ENGL 100 C |
| JOUR 101 C | Reporting and Writing | Prerequisite - Eligibility for ENGL 100 C |
| MGT 211 C | Writing for Business | Prerequisite - ENGL 100 C |
| MAD 111 C | Introduction to Media Writing | Advisory - Eligibility for ENGL 100 C |
| MAD 191 C | Film Noir Genre | Advisory - Eligibility for ENGL 100 C |
| MAD 192 C | Great Directors of Cinema | Advisory - Eligibility for ENGL 100 C |
| MAD 195 C | Science Fiction Film Genre | Advisory - Eligibility for ENGL 100 C |
| MAD 197 C | Western Film Genre | Advisory - Eligibility for ENGL 100 C |
| MM 105 C | Introduction to Media Aesthetics | Advisory - Eligibility for ENGL 100 C |
| PHIL 100 C | Introduction to Philosophy | Advisory - Eligibility for ENGL 100 C |
| PHIL 100HC | Honors Introduction to Philosophy | Advisory - Eligibility for ENGL 100 C |
| PHIL 101 C | Introduction to Religious Studies | Advisory - Eligibility for ENGL 100 C |
| PHIL 105 C | World Religions | Advisory - Eligibility for ENGL 100 C |
| PHIL 110 C | Religions of the East | Advisory - Eligibility for ENGL 100 C |
| PHIL 120 C | Religions of the West | Advisory - Eligibility for ENGL 100 C |
| PHIL 135 C | Social and Political Philosophy | Advisory - Eligibility for ENGL 100 C |
| PHIL 160 C | Introduction to Ethics | Advisory - Eligibility for ENGL 100 C |

| <u>COURSE</u> | <u>TITLE</u> | <u>Requisites</u> |
|---------------|---|--|
| PHIL 170 C | Logic and Critical Thinking | Advisory - Eligibility for ENGL 100 C |
| PHIL 170HC | Honors Logic and Critical Thinking | Advisory - Eligibility for ENGL 100 C |
| PHIL 172 C | Critical Thinking and Writing | Prerequisite - ENGL 100 C |
| PHIL 175 C | Symbolic Logic | Advisory - Eligibility for ENGL 100 C |
| PHIL 201 C | History of Ancient Philosophy | Advisory - Eligibility for ENGL 100 C |
| PHIL 202 C | History of Modern Philosophy | Advisory - Eligibility for ENGL 100 C |
| PHIL 230 C | Philosophy of Religion | Advisory - Eligibility for ENGL 100 C |
| PHIL 240 C | Jesus and His Interpreters | Advisory - Eligibility for ENGL 100 C |
| PHIL 400 C | Business Ethics | Prerequisite - ENGL 100 C or ENGL 100HC |
| POSC 100 C | United States Government | Advisory - Eligibility for ENGL 100 C |
| POSC 100HC | Honors United States Government | Advisory - Eligibility for ENGL 100 C |
| POSC 101 C | Gender and American Politics | Advisory - Eligibility for ENGL 100 C |
| POSC 120 C | Political Theory | Advisory - Eligibility for ENGL 100 C |
| POSC 135 C | Campaigns, Parties and Elections | Advisory - Eligibility for ENGL 100 C |
| POSC 200 C | Introduction to Political Science | Advisory - Eligibility for ENGL 100 C |
| POSC 209 C | Urban Politics | Advisory - Eligibility for ENGL 100 C |
| POSC 210 C | Contemporary Political Issues | Advisory - Eligibility for ENGL 100 C |
| POSC 215 C | Comperative Politics | Advisory - Eligibility for ENGL 100 C |
| POSC 216 C | Politics of the Middle East | Advisory - Eligibility for ENGL 100 C |
| POSC 230 C | International Relations | Advisory - Eligibility for ENGL 100 C |
| PSY 101 C | Introduction to Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 101HC | Honors Introduction to Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 110 C | Applied Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 120 C | Human Sexuality | Advisory - Eligibility for ENGL 100 C |
| PSY 131 C | Cross-Cultural Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 139 C | Developmental Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 145 C | Child Psychology | Advisory - Eligibility for ENGL 100 C |
| PSY 222 C | Abnormal Psychology | Advisory - Eligibility for ENGL 100 C |
| SOC 101 C | Introduction to Sociology | Advisory - Eligibility for ENGL 100 C |
| SOC 101HC | Honors Introduction to Sociology | Advisory - Eligibility for ENGL 100 C |
| SOC 102 C | Social Problems | Advisory - Eligibility for ENGL 100 C |
| SOC 225 C | Sociology of Women | Advisory - Eligibility for ENGL 100 C |
| SOC 275 C | Marriage and Family | Advisory - Eligibility for ENGL 100 C |
| SOC 277 C | Sociology of Religion | Advisory - Eligibility for ENGL 100 C |
| SOC 280 C | Media, Culture, and Society | Advisory - Eligibility for ENGL 100 C |
| SOC 290 C | Sociology of Contemporary Race and Ethnic Relations | Advisory - Eligibility for ENGL 100 C |
| SOC 292 C | Introduction to Criminology | Advisory - Eligibility for ENGL 100 C |
| THEA 101 C | Play Analysis | Advisory - Eligibility for ENGL 100 C |
| THEA 102 C | World Theater History I | Advisory - Eligibility for ENGL 100 C |
| THEA 107 C | Diversity in American Theater | Advisory – Eligibility for ENGL 100 C |
| THEA 107HC | Honors Diversity in American Theater | Advisory – Eligibility for ENGL 100 C |
| THEA 108 C | Playwriting | Advisory - Eligibility for ENGL 100 C |
| THEA 230 C | Directing Actors for Film and TV | Advisory - Eligibility for ENGL 100 C |

Table 3: Adding the following statement in the program narrative for all ADTs (35), effective Fall 2020 (see below).

ADTS also require that students must earn a C or better in all courses required for the major or area of emphasis. AP (Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better.
Rearranging title of degrees to maintain consistency with the area of study first then degree- see highlights

Studio Arts Associate in Arts Degree for Transfer (AA-T)

English Associate in Arts Degree for Transfer (AA-T)

Spanish Associate in Arts Degree for Transfer (AA-T)

Environmental Science Associate in Science Degree for Transfer (AS-T)

Theater Arts Associate in Arts Degree for Transfer (AA-T)
 Philosophy Associate in Arts Degree for Transfer (AA-T)
 Geology Associate in Science Degree for Transfer (AS-T)
 Elementary Teacher Education Associate in Arts Degree for Transfer (AA-T)
 Social Justice Studies: Asian American Studies Associate in Arts Degree for Transfer (AA-T)
 Communication Studies Associate in Arts Degree for Transfer (AA-T)
 Public Health Science Associate in Science Degree for Transfer (AS-T)
 Physics Associate in Science Degree for Transfer (AS-T)
 Anthropology Associate in Arts Degree for Transfer (AA-T)
 Biology Associate in Science Degree for Transfer (AS-T)
 History Associate in Arts Degree for Transfer (AA-T)
 Film, Television and Electronic Media Associate in Science Degree for Transfer (AS-T)
 Hospitality Management Associate in Science Degree for Transfer (AS-T)
 Business Administration Associate in Science Degree for Transfer (AS-T)
 Administration of Justice Associate in Science Degree for Transfer (AS-T)
 Mathematics Associate in Science Degree for Transfer (AS-T)
 Psychology Associate in Arts Degree for Transfer (AA-T)
 Social Justice Studies: Chicana/o Studies Associate in Arts Degree for Transfer (AA-T)
 Economics Associate in Arts Degree for Transfer (AA-T)
 Political Science Associate in Arts Degree for Transfer (AA-T)
 Kinesiology Associate in Arts Degree for Transfer (AA-T)
 Social Justice Studies: African-American Studies Associate in Arts Degree for Transfer (AA-T)
 Art History Associate in Arts Degree for Transfer (AA-T)
 Global Studies Associate in Arts Degree for Transfer (AA-T)
 Journalism Associate in Arts Degree for Transfer (AA-T)
 Sociology Associate in Arts Degree for Transfer (AA-T)
 Nutrition and Dietetics Associate in Science Degree for Transfer (AS-T)
 Computer Science Associate in Science Degree for Transfer (AS-T)
 Geography Associate in Arts Degree for Transfer (AA-T)
 Chemistry Associate in Science Degree for Transfer (AS-T)
 Music Associate in Arts Degree for Transfer (AA-T)

| DEACTIVATE COURSES | | |
|--------------------|-----------|---|
| COURSE ID | EFF DATE | JUSTIFICATION |
| COUN 040 C | 2021 Fall | No longer being taught. This course was not transferable. |
| COUN 160HC | 2021 Fall | No longer being taught. (COUN 160 IS still being taught.) |
| COUN 220 C | 2021 Fall | Course now offered in social sciences as EDU 200; deactivation. |
| HS 098LC | 2021 Fall | Not used since 2010 |

| NEW COURSES | | | | | |
|---|--|------------|---|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AC/R 272 C Fundamentals of Direct Current Electricity Units: 3 Lecture: 1.5 Laboratory: 4.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. A listing of objectives and task assignments to achieve the goals must be a major part of the instruction plan. Standard 5.1 Program Design The program design or plan shall consist of using a curriculum outline, organized in logical sequential procedures, with stated tasks, objectives and competencies. The curriculum shall reflect the needs of the community's future work force. Student should receive a syllabus for each course in which they are enrolled. Standard 5.2 Students Per Instructor The | 2021 Fall | This is an updating and expansion of the existing building controls certificate and course offerings. |

| NEW COURSES | | | | | |
|--|---|------------|---|-----------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | <p>number of students per instructor shall be reasonable and allow for individual instruction. Classes should consist of no more than a maximum of 20 students per instructor. Open enrollment programs comprised of 15 or more students at multiple levels of instruction should be two instructor programs. Standard 5.3 Specialized Training Plan Well-defined exit points shall be established for students that opt to specialize in segments of the program. Supplemental / part-time preparatory training to meet the specialized training needs of area employers requires that the instructor devise individual training plans to achieve special objectives or goals. Standard 5.4 Safety Safety shall be taught during the first week of training and throughout the entire training program. Instruction will include all safety rules and special safety practices. Safety equipment such as eye protection and gloves are required equipment. All safety instructions shall be administered before any student is allowed to operate shop and/or lab equipment. All safety tests shall be given to each student and kept on file as documentation. The instructor shall review student safety exams and discuss all questions answered incorrectly by the student with the student. All students shall sign a statement indicating their understanding of all safety procedures discussed in safety lectures and / or covered in exams. Standard 5.5 Work Ethics & Worker Characteristics The development of high personal standards for the student shall be an on-going part of training. The work ethics exhibited by students shall be comparable to those required by industry. Appropriate work ethics and worker characteristics shall be taught as an on-going part of the students' training. Each student will be evaluated continuously for attendance, tardiness, completion of assigned jobs, tasks and lab projects. This evaluation shall be reviewed with the student each month or grading period.</p> | | |
| AC/R 273 C Introduction to Personal Computer Hardware and Software Units: 2 Lecture: 1.5 Laboratory: 1.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This course is an update and expansion of an existing certificate in automated controls. |
| AC/R 274 C Instrumentation for Hydronic and Air Distribution Units: 2 Lecture: 1.5 Laboratory: 1.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be | 2021 Fall | This is an upgrade and expansion of and existing certificate in building automation. |

| NEW COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | used. (See AC/R 272 C for full class size justification) | | |
| AC/R 275 C System Networking Units: 3 Lecture: 1.5 Laboratory: 4.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This is an upgrade and expansion of an existing certificate in Building automation. |
| AC/R 276 C Automation Hardware Units: 2 Lecture: 1.5 Laboratory: 1.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This course is an upgrade and expansion an existing certificate in building automation. |
| AC/R 277 C Control Logic Programming Units: 3 Lecture: 1.5 Laboratory: 4.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This course is an upgrade and expansion of an existing certificate in building automation. |
| AC/R 278 C Building Performance/Energy Auditing Units: 3 Lecture: 1.5 Laboratory: 4.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This course is an upgrade and expansion of the existing certificate in building automation. |
| AC/R 279 C Building Automation Control Systems Units: 2 Lecture: 1.5 Laboratory: 1.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be used. (See AC/R 272 C for full class size justification) | 2021 Fall | This course is an upgrade and expansion of an existing certificate in building automation. |
| AC/R 280 C Automation Capstone Project Units: 2 Lecture: 1.5 Laboratory: 1.5 | *New Course *Distance Education (Hybrid) *Prerequisite: None *CSU Transfer | 20 | HVACR PROGRAM STANDARDS Page 5 of 12 STANDARD 5 INSTRUCTIONAL DESIGN & PROGRAM ELEMENTS An organized, systematic plan of instruction, which ultimately mirrors the goals of the HVACR program, shall be | 2021 Fall | This course is an upgrade and expansion of an existing certificate in building automation. |

| NEW COURSES | | | | | |
|--|---|------------|---|-------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | used. (See AC/R 272 C for full class size justification) | | |
| HI 116 C HIT Pharmacology Units:2 Lecture:2 Laboratory: 0 | *New Course *Distance Education (Fully) *Prerequisite: CIS 111 C *CSU Transfer | 30 | Class time focuses on individualized instructions, student presentation time and/or group learning. Requires three writing assignments using analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | 2021 Spring | To meet the new CAHIIM Curriculum requirements for the 2018 Competencies effective September 2021. |
| HI 226 C Revenue Cycle Management Units: 3 Lecture: 2 Laboratory: 3 | *New Course *Distance Education (Hybrid) *Prerequisite: HI 114 C and HI 214 C *Corequisite: HI 224 C *CSU Transfer | 25 | Seat count for HIT program courses are 25 based on the course curriculum. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2021 Spring | Course is required as part of the CAHIIM 2018 curriculum changes for the HIT Program to be in effect September 2021. |
| KIN 290 C Philosophy and Consciousness of Yoga Units:3 Lecture:3 Laboratory:0 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *CSU GE: Area E *AA GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of an accredited Yoga Certificate based on student and labor demand. |
| KIN 291 C Yoga and the Physical Body Units:3 Lecture:2 Laboratory:3 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *AA GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of accredited Yoga Certificate based on student and labor demand. |
| KIN 292 C Yoga and the Subtle Body Units: 0 Lecture:2 Laboratory: 3 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *AA GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of an accredited Yoga Certificate based on student and labor demand. |
| KIN 293 C Yoga Teaching Methodology and Ethics Units:3 Lecture:2 Laboratory:4 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *AA GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of an accredited Yoga Certificate based on student and labor demand. |
| KIN 294 C Integrative Mental Health and Mindfulness Units:3 Lecture:3 Laboratory:0 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *CSU GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of an accredited Yoga Certificate based on student and labor demand. |

| NEW COURSES | | | | | |
|---|--|------------|---|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | *AA GE: Area E | | | | |
| KIN 296 C Whole Systems Integrative Health Units: 3 Lecture:3 Laboratory:0 | *New Course *Distance Education (Fully) *Prerequisite: None *CSU Transfer *UC Transfer *CSU GE: Area E *AA GE: Area E | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. | 2021 Fall | Creation of an accredited yoga certificate/program based on student and labor demand. |
| MAD 126 C Crime Film Genre Units: 3 Lecture: 3 Laboratory: 0 | *New Course *Distance Education *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE:C1 *CSU GE:C1 *IGETC:3A | 45 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2021 Fall | The course provides foundational knowledge in the aesthetics, history and technology of film as an art form, a social influence, and business. It joins MAD, Film Aesthetics and Technology |
| MAD 127 C Fantasy Film Genre Units: 3 Lecture: 3 Laboratory: 0 | *New Course *Distance Education *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE:C1 *CSU GE:C1 *IGETC:3A | 45 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2021 Fall | The course provides foundational knowledge in the aesthetics, history and technology of film as an art form, a social influence, and business. It joins MAD, Film Aesthetics and Technology certificate. |
| MAD 128 Comedy Film Genre Units: 3 Lecture: 3 Laboratory: 0 | *New Course *Distance Education *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE:C1 *CSU GE:C1 *IGETC:3A | 45 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2021 Fall | The course provides foundational knowledge in the aesthetics, history and technology of film as an art form, a social influence, and business. It joins MAD, Film Aesthetics and Technology certificate. |
| MAD 129 C Musical Film Genre Units: 3 Lecture: 3 Laboratory: 0 | *New Course *Distance Education *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE:C1 *CSU GE:C1 *IGETC:3A | 45 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2021 Fall | The course provides foundational knowledge in the aesthetics, history and technology of film as an art form, a social influence, and business. It joins MAD, Film Aesthetics and Technology certificate. |

| REVISED COURSES | | | | | |
|--|--|------------|--|----------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| COUN 100 C College Orientation Units: 1 Lecture: 1 Laboratory: 0 | *Outline Update *Add Distance Education (fully and hybrid) *Advisory revalidated *Catalog/Schedule Description Update | 25 | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Per Title 5, Section 56028 (d). | 2021 Spring | Outline, add distance education, advisory revalidated, catalog/schedule description, and textbook updated to better reflect course content. |

| REVISED COURSES | | | | | |
|--|---|------------|---|----------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | *Textbook Update | | | | |
| COUN 140 C Educational Planning Units: 1 Lecture: 1 Laboratory: 0 | *Outline Update *Class fee from \$6 to \$0 *Class Size from 45 to 35 *Catalog/Schedule Description Update *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Further, access to multiple websites for research and data entry necessitate appropriate class size and resources not currently available (no dedicated COUN space nor resources to accommodate more than 35 students). Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2021 Spring | Outline, class size, removal of class fee, catalog/schedule description, and textbook updated to better reflect course content |
| COUN 144 C Women, Careers & Specialty Issues Units: 2 Lecture: 2 Laboratory: 0 | *Outline Update *Title change from Women and Careers *Add distance education (fully and hybrid) *Class fee from \$6 to \$0 *Catalog/Schedule Description Update *Student Learning Outcomes *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Fall | Outline, title, add distance education, removed class fee, catalog/schedule description, SLOs, and textbook updated to better reflect course content. |
| COUN 145 C Job Readiness and Career Management Units: 2 Lecture: 2 Laboratory: 0 | *Outline Update *Course Classification Code change from I to D *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Fall | Outline, course classification code, and textbook updated to better reflect course content. |
| COUN 150 C Academic and Life Success Units: 3 Lecture: 3 Laboratory: 0 | *Outline Update *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Spring | Outline and textbook updated to better reflect courses content. |
| COUN 151 C Career and Life Planning Units: 3 Lecture: 3 Laboratory: 0 | *Outline Update *Schedule Description Update *Student Learning Outcomes Update *Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Fall | Outline, schedule description, SLOs, and textbook updated to better reflect course content. |
| COUN 160 C College/University Transition Units: 1 Lecture: 1 Laboratory: 0 | *Outline Update *Schedule Description Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Fall | Outline and schedule description updated to better reflect course content. |
| DANC 100 C Introduction to Dance Appreciation Units: 3 Lecture: 2 Laboratory: 3 | *Updated effective date | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2021 Spring | Change of effective term from Fall 2021 to Spring 2021 - previously board approved 6/9/2020. |

| REVISED COURSES | | | | | |
|--|---|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| HS 165 C Ethical and Legal Issues Units: 1.5 Lecture: 1.5 Laboratory: 0 | *Outline Update *Textbook Update | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | 2021 Fall | Outline and textbook updated to better reflect course content. |
| MAD 110 C Animation History and Technology Units: 3 Lecture: 3 Laboratory: 0 Action: MSP | *Outline Update *TOPS Code change *CIP Code change *Catalog/Schedule Description Update *Textbook Update *UC Transfer *AA GE: Area C1 *IGETC: Area 3A | 45 | Class already exists at current class size. The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2021 Fall | Outline, TOPS Code, CIP Code, catalog/schedule description and textbook updated to better reflect course content. |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-----------------------------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| | | Resolution | <u> </u> |
| DATE: | November 10, 2020 | Information | <u> </u> |
| | | Enclosure(s) | <u>X</u> |
| SUBJECT: | Fullerton College Curriculum Matters | | |

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

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

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair and Dr. José Ramón Núñez, Vice President, Instruction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. More specifically, Goal 1.1: The District will guide students to successfully navigate pathways for completion and lifelong learning.

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

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

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

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

Curriculum

Board of Trustees
 Agenda Attachment
November 10, 2020 | DCCC Approved on **October 16, 2020**

| NEW COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| BIOL 297 F Biosciences Internship | Units: 2-4 Lecture: 1 Laboratory: 3-9 GE: CSU Transfer Course Yes | 25 | This course is customized based on the internship placement. Students engage in internships to gain career related experience and apply their academic knowledge to the work environment. This is the recommended class size for internships on the CSPRD. | 2021 Fall | New course, proposed for distance ed online/hybrid. This course would give community college students the opportunity to obtain work experience in a governmental agency, university, research institute, clinical or biosciences-related industry. |

| REVISED COURSES | | | | | |
|--|--|------------|---|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AUTO 060 F Automotive Powertrains Units: 5 Lecture: 4 Laboratory: 4 | <ul style="list-style-type: none"> ○ Advisory: ● AUTO 131 F ● Add Distance Education ● Advisory Revision ● Assignments Revision ● Method of Evaluation ● Method of Instruction ● Objectives Revision | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes are attached in which the advisory committee discussed and | 2021 Fall | Add Distance Learning option per Division Meeting recommendation in response to the COVID-19 Pandemic and any future emergency requiring a shift from face to face class to distance learning. Objectives revision to update industry terminology. Assignments revision to include optional field trips. Method of Evaluation updated terminology. Method of |

| REVISED COURSES | | | | | |
|---|--|------------|---|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively effect this aspect of safe supervision by the instructor. | | Instruction updated with distance learning and terminology. Revised advisory format per recommendation of committee. Revised and aligned entry skill requirements with the active and recently approved AUTO 131 F course. Updated library resources. |
| AUTO 070 F Engine Reconditioning Units: 7 Lecture: 6 Laboratory: 3 | <ul style="list-style-type: none"> ○ Prerequisite: ● AUTO 081 F ● Add Distance Education ● Assignments Revision ● Course Content (that do not change the overall scope of the course) ● Method of Evaluation ● Method of Instruction ● Prerequisite Revision ● SAMS Code Revision | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific automotive experiments, vocational skills, lab reports). The Automotive Advisory Committee recommended 20 students as the maximum class size. Minutes are attached in which the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than | 2021 Fall | Add Distance Learning option per Division Meeting Recommendation in response to the COVID-19 Pandemic and any future emergency requiring a shift from face to face class to distance learning. Updated assignments to include optional field trips. Updated Master Database area SAMS Code From C Sam Code Occupational Course To B Advanced Occupational Course because this course has a prerequisite in the same area of study. Updated Methods of Evaluation to include field trips. Added Library resource information. Updated methods of |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively effect this aspect of safe supervision by the instructor. | | Instruction and Methods of Evaluation with new terminology. Revised prerequisite and validation date per committee recommendation. Revised course content screen. |
| AUTO 073 F Brake Systems Repair Units: 7 Lecture: 6 Laboratory: 3 | <ul style="list-style-type: none"> ○ Prerequisite: ● AUTO 083 F ● Add Distance Education ● Assignments Revision ● Method of Evaluation ● Method of Instruction ● Prerequisite Revision ● SAMS Code Revision ● Textbooks | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes are attached in which the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. It was also pointed out that our class seat capacity (classroom design) is posted and designed for 20 students. This class is taught with a rigorous laboratory component with work | 2021 Fall | Add Distance Education option per Division Meeting Recommendation in response to the COVID-19 Pandemic and any future emergency requiring a shift from face to face class to distance learning. Revised "Assignments" to include optional field trips. Revised "Method of Evaluation" to include field trips. Revised Master Database SAMS Code From C Occupational To B Advanced Occupational because this class has a prerequisite of AUTO 83 F. Added library resource information. Updated textbook. Revised Methods of Instruction and Methods of Evaluation with new terminology. Revised and validated prerequisite per committee recommendation. Revised entry skills. |

| REVISED COURSES | | | | | |
|---|---|------------|---|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor. | | |
| AUTO 081 F Engine Rebuilding and Repair Units: 8 Lecture: 6 Laboratory: 6 | <ul style="list-style-type: none"> ○ Advisory: ● AUTO 131 F ● Add Distance Education ● Advisory Revision ● Assignments Revision ● Course Content (that do not change the overall scope of the course) ● Method of Evaluation ● Method of Instruction ● Objectives Revision | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes attached in CurricUNET show the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor. | 2021 Fall | Add Distance Education option per Division Meeting recommendation in response to the COVID-19 pandemic and any future emergency requiring a shift from face to face class to distance learning, revised methods of instruction with new terminology. Revised "Assignments" to include optional field trips. Revised "Method of Evaluation" to include field trips and new terminology. Revised course content with updated terminology. Updated objectives with new terminology. Revised format of advisory recommendation. Aligned the entry skill requirements with the launched AUTO 131 course. |

| REVISED COURSES | | | | | |
|--|---|------------|--|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AUTO 083 F Brake and Suspension Systems Repair Units: 8 Lecture: 6 Laboratory: 6 | <ul style="list-style-type: none"> ○ Advisory: ● AUTO 131 F ● Add Distance Education ● Advisory Revision ● Assignments Revision ● Method of Evaluation ● Method of Instruction ● Objectives Revision ● SAMS Code Revision ● Textbooks | 20 | <p>Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes attached in CurricUNET show the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. It was also pointed out that our class seat capacity (classroom design) is posted and designed for 20 students. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor.</p> | 2021 Fall | <p>Advisory Revision FROM "Advisory: AUTO 131 F" TO "Advisory: AUTO 131 F or equivalent work experience" based on committee recommendation. Add Distance Education option to per Division Meeting recommendation in response to the COVID-19 pandemic and any future emergency requiring a shift from face to face class to distance learning. Revised "Assignments" to include optional field trips. Revised "Method of Evaluation" to include field trips. Revised Master Database SAMS Code From B Advanced Occupational To C Occupational because this class has no prerequisite. Added library resource information. Updated textbook. Updated Objectives. Methods of Instruction and Methods of Evaluation with new terminology. Revised advisory format and validation date per committee recommendation. Updated library resources.</p> |

| REVISED COURSES | | | | | |
|--|---|------------|---|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AUTO 088 F Fuel Systems and Advanced Drivability Diagnosis Units: 4 Lecture: 3 Laboratory: 3 | <ul style="list-style-type: none"> ○ Advisory: ● AUTO 131 F ● Add Distance Education ● Advisory Revision ● Assignments Revision ● Catalog Description Update ● Class Size Revision ● Course Content (that do not change the overall scope of the course) ● Hours (WSCH Lecture and/or Lab) ● Method of Evaluation ● Method of Instruction ● Objectives Revision ● SAMS Code Revision ● Schedule Description Update ● Six-year Review ● Student Learning Outcomes ● Textbooks | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes are attached in which the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor. | 2021 Fall | Six-year Review, SLOs (Student Learning Outcomes). Textbooks. Lecture hours revised FROM 4 TO 3 Lab hours and FROM 2 TO 3 prep hours FROM 8 TO 6 prep hours. The change is needed because the current Lec/lab/prep hours = 4.6 student units. This class is a 4 student unit class and the new lab/lecture/prep hours = 4 student units. Class size revision FROM 25 TO 20 per advisory committee recommendation. Add distance learning option per Division Meeting Recommendation in response to the COVID-19 Pandemic and any future emergency requiring a shift from face to face class to distance learning. Course revised to match course objectives more closely. Schedule and Catalog description update to align with State Smog Licensing component. Objectives Revision to match the course content and State Smog Licensing component. Assignments revision to comply with Bloom's Taxonomy statements. Method of Evaluation updated. Course Content updated with new technology and to match the State Smog |

| REVISED COURSES | | | | | |
|--|---|------------|--|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | | | Licensing Component more closely. Added additional basic entry skills as the existing were inadequate and not matched with advisory course. Revised advisory format and validated per committee recommendation. SAMS Code revision From "B" to "C" because this class does not have a prerequisite. Updated the library resources. |
| AUTO 090 F Emission Control Systems and Advanced Diagnosis Units: 6 Lecture: 5 Laboratory: 3 | <ul style="list-style-type: none"> ○ Advisory: <ul style="list-style-type: none"> ● AUTO 131 F ● Add Distance Education ● Advisory Revision ● Assignments Revision ● Catalog Description Update ● Class Size Revision ● Course Content (that do not change the overall scope of the course) ● Hours (WSCH Lecture and/or Lab) ● Method of Evaluation ● Method of Instruction ● Objectives Revision ● SAMS Code Revision ● Schedule Description Update ● Six-year Review | 20 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). Automotive Advisory Committee recommended a 20 student maximum class size because of the intensity of laboratory activities. Minutes are attached in which the advisory committee discussed and compared the training class sizes of vehicle manufacturers (some of which are committee members). They concluded that the safe and effective teaching of students in the area of automotive technology is no more than 20 students per instructor. This class is taught with a rigorous laboratory component with work | 2021 Fall | Six-year Review. Textbooks. Lecture Hours Revised FROM 6 TO 5. Laboratory hours Revised FROM 2 TO 3. Preparatory hours Revised FROM 4 TO 10 hours. These changes are needed to be consistent with a student unit offering of 6 units (previous lecture, lab, and prep hours were incorrect for 6 units). Add Distance Learning option in response to the COVID - 19 pandemic and its possible effect on future face to face campus class meetings and per Tech and Engineering Department meeting recommendation held on 4/21/2020. Revised the language of the entry skills requisite and matched objectives. Revised the class schedule and catalog course descriptions to represent |

| REVISED COURSES | | | | | |
|--|--|------------|--|-----------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | <ul style="list-style-type: none"> • Student Learning Outcomes • TOPS Code Revision • Textbooks | | <p>conducted on live vehicles. A close supervision by the instructor is needed and more than 20 students would negatively affect this aspect of safe supervision by the instructor.</p> | | <p>current terminology and instructional intent. Revised course objectives to represent instructional intent and to closely align California State Smog Repair Licensing requirements. Revised student learning outcomes to be more applicable to course objectives. Revised course content to include updated industry terminology and California Smog Repair Licensing topics. Revised methods of instruction. Revised format for advisories per committee recommendation. SAMS Code revision From "B" to "C" because this class does not have a prerequisite. Updated library resources.</p> |
| <p>BIOL 170 F Organismal Biology Units: 5 Lecture: 4 Laboratory: 3</p> | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> • MATH 040 F ○ Advisory: <ul style="list-style-type: none"> • BIOL 101 F <p>OR</p> <ul style="list-style-type: none"> • BIOL 190 F and • BIOL 190LF <ul style="list-style-type: none"> • Advisory Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) | 25 | <p>Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific design and experimentation, use of specialized equipment, data analysis, lab reports)</p> | 2021 Fall | <p>BIOL 190 F and BIOL 190LF are new courses, and were not previously available. Adding them as advisories will provide access to preparatory courses for more students.</p> |

| REVISED COURSES | | | | | |
|--|---|------------|---|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | <ul style="list-style-type: none"> ● Prerequisite Validation ● Schedule Description Update ● Textbooks | | | | |
| ENGL 103 F Critical Reasoning and Writing Units: 4 Lecture: 4 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 100 F or ● ENGL 100HF or ● ENGL 101 F or ● ENGL 110 F ● Prerequisite Validation ● Six-year Review ● Textbooks | 27 | The class requires extensive writing, in class and out of class, with a total exceeding 8000 words in a semester. Writing assignments will be assessed for critical thinking, conceptual understanding, structure, style and mechanics with individual feedback provided on all assignments. The class will engage in the ongoing application of critical thinking concepts to reading and writing during each class session. | 2021 Fall | Six-year Review. Textbooks. There is no formal "prerequisite revision," but entry skills were matched with new objectives in the validation process. |
| ENGL 103HF Honors Critical Reasoning and Writing Units: 4 Lecture: 4 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 100 F or ● ENGL 100HF or ● ENGL 101 F or ● ENGL 110 F ● Prerequisite Validation ● Six-year Review ● Textbooks | 20 | Honors Critical Reasoning and Writing is an enhanced section of ENGL 103 F using a seminar format. This course holds the same pedagogical expectations as the course designed for "Extensive Writing" (class of 27). However, according to the Honors Advisory Committee, the Curriculum Committee and the Faculty Senate, Honors courses with extensive writing have a class size of 20. | 2021 Fall | Six-year Review. Textbooks. As was the case with the ENGL 103 F major revision proposal, there was no formal "prerequisite revision," but entry skills were matched with new objectives in the validation process. |

| REVISED COURSES | | | | | |
|--|---|------------|--|-----------|-----------------------------|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ENGL 209 F Intermediate Creative Writing Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 105 F ● Assignments Revision ● Catalog Description Update ● Course Content (that do not change the overall scope of the course) ● Objectives Revision ● Prerequisite Validation ● Schedule Description Update ● Six-year Review ● Textbooks | 27 | Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course. | 2021 Fall | Six-year Review. Textbooks. |
| ENGL 211 F British Literature to 1800 Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 100 F or ● ENGL 100HF or ● ENGL 101 F or ● ENGL 110 F ○ Advisory: <ul style="list-style-type: none"> ● ENGL 102 F or ● ENGL 102HF ● Advisory Validation ● Assignments Revision ● Course Content (that do not change the overall scope of the course) ● Method of Evaluation ● Method of Instruction ● Objectives Revision ● Prerequisite Validation | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2021 Fall | Six-year Review. Textbooks. |

| REVISED COURSES | | | | | |
|--|--|------------|--|-----------|-----------------------------|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | <ul style="list-style-type: none"> • Six-year Review • Textbooks | | | | |
| ENGL 211HF Honors British Literature to 1800 Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> • ENGL 100 F or • ENGL 100HF or • ENGL 101 F or • ENGL 110 F ○ Advisory: <ul style="list-style-type: none"> • ENGL 102 F or • ENGL 102HF • Advisory Validation • Assignments Revision • Catalog Description Update • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-year Review • Textbooks | 25 | The Fullerton College Honors Program Advisory Board recommends a maximum class size of 25 students for a seminar-style honors course. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2021 Fall | Six-year Review. Textbooks. |
| ENGL 222 F American Literature from the Civil War to the Present Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> • ENGL 100 F or • ENGL 100HF or • ENGL 101 F or • ENGL 110 F ○ Advisory: <ul style="list-style-type: none"> • ENGL 102 F or • ENGL 102HF • Course Content (that do not change the overall scope of the course) • Six-year Review • Assignments Revision | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2021 Fall | Six-year Review. |

| REVISED COURSES | | | | | |
|--|---|------------|--|--------------|--------------------------------|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| ENGL 222HF Honors American Literature from the Civil War to the Present Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 100 F or ● ENGL 100HF or ● ENGL 101 F or ● ENGL 110 F ○ Advisory: <ul style="list-style-type: none"> ● ENGL 102 F or ● ENGL 102HF ● Advisory Validation ● Assignments Revision ● Course Content (that do not change the overall scope of the course) ● Prerequisite Validation ● Six-year Review | 25 | The Fullerton College Honors Program Advisory Board recommends a maximum class size of 25 students for a seminar-style honors course. Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. | 2021 Fall | Six-year Review. |
| ENGL 234HF Honors Introduction to Shakespeare Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> ● ENGL 100 F or ● ENGL 100HF or ● ENGL 101 F or ● ENGL 110 F ○ Advisory: <ul style="list-style-type: none"> ● ENGL 102 F or ● ENGL 102HF ● Advisory Validation ● Assignments Revision ● Catalog Description Update ● Course Content (that do not change the overall scope of the course) ● Prerequisite Validation | 25 | The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. This honors course will be taught as a seminar to allow for in-depth class discussion and student presentations. | 2021 Fall | Six-year Review. Textbooks. |

| REVISED COURSES | | | | | |
|--|--|------------|---|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | <ul style="list-style-type: none"> • Schedule Description Update • Six-year Review • Textbooks | | | | |
| ENGL 299 F English Independent Study Units: 1 Lecture: 0 Laboratory: 3 | <ul style="list-style-type: none"> ○ Prerequisite: <ul style="list-style-type: none"> • ENGL 100 F or • ENGL 100HF or • ENGL 101 F or • ENGL 110 F • Prerequisite Validation • Six-year Review • Textbooks | 25 | This independent study course is based on the premise of an instructor providing individualized instruction and supervision to one student, or a small group of students. This may entail research projects, papers, service learning or field study. | 2021 Fall | Six-year Review. Textbooks. |
| ESC 101 F Earth Science Survey Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Class Size Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Remove Distance Education(teleweb) • Schedule Description Update • Six-year Review • Student Learning Outcomes • Textbooks | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2021 Fall | Six-year Review. Textbooks. Class size revised FROM 50 TO 45 to reflect the CSPRD and instructional methods. |
| ESC 146 F Geology of the Joshua Tree National Park Area | <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update | 20 | This course involves field studies: classes in which the instructor coordinates field studies and supervises students individually at | 2021 Fall | Six-year Review. Textbooks. |

| REVISED COURSES | | | | | |
|---|--|------------|--|----------|---------------|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| Units: 1 Lecture: 1 Laboratory: 0 | <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Method of Instruction • Schedule Description Update • Six-year Review • Student Learning Outcomes • Textbooks | | <p>different locations. In order to analyze rocks, fossils, and geologic structures first hand it is often necessary to travel into backcountry locations on primitive roads and trails. The primitive camping sites have restrictions on group size, close supervision is required for camping, cooking, hiking, and hands-on instruction. The most important issue is the limit of the instructor to safely and effectively supervise and instruct the students when at the fieldtrip site. This course is taught as a "one-shot" weekend fieldtrip to some fairly wild parts of the West. See attached document for information on group size in wilderness areas. The attachment summarizes some of the complications involved in taking students to some of these locations. In other courses, fieldtrips can be scheduled for a point in the semester when there has been some student attrition, reducing the number of students requiring supervision. For this course, there is generally no attrition - they sign up for the course and the fieldtrip is the course. Increasing the class size above 20 would require changes in the fieldtrip that would jeopardize</p> | | |

| REVISED COURSES | | | | | |
|---|---|------------|--|--------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | | | instruction and learning (taking students on a trail in separate groups, limiting access to some sites, etc.). | | |
| MATH 299 F Mathematics Independent Study Units: 1 Lecture: 1 Laboratory: 0 | <ul style="list-style-type: none"> ○ Prerequisite: ● MATH 040 F ● Catalog Description Update ● Method of Evaluation ● Prerequisite Addition ● Six-year Review ● Textbooks | 25 | Although independent study is a contract between individual students and the instructor, class size is set at 25. | 2021 Fall | Six-year Review. Textbooks. Prerequisite addition of "Prerequisite: MATH 040 F with a grade of C or better or by assessment through the college multiple measures placement processes," since it is a transferable course. |
| NUTR 210 F Human Nutrition Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ● Assignments Revision ● Catalog Description Update ● Course Content (that do not change the overall scope of the course) ● Method of Evaluation ● Method of Instruction ● Objectives Revision ● Six-year Review ● Textbooks | 40 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2021 Fall | Six-year Review. Textbooks. |
| PHIL 200 F Introduction to Christianity Units: 3 Lecture: 3 Laboratory: 0 | <ul style="list-style-type: none"> ● Catalog Description Update ● Course Content (that do not change the overall scope of the course) ● IGETC Addition ● Multicultural Requirement | 35 | Lecture/Discussion/Group Learning/Student Presentations/Individualized Instruction/Group Learning/Student Presentations. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Class time | 2021 Fall | Textbooks. We are proposing that this course fulfill the IGETC requirement as a comparable course at Palomar College fulfills IGETC already. We are also proposing that this course fulfill the Multicultural requirement as the course content |

| REVISED COURSES | | | | | |
|---|--|------------|---|-------------|---|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| | <ul style="list-style-type: none"> Schedule Description Update Textbooks GE: Associate Degree General Education Requirements Area C2: Arts and Humanities - Literature, Philosophy, Religion and Foreign Language | | focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | | involves studying multiple cultures from around the world - historical and contemporary. The course is already proposed for Distance Ed: hybrid and online, but faculty originator has added Contact Types. |
| PHOT 111 F Introduction to Photography from Analog to Digital Units: 3 Lecture: 2 Laboratory: 4 | <ul style="list-style-type: none"> Add Distance Education(hybrid) Add Distance Education(online) | 25 | Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis. | 2021 Spring | Need to make course available for online and hybrid in case of future emergencies and to include distance education methodologies. |

| DEACTIVATE COURSES | | |
|--------------------|-------------|--|
| COURSE ID | EFF DATE | JUSTIFICATION |
| ENVS 299 F | 2021 Fall | Course is no longer being taught. No student interest. No program impacts with deletion. |
| WELL 098AF | 2020 Spring | Course is no longer offered. |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---|---|-----------|---|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| Counseling and Guidance | <ul style="list-style-type: none"> • Course Title Revision • Course Unit Revision • Adding Courses to "Required" | <p>Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement (R 2020) This certificate allows the student to complete Certification of General Education Requirements for the University of California (UC) system. To meet general education requirements and obtain certification, students must complete the pattern of courses in the categories listed. Certification is not automatic. Students must apply for GE certification through the Admissions and Records Office by the published deadline during the semester in which requirements will be completed or thereafter. The course must be on the IGETC GE list when it is taken in order to be certified. Students should refer to the Fullerton College IGETC (Intersegmental General Education Transfer Curriculum) GE-Breadth Certification List on www.assist.org to verify that a course was valid when it was taken. A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some universities will not allow students to count courses in their major field as part of general education. Students should check with a counselor and review the university catalog for further clarification. There are two options within this certificate, a student may choose a course from</p> | 2020 Fall | Updated with recent GE additions and changes. |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|---|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>Area 1C (to prepare for CSU transfer) or satisfy the UC Foreign Language Requirement (to prepare for UC transfer). This certificate requires 38-51 units in courses from the areas listed below.</p> <p>Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement (R 2020)</p> <p>AREA 1 - ENGLISH COMMUNICATION and FOREIGN LANGUAGE: (10-13 units). Select one course from each sub-area, 1A and 1B. In addition, select one course from sub-area 1C (to meet CSU transfer requirements) OR satisfy the Foreign Language Requirement under 1D (to meet UC transfer requirements). PLEASE NOTE: Area 1D is represented as Area 6 on the IGETC GE pattern).</p> <p style="text-align: center;">Units</p> <p>Area 1A. English Composition:</p> <p>ENGL100 F College Writing 4</p> <p>or</p> <p>ENGL100HF Honors College Writing 4</p> <p>ENGL101 F Enhanced College Writing 5</p> <p>Area 1B. Critical Thinking - English Composition:</p> <p>ENGL103 F Critical Reasoning and Writing 4</p> <p>or</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>ENGL103HF Honors Critical Reasoning and Writing 4</p> <p>ENGL104 F Critical Thinking and Writing about Literature 4</p> <p>ENGL201 F Intermediate College Writing 3</p> <p>PHIL172 F Critical Thinking/Writing 3</p> <p>Area 1C. Oral Communication FOR CSU CERTIFICATION. Students who do not take speech under Area 1C can be certified by fulfilling Area 1D Foreign Language instead (UC requirement).</p> <p>COMM100 F Public Speaking (N 2017, 4 units) 4</p> <p>COMM124 F Small Group Communication (FALL 2020 MINOR REVISION) 3</p> <p>COMM135 F Essentials of Argumentation (N 2017, 4 units) 4</p> <p>AREA 1D - LANGUAGE OTHER THAN ENGLISH: UC requirement only (represented as Area 6 on the IGETC GE pattern) Complete either Area 1C or Area 1D to meet requirements for this certificate.</p> <p>The Foreign Language requirement for IGETC may be met in one of the following ways:</p> <p>1. Satisfactory completion of two years of high school coursework in</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>a Language Other Than English, with a grade of "C-" or better in the final semester of the second year. Two years must be in the same language.</p> <p>2. Complete course 102 F (102HF) or higher level in a foreign language with a grade of "C" or better at Fullerton College or equivalent courses at another college or university. Choose one of the courses listed: ARAB 102 F; CHIN 102 F; FREN 102 F; GERM 102 F; ITAL 102 F; JAPN 102 F; PORT 102 F; SPAN 102 F or 102HF, SPAN 201 F, 203 F, 204 F, 205 F, 206 F.</p> <p>3. Satisfactory completion, with "C" grades or better, of two years formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English.</p> <p>4. Satisfactory score of the SAT II: Subject Test in Languages Other Than English.</p> <p>5. Satisfactory score, 3 or higher, on the College Board Advanced Placement Examinations in Language Other Than English.</p> <p>6. Satisfactory score, 5 or higher, on the International Baccalaureate Higher Level Examinations in Language Other Than English.</p> <p>7. Satisfactory completion of an achievement test administered by a community college, university, or other college in a Language Other Than English.</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>8. (International) General Certificate of Secondary Education [(I)GCSE]/General Certificate of Education (GCE) "O" Level exams in Language Other Than English with a grade of A, B or C.</p> <p>9. General Certificate of Education (GCE) "A" Level exams in Language Other Than English with a grade of A, B or C.</p> <p>10. A Defense Language Institute Foreign Language Center (DLIFLC) Language Other Than English course which is indicated as passed with a "C" or higher on the official transcript.</p> <p>AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: Select one course (3-4 units). Units MATH100 F Liberal Arts Mathematics 3 MATH120 F Introductory Probability and Statistics (2018) 4 or MATH120HF Honors Introductory Probability and Statistics (2018) 4 MATH130 F Calculus for Business 4 MATH141 F College Algebra 4 or MATH141HF Honors College Algebra 4</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | MATH151 F Calculus I 4 or MATH151HF Honors Calculus I 4 MATH152 F Calculus II 4 or MATH152HF Honors Calculus II 4 MATH170 F Discrete Structures 4 MATH171 F Discrete Mathematics 4 MATH172 F Graph Theory and Linear Algebra 4 MATH251 F Multivariable Calculus 4 MATH252 F Linear Algebra and Differential Equations 4 MATH255 F Linear Algebra 3 MATH260 F Ordinary Differential Equations 3 PSY161 F Elementary Statistics for Behavioral Science (2018) 4 or PSY161HF Honors Elementary Statistics for Behavioral Science (2018) 4 SOSC120 F Introduction to Probability and Statistics (2019) 4 AREA 3 - ARTS AND HUMANITIES: Select at least one course from each sub-area, 3A and 3B, for a minimum of 9 units total (9-12 units). | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
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| | | <p>*Course can only be used in one area.</p> <p>+Maximum UC credit one course from ART 196HF, MUS 196HF, THEA 196HF.</p> <p>++If SPAN 201 F and SPAN 203 F combined; maximum credit, one course.</p> <p>~Credit will be granted for either (HIST 127 F) OR (HIST 170 F and HIST 171 F) OR (HIST 170 F and HIST 171HF) OR (HIST 170HF and HIST 171 F) OR (HIST 170HF and HIST 171HF).</p> <p style="text-align: center;">Units</p> <p>Area 3A. Arts:</p> <p>ART100 F Fundamentals of Art 3</p> <p>ART110 F Introduction to Art 3</p> <p>ART112 F Art History: Ancient to Medieval 3</p> <p>ART113 F Art History: Renaissance to Modern 3</p> <p>or</p> <p>ART113HF Honors Art History: Renaissance to Modern 3</p> <p>ART114 F Art History: Impressionism to Present 3</p> <p>ART116 F Art History: The Art of Mexico 3</p> <p>ART117 F Art History: American Art 3</p> <p>ART196HF + Honors Creative Arts-Art 3</p> <p>ART211 F Women in the Arts 3</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|---|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ART212 F Art History: The Art of Asia 3 | | |
| | | ART213 F Art History: Pre-Columbian Art 3 | | |
| | | CRTV126AF World Cinema to 1945 3 | | |
| | | CRTV126BF World Cinema 1946 to Present 3 | | |
| | | CRTV131 F Contemporary American Cinema 3 | | |
| | | DANC120 F Dance History 3 | | |
| | | DANC200 F Dance Appreciation: A Classical Ballet Retrospective 3 | | |
| | | DANC210 F Multicultural Dance in the U.S. Today 3 | | |
| | | ENGL208 F Introduction to Film Studies 3 | | |
| | | MUS113 F Jazz History - An Appreciation 3 | | |
| | | MUS116 F Music Appreciation 3 | | |
| | | MUS118 F Introduction to Opera 3 | | |
| | | MUS119 F History of Rock Music 3 | | |
| | | MUS120 F Survey of Music History 3 | | |
| | | MUS196HF + Honors Creative Arts-Music 3 | | |
| | | THEA100 F Introduction to the Theatre 3 | | |
| | | THEA104 F Introduction to Theatre Appreciation | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 THEA105 F Musical Theatre History | | |
| | | 3 THEA196HF + Honors Creative Arts-Theatre | | |
| | | 3 Area 3B. Humanities: | | |
| | | CDES242 F Introduction to Liberal Studies | | |
| | | 3 CHIN203 F Intermediate Chinese - Mandarin III | | |
| | | 4 CHIN204 F Intermediate Chinese - Mandarin IV | | |
| | | 4 ENGL102 F Introduction to Literature | | |
| | | 3 or ENGL102HF Honors Introduction to Literature | | |
| | | 3 ENGL203 F Introduction to Dramatic Literature | | |
| | | 3 ENGL204 F Introduction to Poetry | | |
| | | 3 ENGL207 F The Short Story | | |
| | | 3 ENGL211 F British Literature to 1800 | | |
| | | 3 or ENGL211HF Honors British Literature to 1800 | | |
| | | 3 ENGL212 F British Literature since 1800 | | |
| | | 3 or | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ENGL212HF Honors British Literature since 1800 3 | | |
| | | ENGL221 F American Literature to the Civil War 3 | | |
| | | or ENGL221HF Honors American Literature to the Civil War 3 | | |
| | | ENGL222 F American Literature from the Civil War to the Present 3 | | |
| | | or ENGL222HF Honors American Literature from the Civil War to the Present 3 | | |
| | | ENGL224 F World Literature through the Early Modern Period 3 | | |
| | | or ENGL224HF Honors World Literature through the Early Modern Period 3 | | |
| | | ENGL225 F World Literature since the Early Modern Period 3 | | |
| | | or ENGL225HF Honors World Literature since the Early Modern Period 3 | | |
| | | ENGL234 F Introduction to Shakespeare 3 | | |
| | | or ENGL234HF Honors Introduction to Shakespeare 3 | | |
| | | ENGL239 F Survey of Children's Literature 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ENGL240 F Survey of Young Adult Literature 3 | | |
| | | ENGL243 F Folklore and Mythology 3 | | |
| | | or | | |
| | | ENGL243HF Honors Folklore and Mythology 3 | | |
| | | ENGL245 F The Bible as Literature 3 | | |
| | | ENGL246 F The Novel 3 | | |
| | | ENGL248 F Science Fiction 3 | | |
| | | ENGL249 F Survey of Chicano/a Literature 3 | | |
| | | ENGL251 F Survey of Native American Literature 3 | | |
| | | ETHS130 F * African-American History I 3 | | |
| | | ETHS160 F American Indian History 3 | | |
| | | FREN203 F Intermediate French III 4 | | |
| | | FREN204 F Intermediate French IV 4 | | |
| | | GERM203 F Intermediate German III 4 | | |
| | | GERM204 F Intermediate German IV 4 | | |
| | | HIST110 F Western Civilizations to 1550 3 | | |
| | | or | | |
| | | HIST110HF Honors Western Civilizations to 1550 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST111 F Western Civilizations since 1550 3 or HIST111HF Honors Western Civilizations since 1550 3 HIST112 F * World Civilizations to 1550 3 or HIST112HF * Honors World Civilizations to 1550 3 HIST113 F * World Civilizations Since 1550 3 or HIST113HF * Honors World Civilizations Since 1550 3 HIST127 F ~ Survey of United States History 3 HIST151 F Survey of British History I 3 HIST152 F Survey of British History II 3 HIST154 F Ancient Egypt 3 HIST160 F Asian Civilizations I 3 HIST161 F Asian Civilizations II 3 HIST165 F Introduction to the Middle East 3 or HIST165HF Honors Introduction to the Middle East 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST170 F ~ History of the United States to 1877 3 or HIST170HF ~ Honors History of the United States to 1877 3 HIST171 F ~ History of the United States since 1877 3 or HIST171HF ~ Honors History of the United States since 1877 3 HIST190 F History of the Americas I 3 HIST191 F History of the Americas II 3 HIST270 F * Women in United States History 3 HIST275 F History of California 3 ITAL203 F Intermediate Italian III 4 ITAL204 F Intermediate Italian IV 4 JAPN203 F Intermediate Japanese III 4 JAPN204 F Intermediate Japanese IV 4 PHIL100 F Introduction to Philosophy 3 or PHIL101 F Introduction to Religious Studies 3 PHIL100HF Honors Introduction to Philosophy 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>area.</p> <p>PLEASE NOTE: CSUs have a graduation requirement in U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS that can be fulfilled by selecting:</p> <p>1) POSC 100 F or POSC 100HF and 2) one of the following US History courses: ETHS 101 F, 130 F, 131 F, 160 F; HIST 127 F, 170 F or 170HF, 171 F or 171HF, 190 F, 270 F to meet two of the three course requirements for Area 4.</p> <p>Alternatively, this graduation requirement may be completed at the CSU after transfer as it is not a required part of this certificate.</p> <p>Units</p> <p>ANTH102 F Cultural Anthropology 3</p> <p>or</p> <p>ANTH102HF Honors Cultural Anthropology 3</p> <p>ANTH103 F Introduction to Archaeology 3</p> <p>or</p> <p>ANTH103HF Honors Introduction to Archaeology 3</p> <p>ANTH105 F Language and Culture 3</p> <p>ANTH107 F Anthropology of Magic, Witchcraft, and Religion 3</p> <p>or</p> <p>ANTH107HF Honors Anthropology of Magic, Witchcraft and Religion 3</p> <p>ANTH209 F Cultures of Latin America 3</p> <p>ANTH211 F Celtic Cultures</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 | | |
| | | ECON101 F Principles of Economics - Micro | | |
| | | 3 | | |
| | | or | | |
| | | ECON101HF Honors Principles of Economics - Micro | | |
| | | 3 | | |
| | | ECON102 F Principles of Economics-Macro | | |
| | | 3 | | |
| | | or | | |
| | | ECON102HF Honors Principles of Economics-Macro | | |
| | | 3 | | |
| | | ETHS101 F American Ethnic Studies | | |
| | | 3 | | |
| | | or | | |
| | | ETHS101HF Honors American Ethnic Studies | | |
| | | 3 | | |
| | | ETHS111 F Women of Color in the U.S. | | |
| | | 3 | | |
| | | ETHS129 F Introduction to African-American Studies | | |
| | | 3 | | |
| | | ETHS130 F * African-American History I | | |
| | | 3 | | |
| | | ETHS131 F African-American History II | | |
| | | 3 | | |
| | | ETHS150 F Introduction to Chicana/o Studies | | |
| | | 3 | | |
| | | ETHS151 F Chicana/o History I | | |
| | | 3 | | |
| | | ETHS152 F Chicana/o History II | | |
| | | 3 | | |
| | | ETHS153 F Chicana/o and Latina/o Contemporary Issues | | |
| | | 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST113HF * Honors World Civilizations Since 1550 3 | | |
| | | HIST270 F * Women in United States History 3 | | |
| | | POSC100 F American Government 3 | | |
| | | or POSC100HF Honors American Government 3 | | |
| | | POSC110 F Contemporary American Politics 3 | | |
| | | or POSC110HF Honors Contemporary American Politics 3 | | |
| | | POSC120 F Introduction to Political Theory 3 | | |
| | | POSC200 F Introduction to the Study of Politics 3 | | |
| | | POSC215 F Comparative Politics 3 | | |
| | | POSC216 F Government and Politics of the Middle East 3 | | |
| | | POSC230 F Introduction to International Relations 3 | | |
| | | PSY101 F General Psychology 3 | | |
| | | or PSY101HF Honors General Psychology 3 | | |
| | | PSY131 F Cross Cultural Psychology 3 | | |
| | | PSY139 F Developmental Psychology: Life Cycle 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>3</p> <p>or</p> <p>SOC275HF Honors Marriage and Family</p> <p>3</p> <p>SOC277 F Sociology of Religion</p> <p>3</p> <p>or</p> <p>SOC277HF Honors Sociology of Religion</p> <p>3</p> <p>SOC285 F Drugs and Society</p> <p>3</p> <p>SOC290 F Sociology of Race and Ethnicity</p> <p>3</p> <p>SOC292 F Introduction to Criminology</p> <p>3</p> <p>SOSC125 F Introduction to Research Methods</p> <p>3</p> <p>SOSC130 F Introduction to LGBTQ Studies</p> <p>3</p> <p>WMNS100 F Introduction to Women's Studies</p> <p>3</p> <p>or</p> <p>WMNS100HF Honors Introduction to Women's Studies</p> <p>3</p> <p>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES: Select one course in each of the sub-areas 5A and 5B, and complete a science lab requirement for a total of 7 or more units. The lab requirement may be met by selecting a course from 5A or 5B that includes lab, or by selecting the lab course in 5C that matches one of the lecture courses selected</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>in 5A or 5B (7-10 units). *If CHEM 100 F and 103 F combined: maximum UC credit allowed = 1 course. (No UC credit for CHEM 100 F or 103 F if taken after CHEM 111AF) +If CHEM 101 F and 107 F combined: maximum UC credit allowed = 1 course. (No UC credit for CHEM 101 F or 107 F if taken after CHEM 111AF) ~No UC credit if taken after a college level course in Astronomy, Chemistry, Geology, or Physics. ++PHYS 130 F: no UC credit if taken after PHYS 205 F, 210 F, 221 F or 221HF. **If PHYS (205 F & 206 F) or (210 F & 211 F) or (221 F or 221HF, 222 F, 223 F) combined: maximum credit, one series. =BIOL 100 F, 101 F, and 101HF combined: maximum credit = 1 course. ^BIOL 100 F, 101 F, 101HF, 102 F, or 109 F: no UC credit if taken after a 200-level Biological course.</p> <p style="text-align: center;">Units</p> <p>Area 5A. Physical Science:</p> <p>CHEM100 F * Chemistry for Daily Life 4</p> <p>CHEM101 F + Chemistry for Allied Health Science 5</p> <p>CHEM103 F * Chemistry in a Changing World 3</p> <p>CHEM107 F + Preparation for General Chemistry 5</p> <p>CHEM111AF General Chemistry I 5</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | CHEM111BF General Chemistry II 5 | | |
| | | ESC100 F Physical Geology 3 | | |
| | | ESC101 F ~ Earth Science Survey 3 | | |
| | | ESC103 F Historical Geology 4 | | |
| | | ESC105 F Introduction to Weather and Climate 3 | | |
| | | ESC107 F Earth Science for Educators 4 | | |
| | | ESC110 F Introduction to Climate Science 3 | | |
| | | ESC116 F Astronomy 3 | | |
| | | or ESC116HF Honors Astronomy 3 | | |
| | | ESC120 F Geology of California 3 | | |
| | | ESC130 F Introduction to Oceanography 3 | | |
| | | or ESC130HF Honors Introduction to Oceanography 3 | | |
| | | ESC190 F Environmental Geology 3 | | |
| | | GEOG102 F Physical Geography 3 | | |
| | | or GEOG102HF Honors Physical Geography 3 | | |
| | | PHYS120 F Relativity for Poets 3 | | |
| | | PHYS130 F ++ Elementary Physics 4 | | |

MODIFY DEGREES/CERTIFICATES

| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
|--------|---------------|--|-------------|---------------|
| | | PHYS205 F ** Physics for the Life Sciences I 4 | | |
| | | PHYS206 F ** Physics for the Life Sciences II 4 | | |
| | | PHYS210 F ** Physics with Calculus for the Life Sciences I 4 | | |
| | | PHYS211 F ** Physics with Calculus for the Life Sciences II 4 | | |
| | | PHYS221 F ** General Physics I 4 | | |
| | | PHYS222 F ** General Physics II 4 | | |
| | | PHYS223 F ** General Physics III 4 | | |
| | | Area 5B. Biological Science: | | |
| | | ANAT231 F General Human Anatomy 4 | | |
| | | ANAT240 F Human Physiology 5 | | |
| | | ANTH101 F Physical Anthropology 3 | | |
| | | or ANTH101HF Honors Physical Anthropology 3 | | |
| | | BIOL100 F =^ Principles of Biology 4 | | |
| | | BIOL101 F =^ General Biology 5 | | |
| | | or BIOL101HF =^ Honors General Biology 5 | | |
| | | BIOL102 F ^ Human Biology 3 | | |
| | | BIOL108 F Plants and People 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | BIOL109 F ^ Genetics and Biotechnology in Society 3 | | |
| | | BIOL170 F Organismal Biology 5 | | |
| | | BIOL222 F Marine Biology 3 | | |
| | | BIOL272 F Cell and Molecular Biology 4 | | |
| | | BIOL274 F General Ecology 4 | | |
| | | ENVS105 F Environmental Biology 3 | | |
| | | ENVS106 F Conservation Biology 3 | | |
| | | ENVS126 F Natural History of California 3 | | |
| | | MICR262 F General Microbiology 5 | | |
| | | Area 5C. Science Laboratory: | | |
| | | ANTH101LF Physical Anthropology Lab 1 | | |
| | | BIOL102LF Human Biology Laboratory 1 | | |
| | | BIOL109LF Biotechnology Lab Techniques 2 | | |
| | | ENVS105LF Environmental Biology Lab 1 | | |
| | | ESC100LF Physical Geology Lab 1 | | |
| | | ESC101LF ~ Earth Science Survey Lab 1 | | |
| | | ESC105LF Introduction to Weather and Climate Laboratory 1 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>study with community engagement. Students will analyze issues about the African and African diasporic communities while developing a critical and intersectional understanding of race, ethnicity, class, gender, and power in American society and globally. Graduates develop a liberatory vision for social change and acquire skills in community-centered leadership, media literacy, critical and creative thinking, and an ability to advance social justice for African and African diasporic communities. The major prepares students for transfer and career pathways that serve Africana populations in areas/fields such as education and research, community advocacy and organizing, city planning, health and human services, conflict resolution, marketing and communications, law and policy, fine and performing arts, multicultural affairs, and more. This degree requires a total of 18 units.</p> <p>Africana Studies Associate in Arts Degree (R 2021)</p> <p>Required Courses (12 units) Units</p> <p>ETHS101 F American Ethnic Studies 3</p> <p>or</p> <p>ETHS101HF Honors American Ethnic Studies 3</p> <p>ETHS111 F Women of Color in the U.S. 3</p> | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>in Arts and Human Expression Associate in Arts Degree (R 2020)</p> <p>Choose 18 units of coursework, including two or more disciplines, from the following list:</p> <p style="text-align: center;">Units</p> <p>ART100 F Fundamentals of Art 3</p> <p>ART110 F Introduction to Art 3</p> <p>ART112 F Art History: Ancient to Medieval 3</p> <p>ART113 F Art History: Renaissance to Modern 3</p> <p>or</p> <p>ART113HF Honors Art History: Renaissance to Modern 3</p> <p>ART114 F Art History: Impressionism to Present 3</p> <p>ART115 F The Museum Experience 3</p> <p>ART116 F Art History: The Art of Mexico 3</p> <p>ART117 F Art History: American Art 3</p> <p>ART118 F Color Theory 3</p> <p>ART120 F Basic Design 3</p> <p>ART121 F Three-Dimensional Design 3</p> <p>ART153 F Ceramics: Beginning Handbuilding 3</p> <p>ART154 F Ceramics: Beginning Throwing 3</p> | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ART160 F Fundamentals of Sculpture 3 | | |
| | | ART174 F Beginning Jewelry Fabrication 3 | | |
| | | ART179 F Drawing for Non-Art Majors 2 | | |
| | | ART182 F Basic Drawing 3 | | |
| | | ART184 F Expressive Drawing 3 | | |
| | | ART186 F Beginning Life Drawing 3 | | |
| | | ART188 F Beginning Watercolor Painting 3 | | |
| | | ART189 F Beginning Painting 3 | | |
| | | ART196HF Honors Creative Arts-Art 3 | | |
| | | ART210 F Life Painting 3 | | |
| | | ART211 F Women in the Arts 3 | | |
| | | ART212 F Art History: The Art of Asia 3 | | |
| | | ART213 F Art History: Pre-Columbian Art 3 | | |
| | | CDES242 F Introduction to Liberal Studies 3 | | |
| | | COMM100 F Public Speaking (N 2017, 4 units) 4 | | |
| | | COMM105 F Interpersonal Communication 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | COMM124 F Small Group Communication (FALL 2020 MINOR REVISION) 3 | | |
| | | COMM135 F Essentials of Argumentation (N 2017, 4 units) 4 | | |
| | | CRTV120 F Media Aesthetics 3 | | |
| | | CRTV121 F American Cinema to the 1960's 3 | | |
| | | CRTV126AF World Cinema to 1945 3 | | |
| | | CRTV126BF World Cinema 1946 to Present 3 | | |
| | | CRTV131 F Contemporary American Cinema 3 | | |
| | | DANC100 F Dance Appreciation 3 | | |
| | | DANC120 F Dance History 3 | | |
| | | DANC200 F Dance Appreciation: A Classical Ballet Retrospective 3 | | |
| | | DANC210 F Multicultural Dance in the U.S. Today 3 | | |
| | | ENGL102 F Introduction to Literature 3 | | |
| | | or ENGL102HF Honors Introduction to Literature 3 | | |
| | | ENGL105 F Introduction to Creative Writing 3 | | |
| | | ENGL203 F Introduction to Dramatic Literature 3 | | |
| | | ENGL204 F Introduction to Poetry | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 ENGL207 F The Short Story | | |
| | | 3 ENGL208 F Introduction to Film Studies | | |
| | | 3 ENGL210 F Introduction to Language Structure and Use | | |
| | | 3 ENGL211 F British Literature to 1800 | | |
| | | or 3 ENGL211HF Honors British Literature to 1800 | | |
| | | 3 ENGL212 F British Literature since 1800 | | |
| | | or 3 ENGL212HF Honors British Literature since 1800 | | |
| | | 3 ENGL221 F American Literature to the Civil War | | |
| | | or 3 ENGL221HF Honors American Literature to the Civil War | | |
| | | 3 ENGL222 F American Literature from the Civil War to the Present | | |
| | | or 3 ENGL222HF Honors American Literature from the Civil War to the Present | | |
| | | 3 ENGL224 F World Literature through the Early Modern Period | | |
| | | or 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ENGL224HF Honors World Literature through the Early Modern Period 3 | | |
| | | ENGL225 F World Literature since the Early Modern Period 3 | | |
| | | or | | |
| | | ENGL225HF Honors World Literature since the Early Modern Period 3 | | |
| | | ENGL234 F Introduction to Shakespeare 3 | | |
| | | or | | |
| | | ENGL234HF Honors Introduction to Shakespeare 3 | | |
| | | ENGL239 F Survey of Children's Literature 3 | | |
| | | ENGL240 F Survey of Young Adult Literature 3 | | |
| | | ENGL243 F Folklore and Mythology 3 | | |
| | | or | | |
| | | ENGL243HF Honors Folklore and Mythology 3 | | |
| | | ENGL245 F The Bible as Literature 3 | | |
| | | ENGL246 F The Novel 3 | | |
| | | ENGL248 F Science Fiction 3 | | |
| | | ENGL249 F Survey of Chicano/a Literature 3 | | |
| | | ENGL251 F Survey of Native American Literature 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ENGL254 F Intermediate Creative Writing: Poetry 3 | | |
| | | ENGL255 F Intermediate Creative Writing: Fiction 3 | | |
| | | ETHS130 F African-American History I 3 | | |
| | | FASH242 F Fashion History: The Evolution of Dress, Culture and Style 3 | | |
| | | FASH244 F Ethnic Costume 3 | | |
| | | HIST110 F Western Civilizations to 1550 3 | | |
| | | or HIST110HF Honors Western Civilizations to 1550 3 | | |
| | | HIST111 F Western Civilizations since 1550 3 | | |
| | | or HIST111HF Honors Western Civilizations since 1550 3 | | |
| | | HIST112 F World Civilizations to 1550 3 | | |
| | | or HIST112HF Honors World Civilizations to 1550 3 | | |
| | | HIST113 F World Civilizations Since 1550 3 | | |
| | | or HIST113HF Honors World Civilizations Since 1550 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST127 F Survey of United States History 3 | | |
| | | HIST154 F Ancient Egypt 3 | | |
| | | HIST165 F Introduction to the Middle East 3 | | |
| | | or HIST165HF Honors Introduction to the Middle East 3 | | |
| | | HIST170 F History of the United States to 1877 3 | | |
| | | or HIST170HF Honors History of the United States to 1877 3 | | |
| | | HIST171 F History of the United States since 1877 3 | | |
| | | or HIST171HF Honors History of the United States since 1877 3 | | |
| | | HIST270 F Women in United States History 3 | | |
| | | IDES180 F History of Architecture and Furnishings I 3 | | |
| | | MUS101 F Music Fundamentals 3 | | |
| | | MUS102 F Music Reading 3 | | |
| | | MUS106 F Introduction to Music Theory 3 | | |
| | | MUS107 F Harmony I 3 | | |
| | | MUS110 F Electronic Music I: Beginning Music Production 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | MUS113 F Jazz History - An Appreciation 3 | | |
| | | MUS116 F Music Appreciation 3 | | |
| | | MUS118 F Introduction to Opera 3 | | |
| | | MUS119 F History of Rock Music 3 | | |
| | | MUS120 F Survey of Music History 3 | | |
| | | MUS196HF Honors Creative Arts- Music 3 | | |
| | | PHIL100 F Introduction to Philosophy 3 | | |
| | | or PHIL100HF Honors Introduction to Philosophy 3 | | |
| | | PHIL101 F Introduction to Religious Studies 3 | | |
| | | PHIL105 F World Religions 3 | | |
| | | or PHIL105HF Honors World Religions 3 | | |
| | | PHIL135 F Social and Political Philosophy 3 | | |
| | | PHIL160 F Introduction to Ethics 3 | | |
| | | PHIL195 F Women's Issues in Philosophy 3 | | |
| | | PHIL200 F Introduction to Christianity 3 | | |
| | | PHIL201 F History of Philosophy: Ancient and Medieval 3 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | PHIL202 F History of Philosophy: Modern and Contemporary 3 | | |
| | | PHIL210 F Introduction to Judaism 3 | | |
| | | PHIL220 F The Holocaust 3 | | |
| | | PHIL250 F The Religion of Islam 3 | | |
| | | PHIL270 F Introduction to Asian Religions 3 | | |
| | | PHOT101 F Introduction to Photography 3 | | |
| | | PHOT111 F Introduction to Photography from Analog to Digital 3 | | |
| | | THEA100 F Introduction to the Theatre 3 | | |
| | | THEA104 F Introduction to Theatre Appreciation 3 | | |
| | | THEA105 F Musical Theatre History 3 | | |
| | | THEA106 F Beginning Principles of Playwriting 3 | | |
| | | THEA109 F Modern Dramatic Literature 3 | | |
| | | THEA127 F Oral Interpretation 3 | | |
| | | THEA160 F Introduction to Sound Technology 3 | | |
| | | THEA196HF Honors Creative Arts- Theatre 3 | | |
| | | CHIN101 F Elementary Chinese - Mandarin I 5 | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | CHIN102 F Elementary Chinese - Mandarin II 5 | | |
| | | CHIN203 F Intermediate Chinese - Mandarin III 4 | | |
| | | CHIN204 F Intermediate Chinese - Mandarin IV 4 | | |
| | | FREN101 F Elementary French I 5 | | |
| | | FREN102 F Elementary French II 5 | | |
| | | FREN203 F Intermediate French III 4 | | |
| | | FREN204 F Intermediate French IV 4 | | |
| | | GERM101 F Elementary German I 5 | | |
| | | GERM102 F Elementary German II 5 | | |
| | | GERM203 F Intermediate German III 4 | | |
| | | GERM204 F Intermediate German IV 4 | | |
| | | ITAL101 F Elementary Italian I 5 | | |
| | | ITAL102 F Elementary Italian II 5 | | |
| | | ITAL203 F Intermediate Italian III 4 | | |
| | | ITAL204 F Intermediate Italian IV 4 | | |
| | | JAPN101 F Elementary Japanese I 5 | | |
| | | JAPN102 F Elementary Japanese II 5 | | |
| | | JAPN203 F Intermediate Japanese III 4 | | |
| | | JAPN204 F Intermediate Japanese IV | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p style="text-align: center;">4</p> <p>PORT101 F Elementary Portuguese I</p> <p style="text-align: center;">5</p> <p>PORT102 F Elementary Portuguese II</p> <p style="text-align: center;">5</p> <p>SPAN101 F Elementary Spanish I</p> <p style="text-align: center;">5</p> <p>or</p> <p>SPAN101HF Honors Elementary Spanish I</p> <p style="text-align: center;">5</p> <p>SPAN102 F Elementary Spanish II</p> <p style="text-align: center;">5</p> <p>or</p> <p>SPAN102HF Honors Elementary Spanish II</p> <p style="text-align: center;">5</p> <p>SPAN201 F Spanish for the Spanish Speaker</p> <p style="text-align: center;">5</p> <p>SPAN203 F Intermediate Spanish III</p> <p style="text-align: center;">4</p> <p>SPAN204 F Intermediate Spanish IV</p> <p style="text-align: center;">4</p> <p>SPAN205 F Introduction to Spanish Literature</p> <p style="text-align: center;">3</p> <p>SPAN206 F Introduction to Latin American Literature</p> <p style="text-align: center;">3</p> <p>SPAN207 F Children's Literature/Spanish</p> <p style="text-align: center;">3</p> <p>Total Units</p> <p style="text-align: center;">18</p> | | |
| Interdisciplinary Studies | <ul style="list-style-type: none"> Adding Courses to "Required" | <p>Interdisciplinary Studies: Emphasis in Science and Mathematics Associate in Arts Degree (R 2020)</p> <p>These courses emphasize the development of mathematical and</p> | 2020 Fall | Updated to reflect newly approved GE courses added to the list of courses: BUS 101 F, BUS 151 F, MATH 121 F and MATH 143 F. |

| MODIFY DEGREES/CERTIFICATES | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------|---|----------|---------------|---------------------------------|---|----------------------------|---|---------------------------------|---|----|--|--|---|-------------------------------------|---|---------------------------------|---|---------------------------|---|----|--|----------------------------------|--|--|--|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | | |
| | | <p>quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on human experience. This emphasis includes lower-division coursework that prepares students for majors in science, math, and health related fields.</p> <p>Interdisciplinary Studies: Emphasis in Science and Mathematics Associate in Arts Degree (R 2020)</p> <p>Choose at least one course from each category (A and B) and then complete additional courses in categories A and/or B to total 18 units:</p> <p>A) Sciences</p> <table style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">Units</td> </tr> <tr> <td>ANAT231 F General Human Anatomy</td> <td style="text-align: center;">4</td> </tr> <tr> <td>ANAT240 F Human Physiology</td> <td style="text-align: center;">5</td> </tr> <tr> <td>ANTH101 F Physical Anthropology</td> <td style="text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td>ANTH101HF Honors Physical Anthropology</td> <td style="text-align: center;">3</td> </tr> <tr> <td>ANTH101LF Physical Anthropology Lab</td> <td style="text-align: center;">1</td> </tr> <tr> <td>BIOL100 F Principles of Biology</td> <td style="text-align: center;">4</td> </tr> <tr> <td>BIOL101 F General Biology</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td>BIOL101HF Honors General Biology</td> <td></td> </tr> </table> | | Units | ANAT231 F General Human Anatomy | 4 | ANAT240 F Human Physiology | 5 | ANTH101 F Physical Anthropology | 3 | or | | ANTH101HF Honors Physical Anthropology | 3 | ANTH101LF Physical Anthropology Lab | 1 | BIOL100 F Principles of Biology | 4 | BIOL101 F General Biology | 5 | or | | BIOL101HF Honors General Biology | | | |
| | Units | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANAT231 F General Human Anatomy | 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANAT240 F Human Physiology | 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANTH101 F Physical Anthropology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| or | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANTH101HF Honors Physical Anthropology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANTH101LF Physical Anthropology Lab | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL100 F Principles of Biology | 4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101 F General Biology | 5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| or | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BIOL101HF Honors General Biology | | | | | | | | | | | | | | | | | | | | | | | | | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 5 BIOL102 F Human Biology | | |
| | | 3 BIOL102LF Human Biology Laboratory | | |
| | | 1 BIOL104 F Biology of Insects and Spiders | | |
| | | 3 BIOL108 F Plants and People | | |
| | | 3 BIOL109 F Genetics and Biotechnology in Society | | |
| | | 3 BIOL109LF Biotechnology Lab Techniques | | |
| | | 2 BIOL141 F Marine Mammal Biology and Conservation | | |
| | | 3 BIOL170 F Organismal Biology | | |
| | | 5 BIOL190 F Introduction to Biotechnology | | |
| | | 3 BIOL190LF Introduction to Biotechnology Lab | | |
| | | 1 BIOL222 F Marine Biology | | |
| | | 3 BIOL266 F General Zoology | | |
| | | 5 BIOL268 F General Botany | | |
| | | 5 BIOL272 F Cell and Molecular Biology | | |
| | | 4 BIOL274 F General Ecology | | |
| | | 4 CHEM100 F Chemistry for Daily Life | | |
| | | 4 CHEM101 F Chemistry for Allied Health Science | | |
| | | 5 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | CHEM103 F Chemistry in a Changing World 3 | | |
| | | CHEM107 F Preparation for General Chemistry 5 | | |
| | | CHEM111AF General Chemistry I 5 | | |
| | | CHEM111BF General Chemistry II 5 | | |
| | | ESC100 F Physical Geology 3 | | |
| | | ESC100LF Physical Geology Lab 1 | | |
| | | ESC101 F Earth Science Survey 3 | | |
| | | ESC101LF Earth Science Survey Lab 1 | | |
| | | ESC103 F Historical Geology 4 | | |
| | | ESC104 F Geology of National Parks and Monuments 3 | | |
| | | ESC105 F Introduction to Weather and Climate 3 | | |
| | | ESC105LF Introduction to Weather and Climate Laboratory 1 | | |
| | | ESC106 F Geology of the Orange County Area 2 | | |
| | | ESC107 F Earth Science for Educators 4 | | |
| | | ESC110 F Introduction to Climate Science 3 | | |
| | | ESC116 F Astronomy 3 | | |
| | | or ESC116HF Honors Astronomy 3 | | |
| | | ESC116LF Astronomy Lab | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 2 ESC120 F Geology of California | | |
| | | 3 ESC130 F Introduction to Oceanography | | |
| | | 3 or ESC130HF Honors Introduction to Oceanography | | |
| | | 3 ESC130LF Introduction to Oceanography Field Experience | | |
| | | 1 ESC190 F Environmental Geology | | |
| | | 3 ENVS105 F Environmental Biology | | |
| | | 3 ENVS105LF Environmental Biology Lab | | |
| | | 1 ENVS106 F Conservation Biology | | |
| | | 3 ENVS126 F Natural History of California | | |
| | | 3 GEOG102 F Physical Geography | | |
| | | 3 or GEOG102HF Honors Physical Geography | | |
| | | 3 GEOG102LF Physical Geography Lab | | |
| | | 1 HED140 F Health Science | | |
| | | 3 HORT152 F Applied Botany | | |
| | | 4 HORT205 F Applied Entomology | | |
| | | 3 HORT207 F Plant Pathology | | |
| | | 3 MICR220 F Medical Microbiology | | |
| | | 4 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | MATH100 F Liberal Arts Mathematics 4 | | |
| | | MATH120 F Introductory Probability and Statistics (2018) 4 | | |
| | | or MATH120HF Honors Introductory Probability and Statistics (2018) 4 | | |
| | | MATH121 F Enhanced Introductory Probability and Statistics 5 | | |
| | | MATH129 F College Algebra for Business Calculus 4 | | |
| | | MATH130 F Calculus for Business 4 | | |
| | | MATH141 F College Algebra 4 | | |
| | | or MATH141HF Honors College Algebra 4 | | |
| | | MATH142 F Trigonometry 4 | | |
| | | MATH143 F Enhanced College Algebra 5 | | |
| | | MATH151 F Calculus I 4 | | |
| | | or MATH151HF Honors Calculus I 4 | | |
| | | MATH152 F Calculus II 4 | | |
| | | or MATH152HF Honors Calculus II 4 | | |
| | | MATH170 F Discrete Structures 4 | | |
| | | MATH171 F Discrete Mathematics 4 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>work with people in their communities. Participation in group activities and collaborative projects is a central focus of this emphasis, allowing students to experience group interactions in a variety of contexts. This emphasis includes lower division coursework that prepares students for social/health/human services majors and careers in people/community oriented professions including social, health and recreational services.</p> <p>Veteran's Military Credit (DD214) Fullerton College will accept a veteran's DD-214 for credit towards Fullerton's Interdisciplinary Studies: Social Behavioral and Self-Development Associate in Arts degree as follows: 3 units for Area C) Health and Wellness.</p> <p>Interdisciplinary Studies: Emphasis in Social Behavior and Self-Development Associate in Arts (FY 2020)</p> <p>Choose at least one course from each category below (A, B, and C). Then complete additional courses from categories A, B, and/or C to reach a total of 18 units:</p> <p>A) Theory and Knowledge Units ANTH102 F Cultural Anthropology 3 or ANTH102HF Honors Cultural Anthropology 3 ANTH105 F Language and Culture 3</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | BUS266 F Human Relations in Organizations 3 | | |
| | | CDES120 F Child Development 3 | | |
| | | CDES140 F Infant/Toddler Development and Observation 3 | | |
| | | CDES201 F Child in the Home and Community 3 | | |
| | | CIS100 F Introduction to Personal Computers 4 | | |
| | | or CIS100HF Honors Introduction to Personal Computers 4 | | |
| | | COMM100 F Public Speaking (N 2017, 4 units) 4 | | |
| | | COMM105 F Interpersonal Communication 3 | | |
| | | COMM120 F Intercultural Communication (FALL 2020 MINOR REVISION) 3 | | |
| | | COMM124 F Small Group Communication (FALL 2020 MINOR REVISION) 3 | | |
| | | COMM135 F Essentials of Argumentation (N 2017, 4 units) 4 | | |
| | | ETHS101 F American Ethnic Studies 3 | | |
| | | or ETHS101HF Honors American Ethnic Studies 3 | | |
| | | ETHS111 F Women of Color in the U.S. 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ETHS129 F Introduction to African-American Studies 3 | | |
| | | ETHS130 F African-American History I 3 | | |
| | | ETHS131 F African-American History II 3 | | |
| | | ETHS150 F Introduction to Chicana/o Studies 3 | | |
| | | ETHS151 F Chicana/o History I 3 | | |
| | | ETHS152 F Chicana/o History II 3 | | |
| | | ETHS153 F Chicana/o and Latina/o Contemporary Issues 3 | | |
| | | or ETHS153HF Honors Chicana/o and Latina/o Contemporary Issues 3 | | |
| | | ETHS159 F Introduction to American Indian Studies 3 | | |
| | | ETHS160 F American Indian History 3 | | |
| | | ETHS170 F Introduction to Asian/Pacific Islander American Studies 3 | | |
| | | ETHS171 F Asian/Pacific Islander American History 3 | | |
| | | GEOG160 F Cultural Geography 3 | | |
| | | HIST127 F Survey of United States History 3 | | |
| | | HIST170 F History of the United States to 1877 3 | | |
| | | or | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|---|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST170HF Honors History of the United States to 1877 3 | | |
| | | HIST171 F History of the United States since 1877 3 | | |
| | | or | | |
| | | HIST171HF Honors History of the United States since 1877 3 | | |
| | | HIST270 F Women in United States History 3 | | |
| | | HIST275 F History of California 3 | | |
| | | PE244 F Techniques and Principles of Coaching 3 | | |
| | | PE250 F Sports and Society 3 | | |
| | | POSC100 F American Government 3 | | |
| | | or | | |
| | | POSC100HF Honors American Government 3 | | |
| | | POSC110 F Contemporary American Politics 3 | | |
| | | or | | |
| | | POSC110HF Honors Contemporary American Politics 3 | | |
| | | PSY101 F General Psychology 3 | | |
| | | or | | |
| | | PSY101HF Honors General Psychology 3 | | |
| | | PSY110 F Introduction to Applied Psychology 3 | | |
| | | PSY120 F Human Sexuality 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | SOC230HF Honors Sociology of Gender 3 | | |
| | | SOC250 F Sociology of Aging 3 | | |
| | | SOC275 F Marriage and Family 3 | | |
| | | or SOC275HF Honors Marriage and Family 3 | | |
| | | SOC277 F Sociology of Religion 3 | | |
| | | or SOC277HF Honors Sociology of Religion 3 | | |
| | | SOC280 F Media, Culture and Society 3 | | |
| | | SOC285 F Drugs and Society 3 | | |
| | | or SOC285HF Honors Drugs and Society 3 | | |
| | | SOC290 F Sociology of Race and Ethnicity 3 | | |
| | | or SOC290HF Honors Sociology of Race and Ethnicity 3 | | |
| | | SOC292 F Introduction to Criminology 3 | | |
| | | or SOC292HF Honors Introduction to Criminology 3 | | |
| | | SOSC125 F Introduction to Research Methods 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|--|--|-----------|---|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p style="text-align: center;">3 COUN193 F Financial Life Skills 2</p> <p>Choose at least one course from each category below (A, B, and C). Then complete additional courses from categories A, B, and/or C to reach a total of 18 units:</p> <p>C) Health and Wellness Units HED140 F Health Science 3 MIND101 F The Practice of Mindfulness and Self-Compassion 3 NUTR210 F Human Nutrition 3 or NUTR210HF Honors Human Nutrition 3 PE243 F Stress Management 3 PE248 F Psychology of Sport 3 PE266 F Fitness For Living 3 Select any physical education or dance activity course(s). WELL230 F The Body-Mind Connection 3 Total Units 18</p> | | |
| Interdisciplinary Studies | <ul style="list-style-type: none"> Adding Courses to "Required" | <p>Interdisciplinary Studies: Emphasis in Social Sciences Associate in Arts Degree (R 2020) These courses emphasize the perspective, concepts, theories and methodologies of the variety of disciplines that comprise study</p> | 2020 Fall | Updated to reflect newly approved GE courses: ETHS 111 F, ETHS 159 F, SOC 280 F, SOC 285HF, SOC 290HF, and SOC 292HF. |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>in the social sciences. Students will study human experience in the context of the larger society. Students will study how individuals, social subgroups, and societies operate in relation to each other. This emphasis includes lower division coursework that prepares students for majors in the social sciences.</p> <p>Interdisciplinary Studies: Emphasis in Social Sciences Associate in Arts Degree (R 2020)</p> <p>Choose 18 units of coursework, including two or more disciplines, from the following list:</p> <p style="text-align: center;">Units</p> <p>ANTH101 F Physical Anthropology 3</p> <p>or</p> <p>ANTH101HF Honors Physical Anthropology 3</p> <p>ANTH102 F Cultural Anthropology 3</p> <p>or</p> <p>ANTH102HF Honors Cultural Anthropology 3</p> <p>ANTH103 F Introduction to Archaeology 3</p> <p>or</p> <p>ANTH103HF Honors Introduction to Archaeology 3</p> <p>ANTH105 F Language and Culture 3</p> <p>ANTH107 F Anthropology of Magic, Witchcraft, and Religion 3</p> <p>or</p> | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ANTH107HF Honors Anthropology of Magic, Witchcraft and Religion 3 ANTH209 F Cultures of Latin America 3 ANTH211 F Celtic Cultures 3 BUS240 F Legal Environment of Business 3 or BUS240HF Honors Legal Environment of Business 3 BUS242 F International Business Law 3 CDES120 F Child Development 3 COUN151 F Career and College Success 3 COUN152 F Diversity in the World of Work 3 COUN163 F Personal Growth and Life Success 3 ECON101 F Principles of Economics - Micro 3 or ECON101HF Honors Principles of Economics - Micro 3 ECON102 F Principles of Economics-Macro 3 or ECON102HF Honors Principles of Economics-Macro 3 ETHS101 F American Ethnic Studies | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 or ETHS101HF Honors American Ethnic Studies | | |
| | | 3 ETHS111 F Women of Color in the U.S. | | |
| | | 3 ETHS129 F Introduction to African- American Studies | | |
| | | 3 ETHS130 F African-American History I | | |
| | | 3 ETHS131 F African-American History II | | |
| | | 3 ETHS150 F Introduction to Chicana/o Studies | | |
| | | 3 ETHS151 F Chicana/o History I | | |
| | | 3 ETHS152 F Chicana/o History II | | |
| | | 3 ETHS153 F Chicana/o and Latina/o Contemporary Issues | | |
| | | 3 or ETHS153HF Honors Chicana/o and Latina/o Contemporary Issues | | |
| | | 3 ETHS159 F Introduction to American Indian Studies | | |
| | | 3 ETHS160 F History of the Native Americans | | |
| | | 3 ETHS170 F Introduction to Asian/Pacific Islander American Studies | | |
| | | 3 ETHS171 F Asian/Pacific Islander American History | | |
| | | 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | ETHS235 F Contemporary Social Justice Movements 3 or ETHS235HF Honors Contemporary Social Justice Movements 3 GEOG100 F Global Geography 3 or GEOG100HF Honors Global Geography 3 GEOG120 F Global Environmental Problems 3 GEOG130 F California Geography 3 GEOG160 F Cultural Geography 3 GEOG262 F Economic Geography 3 HIST110 F Western Civilizations to 1550 3 or HIST110HF Honors Western Civilizations to 1550 3 HIST111 F Western Civilizations since 1550 3 or HIST111HF Honors Western Civilizations since 1550 3 HIST112 F World Civilizations to 1550 3 or HIST112HF Honors World Civilizations to 1550 3 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | HIST113 F World Civilizations Since 1550 3 or HIST113HF Honors World Civilizations Since 1550 3 HIST127 F Survey of United States History 3 HIST151 F Survey of British History I 3 HIST152 F Survey of British History II 3 HIST154 F Ancient Egypt 3 HIST160 F Asian Civilizations I 3 HIST161 F Asian Civilizations II 3 HIST165 F Introduction to the Middle East 3 or HIST165HF Honors Introduction to the Middle East 3 HIST170 F History of the United States to 1877 3 or HIST170HF Honors History of the United States to 1877 3 HIST171 F History of the United States since 1877 3 or HIST171HF Honors History of the United States since 1877 3 HIST190 F History of the Americas I | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 HIST191 F History of the Americas II | | |
| | | 3 HIST270 F Women in United States History | | |
| | | 3 HIST275 F History of California | | |
| | | 3 JOUR110 F Mass Media Survey | | |
| | | 3 or JOUR110HF Honors Mass Media Survey | | |
| | | 3 POSC100 F American Government | | |
| | | 3 or POSC100HF Honors American Government | | |
| | | 3 POSC110 F Contemporary American Politics | | |
| | | 3 or POSC110HF Honors Contemporary American Politics | | |
| | | 3 POSC120 F Introduction to Political Theory | | |
| | | 3 POSC150 F California Government and Politics | | |
| | | 3 POSC200 F Introduction to the Study of Politics | | |
| | | 3 POSC215 F Comparative Politics | | |
| | | 3 POSC216 F Government and Politics of the Middle East | | |
| | | 3 POSC220 F Introduction to Public Administration | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | 3 POSC230 F Introduction to International Relations | | |
| | | 3 POSC275 F Introduction to Public Law | | |
| | | 3 PSY101 F General Psychology | | |
| | | 3 or PSY101HF Honors General Psychology | | |
| | | 3 PSY131 F Cross Cultural Psychology | | |
| | | 3 PSY145 F Child Psychology | | |
| | | 3 PSY202 F Research Methods in Psychology | | |
| | | 4 or PSY202HF Honors Research Methods in Psychology | | |
| | | 4 PSY221 F The Brain and Behavior | | |
| | | 3 PSY222 F Abnormal Psychology | | |
| | | 3 PSY233 F The Psychology of Adjustment | | |
| | | 3 PSY251 F Social Psychology | | |
| | | 3 or PSY251HF Honors Social Psychology | | |
| | | 3 SOC101 F Introduction to Sociology | | |
| | | 3 or SOC101HF Honors Introduction to Sociology | | |
| | | 3 SOC102 F Social Problems | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
|--------|---------------|--|-------------|---------------|
| | | 3 SOC201 F Dying and Death | | |
| | | 3 SOC225 F Sociology of Women | | |
| | | 3 or SOC225HF Honors Sociology of Women | | |
| | | 3 SOC230 F Sociology of Gender | | |
| | | 3 or SOC230HF Honors Sociology of Gender | | |
| | | 3 SOC250 F Sociology of Aging | | |
| | | 3 SOC275 F Marriage and Family | | |
| | | 3 or SOC275HF Honors Marriage and Family | | |
| | | 3 SOC277 F Sociology of Religion | | |
| | | 3 or SOC277HF Honors Sociology of Religion | | |
| | | 3 SOC280 F Media, Culture and Society | | |
| | | 3 SOC285 F Drugs and Society | | |
| | | 3 or SOC285HF Honors Drugs and Society | | |
| | | 3 SOC290 F Sociology of Race and Ethnicity | | |
| | | 3 or SOC290HF Honors Sociology of Race and Ethnicity | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p style="text-align: center;">3</p> <p>SOC292 F Introduction to Criminology</p> <p style="text-align: center;">3</p> <p>or</p> <p>SOC292HF Honors Introduction to Criminology</p> <p style="text-align: center;">3</p> <p>SOSC125 F Introduction to Research Methods</p> <p style="text-align: center;">3</p> <p>WMNS100 F Introduction to Women's Studies</p> <p style="text-align: center;">3</p> <p>or</p> <p>WMNS100HF Honors Introduction to Women's Studies</p> <p style="text-align: center;">3</p> <p>Total Units</p> <p style="text-align: center;">18</p> | | |
| Nutrition and Foods | <ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Adding Courses to "Required" | <p>Nutrition and Foods Associate in Arts Degree</p> <p>The Nutrition and Foods Associate in Arts Degree includes coursework that is applicable to a transfer program at selected universities and colleges in the field of Dietetics, Food and Nutrition. Within the field of Nutrition and Foods, professionals work in healthcare, education and research, business and industry. Careers are also available in government agencies, food service management, fitness, food companies and in private practice. This degree requires completion of 22-24 units, of which 14 are in required courses. Select 2 courses</p> | 2021 Fall | Two new courses (NUTR 100 F and FOOD 110 F) added to required courses. Required courses changed from 9 to 14 units. Restricted electives changed from a 9-12 unit requirement to a 2 course requirement for simplification. Total units changed from 18-21 to 22-24 units. |

| MODIFY DEGREES/CERTIFICATES | | | | |
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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p>from the restricted electives below so that a minimum of 22 units are completed.</p> <p>Nutrition and Foods Associate in Arts Degree</p> <p>Required Courses (14 units)</p> <p>Units</p> <p>FOOD102 F Introduction to Foods 3</p> <p>FOOD110 F Food Safety and Sanitation 3</p> <p>FOOD130 F Cultural Aspects of Food 3</p> <p>NUTR100 F Careers in Nutrition and Foods 2</p> <p>NUTR210 F Human Nutrition 3</p> <p>or</p> <p>NUTR210HF Honors Human Nutrition 3</p> <p>Restricted Electives - select 2 courses from the following list (8-10 units)</p> <p>Units</p> <p>ANAT231 F General Human Anatomy 4</p> <p>ANAT240 F Human Physiology 5</p> <p>CHEM111AF General Chemistry I 5</p> <p>CHEM111BF General Chemistry II 5</p> <p>CIS100 F Introduction to Personal Computers 4</p> <p>or</p> | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | <p style="text-align: center;">3</p> <p>*American Red Cross certification can be substituted at the discretion of the Division. Students must take an additional 2-3 units from restricted electives</p> <p>Restricted Electives (1-3 units) Must select at least one course from the list below:</p> <p style="text-align: center;">Units</p> <p>PE154 F Fitness Testing With Exercise Prescription</p> <p style="text-align: center;">3</p> <p>PE202 F Intercollegiate Baseball</p> <p style="text-align: center;">3</p> <p>PE203 F Intercollegiate Basketball - Men</p> <p style="text-align: center;">1</p> <p>PE204 F Intercollegiate Basketball - Women</p> <p style="text-align: center;">1</p> <p>PE205 F Intercollegiate Cross Country - Men and Women</p> <p style="text-align: center;">3</p> <p>PE207 F Intercollegiate Football</p> <p style="text-align: center;">3</p> <p>PE208 F Intercollegiate Golf - Women</p> <p style="text-align: center;">2</p> <p>PE209 F Intercollegiate Soccer</p> <p style="text-align: center;">3</p> <p>PE210 F Intercollegiate Softball - Women</p> <p style="text-align: center;">3</p> <p>PE211 F Intercollegiate Swimming</p> <p style="text-align: center;">3</p> <p>PE214 F Intercollegiate Tennis</p> <p style="text-align: center;">3</p> <p>PE215 F Intercollegiate Track and Field - Men and Women</p> <p style="text-align: center;">3</p> | | |

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| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
|--------|---------------|--|----------|---------------|
| | | PE217 F Intercollegiate Sand Volleyball-Women 2 | | |
| | | PE218 F Intercollegiate Volleyball - Women 2 | | |
| | | PE219 F Intercollegiate Water Polo 3 | | |
| | | PE281 F Professional Activity: Theory of Basketball 2 | | |
| | | PE282 F Theory of Coaching Softball 2 | | |
| | | PE283 F Theory of Coaching Football 3 | | |
| | | PE284 F Theory of Coaching Soccer 2 | | |
| | | PE285 F Theory of Coaching Volleyball 3 | | |
| | | PE270 F Exercise Nutrition 3 | | |
| | | PE105 F Badminton 1 | | |
| | | PE112 F Fencing 1 | | |
| | | PE115 F Golf 1 | | |
| | | PE117 F Gymnastics - Tumbling 1 | | |
| | | PE126 F Beach Volleyball 1 | | |
| | | PE127 F Racquetball-Indoors 1 | | |
| | | PE134 F Beginning Swimming 1 | | |
| | | PE139 F Tennis 1 | | |
| | | PE144 F Volleyball-Beginning 1 | | |
| | | PE145 F Volleyball - Intermediate 1 | | |

| MODIFY DEGREES/CERTIFICATES | | | | |
|-----------------------------|---------------|--|----------|---------------|
| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION |
| | | PE180 F Baseball 1 | | |
| | | PE181 F Intermediate/Advanced Basketball 1 | | |
| | | PE185 F Football - Defense 3 | | |
| | | PE189 F Soccer II 1 | | |
| | | PE250 F Sports and Society 3 | | |
| | | PE252 F Introduction to Kinesiology 3 | | |
| | | Total Units 12-15 | | |

| DEACTIVATE DEGREES/CERTIFICATES | | |
|--|-----------|------------------|
| DEGREE | EFF DATE | JUSTIFICATION |
| Therapeutic and Sports Massage Therapist Level I Certificate | 2020 Fall | Program Deletion |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | November 10 2020 | Information | _____ |
| | | Enclosure(s) | X |
| SUBJECT: | North Orange Continuing Education Curriculum Matters | | |

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

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

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. More specifically, Goal 1.1: The District will guide students to successfully navigate pathways for completion and lifelong learning.

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

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

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

North Orange Continuing Education

2020-2021

Pending Board approval on November 10, 2020.
 Approved by District Curriculum Coordinating Committee on October 16, 2020.
 Approved by North Orange Continuing Education Curriculum Committee on October 13, 2020.

| ~~ Revised Courses ~~ | | | | |
|-------------------------------|---------------------------------|-------|--|----------------|
| Crs Id | Title | Hours | Justification | Effective Term |
| CTE- Computer Software | | | | |
| BUSN 645 | Customer Service | 24 | Addition of Distance Education Addendum. | Spring 2021 |
| COMP 510 | Computer Keyboarding, Mastery I | 30 | Addition of Distance Education Addendum. | Spring 2021 |
| COMP 511 | Computer Keyboarding Mastery II | 30 | Addition of Distance Education Addendum. | Spring 2021 |
| COMP 645 | Integrated Computer Projects | 36 | Addition of Distance Education Addendum. | Spring 2021 |

| DSSS | | | | |
|-------------|--|-----|--|-------------|
| DSSS 300 | WISE -Budgeting Skills | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 301 | WISE -Consumer Skills | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 303 | WISE -Safety Skills | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 304 | WISE -Securing a Job | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 305 | WISE -Retaining a Job | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 306 | WISE -Independent Living Skills | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 307 | WISE -Independent Living Skills in the Community | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 308 | WISE -US Civics | 450 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 309 | WISE -US Geography | 450 | Addition of Distance Education Addendum. | Spring 2021 |

North Orange Continuing Education
2020-2021

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| DSSS 310 | WISE-Daily Living Skills | 75-90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 110 | Community Resources | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 111 | Community Resources, Advanced | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 116 | Reading: Survival Vocabulary & Basic Reading and Writing | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 117 | Reading: Use in Real Life Situations | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 120 | Computer Fundamentals: Beginning Skills | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 121 | Computer Fundamentals: Basic Word Processing Editing | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 122 | Computers: Presentation Software & Basic Formatting | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 123 | Computers: Word Processing and Electronic Mail | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 124 | Photoshop Elements: Digital Camera Operation & Editing Fundamentals | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 125 | Photoshop Elements: Layering and Special Effects | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 130 | Banking & Bill Paying: Beginning Skills | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 131 | Banking & Bill Paying: Budgeting | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 132 | Money Skills - Safe Shopping and Money Management | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 133 | Money Skills: Smart Shopping & Completing Transactions | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 134 | Basic Cooking - Beginning Skills | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 135 | Basic Cooking: Advanced Skills | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 137 | Independent Living: Options & Resources | 90 | Addition of Distance Education Addendum. | Spring 2021 |

North Orange Continuing Education
2020-2021

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|----------|--|----|--|-------------|
| DSSS 138 | Independent Living :Health, Safety & Living with Roommates | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 140 | Job Skills: Exploring Occupational Paths | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 141 | Job Skills: Work Attitude & Employer Expectations | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 142 | Communication on the Job: Foundational Skills | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 143 | Communication on the Job: Effectively Dealing W Wk-Related Problems | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 144 | Community Volunteering for Vocational Skills Enhancement | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 146 | Workplace Skills Training: Exceptional Employee | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 147 | Workplace Skills Training: Workplace Safety | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 150 | Self Advocacy: Making a Plan | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 151 | Self Advocacy: Communication with Authority & Emergency Personnel | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 152 | Social Skills: Foundational Interpersonal Basics | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 153 | Social Skills: Conflict Management and Resolution Basics | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 160 | Relationships: Foundational Basics in Building Healthy Relationships | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 161 | Relationships: Values, Intimacy & Sexuality Concepts | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 162 | Boundaries & Relationships: Fundamentals | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 163 | Boundaries & Relationships: Personal Development and Safety | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 164 | Human Sexuality: Human Development & Conception | 90 | Addition of Distance Education Addendum. | Spring 2021 |
| DSSS 165 | Human Sexuality: Human Development & Healthy Relationships | 90 | Addition of Distance Education Addendum. | Spring 2021 |

North Orange Continuing Education
2020-2021

| Basic/ High School | | | | |
|---------------------------|---|----|--|----------------|
| ABED 110 | College Prep –Basic Math | 72 | Change course hours and align with addendum. Addition of Distance Education Addendum. | Spring 2021 |
| ABED 115 | College Prep Pre-Algebra | 72 | Change course hours and align with addendum. Addition of Distance Education Addendum. | Spring 2021 |
| ABED 116 | College Prep Elementary Algebra | 72 | Change course hours and align with addendum. Addition of Distance Education Addendum. | Spring 2021 |
| ABED 117 | College Prep Pre and Elementary Algebra (Accelerated) | 72 | Change course hours and align with addendum. Addition of Distance Education Addendum. | Spring 2021 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: Cypress College
2020-21 Professional
Development Program

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

BACKGROUND: The mission of the Professional Development Committee remains focused on the planning and implementation of professional development activities for all College employees. Cypress College remains supportive in making professional development a shared effort involving all employees, as a faculty and staff-driven process, and where managers are included in the formation and promotion of professional development opportunities. It remains the intent of the multi-disciplinary Committee to work toward the goals of the College and to promote and enhance our learning community in a collegial manner. The intention to expand and improve professional development opportunities is also apparent in the District's progress towards a more integrated District Professional Development Plan.

Fall 2020: The focus continues to be on the use of Technology, Zoom and Canvas Needs for Faculty, as well as the importance of Zoom fatigue and the importance of Self-Care, through the Wellness Collaborative, during the continued implementation of remote instruction as a result of the Covid-19 pandemic.

Flex Day Program

Cypress College Professional Development collaborated with Fullerton College Staff Development and both Distance Education Coordinators from both campuses' to offer many ONLINE workshops to address remote instruction. Feedback from faculty was extremely positive and appreciative of this FLEX format. We have been encouraged to do a similar joint venture in the Spring Semester.

Professional Development Fall 2020

Cypress College Wellness Collaborative: A series of Wellness Workshops for students and all employees. Professional Development has provided support and participation in a new "Wellness Collaborative" with Student Health Center Director, Marla McBride, Health Center Staff, Krista Chavez-Camacho, and Kinesiology and Athletics Adjunct Faculty, Sam Gould.

On October 2nd, 2020, Professional Development sponsored a workshop with Dr. Kate Truitt, "Building Resilience and Wellness with the Havening Techniques."

Professional Development is sponsoring a workshop series (November 6th, 13th, and 20th) for students facilitated by Kane Smego, Spoken Word Poet/Hip Hop Artist. The Kane

created “*YouThink Curriculum*” will be utilized to teach writing and performance to college students. The curriculum uses poetry and Hip Hop to help young adults tell their own stories, and challenges them to transform themselves and their communities through the use of the spoken and written word.

Professional Development will work with the CCC Racial Equity Leadership Alliance e-convening participants in creating campus-wide workshops/trainings.

Cypress College Equity Retreat: Operationalizing Equity: Putting Theory Into Practice

Retreat with Dr. Veronica Keiffer-Lewis will take place virtually on November 6th and 13th. This retreat will focus on building community and the importance of embracing Equity Mindedness as a campus. The Equity Retreat is open to all Full-time Faculty, Classified, and Managers.

Continued collaboration with the Diversity, Equity, and Inclusion - Book Club

Spring 2021

CCC Racial Equity Leadership Alliance E-Convening Workshops

Equity Strong Speaker Series

Virtual Study and Coaching Program for Cypress Equity Practitioners

Caring Campus Classified Cohort Workshops

Lift Up III: Working With Previously Incarcerated Students

District-Wide Equity Collaborative

Dr. Veronica Keiffer-Lewis: “Healing To Lead” brown bag discussion (all faculty)

Collaboration with the Diversity, Equity, and Inclusion - Book Club

Conference Attendance

The Professional Development Committee continues to support opportunities to improve student learning and teaching strategies and continues to ensure that available resources are allocated effectively to support ongoing educational opportunities and job training or retraining to the campus community.

- Professional Development Committee sponsored 30 faculty members to attend the Distance Education Online Teacher Training Conference June 2019.
- Professional Development Committee sponsored 8 faculty, 2 managers and 1 classified employee to attend the National Conference on Race and Ethnicity (NCORE) 2019. Another team of 40 was identified to participate in May 2020, but conference was canceled due to COVID-19. Plan to send same group in 2021.
- Professional Development will sponsor 5 Faculty Members to attend the 3CSN Conference: Finding Our Way To Equity: Facilitating Embodied Action For Social Justice 2019-2021

How does this relate to the five District Strategic Directions? This item relates to the District Strategic Directions and Goals (2021-2030) and the District Objectives (2018-2020). The highlights are: Strategic Direction 2: *Employee Experience - NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees*; Goal 2.2: *The District will regularly offer professional development and training opportunities for all employees*; District Objective 2.1: *NOCCCD will foster an environment of equity-mindedness*. When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators, which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college.

If we provide transformational learning experiences focused on best practices for educators and encourage everyone at the college to consider the ways in which professional improvement contributes to the development of a true learning institution, then we will all be aware of the factors that impact student success and empowered to incorporate them into our everyday interactions with each other and the students we serve.

How does this relate to Board Policy: BP 7160 Professional Development: Cypress College Professional Development provides support for stakeholders by *providing educational opportunities, attendance at conferences, and professional memberships*. It is consistent with the institutional mission based on identified needs.

FUNDING SOURCE AND FINANCIAL IMPACT: The Professional Development Program receives \$90,000 as part of line item budget.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Cypress College 2020-2021 Professional Development Program. The program's expenditures are estimated to include, but are not limited to:

- Travel & Conferences –Employees: \$57,000
- Supplies: \$3,000
- Other Operating Expenses & Services: \$4,000
- Salary & Wages: Reassigned Time \$20,000; Hourly-Clerical/Secretarial \$6,000

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.d.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 10, 2020
SUBJECT: Fullerton College
2020-21 Staff Development Program

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

BACKGROUND: The Staff Development Committee at Fullerton College supports the campus vision to transform lives and inspire positive change by providing powerful learning for our educators, so they can transform the student learning experience. The committee believes that the college can best realize this vision and optimize equity and student success when it supports professional development for all members of the campus community to create a genuine learning institution of committed educators.

The Office of Staff Development in collaboration with the Professional Learning Committee has planned events and activities for the 2020-2021 academic year that are consistent with statewide staff development guidelines, the District-wide Strategic Directions, Fullerton College goals, and accreditation standards. The planned offerings are designed to be opportunities for sustained and ongoing learning, with an emphasis on collaborative learning, rather than simply a collection of “once and done” workshops. These include:

Flex Day Programs

Fall: Joint remote program with Cypress on supporting online instruction

- Staff Development-planned breakout sessions (no keynote this semester)
 - Full-length sessions
 - Short Canvas tools sessions
- SD Committee-approved department and division activities
- All departments engaged in a department debrief session at day’s end

Spring: Joint remote program with Cypress

- Keynote: Joe Feldman and Dr. Shantha Smith on Equitable Grading
- Staff Development-sponsored sessions on supporting online instruction
 - Full-length sessions, including some on live, online instruction via Zoom
 - Short Canvas and Zoom strategy sessions
- SD Committee-approved department and division activities

Ongoing Academies/Communities of Practice/Initiatives

- New Faculty Seminar: smaller cohort, bimonthly check-in sessions
- Teaching and Learning Certificate (TLC)
- Equitable Grading Community of Practice
- Mindful Growth

Online Teaching Certification Options

- Online Teaching Certificate (OTC): Summer 2020
- Association of Career Technical Education (series of four classes)
- @One (series of two classes)
- Online Learning Consortium (series of two classes)
- Macmillan’s National Institute of Scientific Teaching program

Monthly Professional Learning Themes

- Wellness and well-being
- Equity and antiracism
- Supporting online teaching and remote working

Adjunct Professional Learning Days

- Humanities Division
- Natural Sciences departments

Classified Professional Learning

- Microsoft Teams
- Remote processes

Faculty Inquiry and Book Study Groups

- *White Fragility* by Robin Diangelo
- *So You Want to Talk about Race* by Ijeoma Oluo
- Culturally Responsive Curriculum
- Department-driven inquiry questions

Virtual Conference Attendance

- Individual faculty attend and share learning
- Implement dissemination plans that might include
 - designing and conducting flex activities
 - designing and conducting department professional learning activities
 - designing and conducting workshops for professional learning academies
 - collaborating to create professional learning events
 - contributing to existing student success initiatives on campus

Pathways Collaboration

- Symposium breakout sessions
- Regional event share-out

NCORE, A2MEND, and CCC Racial Equity Leadership Alliance with USC Race and Equity Center

- Screen applicants
- Follow-up with participants

This item was prepared by Dani Wilson, Dean of the Library/Learning Resources, Instructional Support Programs and Services Division and Jeanne Costello, Professional Learning Coordinator.

How does this relate to the five District Strategic Directions? Our Staff Development program supports *District Strategic Direction 2: Employee Experience* - NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees as well as *District Goal 2.2: The District will regularly offer professional development and training opportunities for all employees.* We will continue to bring an intentional equity focus to the majority of our professional learning efforts, whether that is our flex day programming, monthly professional learning days, or our Mindful Growth Initiative, or faculty inquiry and book study groups. Our Equity-focused faculty inquiry groups will be investigating culturally inclusive classroom practices, among other topics. Our committee will be working together with the Faculty Senate Antiracist Task Force on Professional Learning to investigate ways our planning

and programming can better support the development of an antiracist campus culture. If Staff Development places equity at the center of our mission, then the learning we provide will support educators to examine their own practice through an equity lens and recognize barriers to student success and strategies for achieving more equitable outcomes in classrooms and student support centers.

How does this relate to Board Policy: Staff Development at Fullerton College directly relates to Board Policy 1002, Philosophy, Section 2.5: *Resources and programs will be provided to support staff and professional development through special learning opportunities, sabbatical leaves, conferences and workshops.* Certainly, this is the primary purpose of Staff Development at Fullerton College, but rather than thinking about professional development as simply “special opportunities,” we would like to support educators on campus to make professional learning a vital component of their practice in order to foster a culture of reflection and improvement that informs everything we do. When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. When equity is placed at the center of this culture of learning, we can make genuine progress toward building a truly equitable and antiracist institution.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source is \$125,000 from college general funds.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Fullerton College 2020-21 Staff Development Program. Expenditures are estimated to include, but are not limited to:

- \$15,000 for books (for Equitable Grading Community of Practice and Faculty Inquiry and Book Study groups) and memberships (4C/SD and Online Learning Consortium)
- \$35,000 for speakers/presenters and academy coordination/expenses
- \$75,000 for virtual conference attendance and online trainings (which support workshop facilitation for flex day, professional learning days, and OTC/TLC programs)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

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

DATE: November 10, 2020

SUBJECT: North Orange Continuing Education
2020-21 Professional Development Program

BACKGROUND: The mission of the North Orange Continuing Education (NOCE) Professional Development team (ProD) is to provide innovative and meaningful support to all NOCE employees, and our goal is to provide professional development opportunities that improve student success and access from all points in our operations, both seen and unseen to our student population. Below are the highlights of the NOCE ProD activities planned for 2020–2021.

At the Fall 2020 Opening Day, employees from all groups communicated their needs for professional development by completing the Fall 2020 ProD Needs Assessment Survey. The NOCE Professional Development Committee has examined the employee feedback and has chosen to incorporate the topics listed below. Participant evaluations will be used for each activity for further planning and fine-tuning of future offerings. The NOCE Professional Development Committee will also oversee NOCE’s Flexible Calendar Program (FLEX) as well as approve funding applications for individual professional development opportunities for faculty and staff. We will be working closely with the District Professional Development office as well as with our colleagues at Fullerton and Cypress Colleges when possible and relevant in terms of joint planning, sharing of information, and collaboration in areas of mutual interest.

Professional Development Topics Identified as Most Desired (via Fall 2020 ProD Needs Assessment Survey):

- Addressing specific student needs in an online environment
- Creating an interactive online learning environment
- Optimizing the online class experience for students
- Canvas Basics
- Canvas Advanced
- Making engaging instructional videos
- Online best teaching practices
- Working remotely more effectively
- Mastering remote work technology tools
- Adobe Acrobat
- Cultural sensitivity
- Principles of inclusivity
- Talking meaningfully about race
- Minimizing negative impacts for students
- Team building

- Handling difficult conversations
- NOCCCD/NOCE ins and outs

Flex Program Elements

Fall Mandatory FLEX: The NOCE ProD committee hosted a day of workshops on relevant and timely topics for faculty, including “Simple Tools for Trauma Related Triggers: How Self-Care Lends to Student-Care” presented by NOCE faculty member Erin Sherard, “Initiating Inclusivity and Equity Mindedness in Online Learning Spaces” presented by NOCE faculty fellow Ranmalee Perera, and the “2020-2021 Professional Development One Book, One School Program: *Culturally Responsive Teaching and the Brain: Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students* by Zaretta Hammond.”

Fall Opening Day: This is a non-student duty day for full time faculty, with a five-hour on campus obligation. The focus of the day’s main event was “Creating an Equity Minded Culture” with a presentation by Fullerton College faculty fellow and Anthropology professor, Dr. Leonor Cadena.

Spring Mandatory FLEX: Diversity, Equity and Inclusion Day. NOCE administration and faculty leadership are planning a joint event in collaboration with the District Office of Diversity and Compliance to host a day of workshops related to fostering open and honest conversations about systemic barriers facing students and employees of color as well as students and employees from marginalized groups.

Ongoing Professional Development Opportunities

First Fridays: At least one professional development opportunity will be offered the first Friday of the academic year.

- Past Sessions:
 - September 2020: Best Practices for Online Teaching
 - October 2020: Canvas Q & A
- Upcoming Sessions:
 - November 2020: Effective Teaching Tools and Techniques for Zoom and Canvas
 - December 2020: Video Integration in Canvas
 - Spring 2021 TBD

ProD Faculty Round Table: On the second and fourth Thursday afternoons of the month, the ProD committee is hosting an informal session where faculty and others working with students can log in and share best practices, ask each other questions, or explore online resources together.

Other Workshops (on an as-needed basis)

The NOCE ProD committee is committed to providing professional growth opportunities for faculty, administrators and staff in the areas of need identified on the Fall 2020 ProD Needs Assessment Survey as well as other identified needs.

- Future training opportunity and workshop dates and topics TBD

Management Program

- District Management Association participation and leadership
- Each manager is encouraged to select at least one training in alignment with their job
- Managers are encouraged to present and/or represent noncredit at state levels
- Funding for Management professional growth is reviewed at President's Staff
- Managers overseeing categorical and grant programs will attend required training

NOCE Administrative Professionals Team

The NOCE Administrative Professionals Team, consisting of all NOCE staff with an "administrative assistant" job title, is provided consistent training on a monthly basis. The team works together collaboratively to determine which trainings would create consistency and efficiency across NOCE, keeping in mind the goals of the NOCE Strategic Plan. The team will receive the following trainings for the 2020/21 school year: Welcome to the new and improved ESL Program

- District resources: District website and MyGateway District forms
- TEA and PE contract process
- Review travel procedure
- Document accessibility
- Campus Communications resources
- NOCE style guide Diversity Appreciation
- Advanced MS Word Operations
- Using the Text box and Quick
- Using mail merger
- Accreditation
- Stress management
- Providing support in a world of remote work

This item was prepared by Candace Lynch, Professional Development Committee Chair.

How does this relate to the five District Strategic Directions? The NOCE 2020-2021 Professional Development Program was developed with the current needs and challenges of faculty, staff and students in mind, given the dynamic nature of external forces that shape and alter the education environment. Our focus is first and foremost student success driven. The District Strategic Directions and Goals (2021-2030) and the District Objectives (2018-2020) are the key drivers of our professional development efforts. Those that have formulated our focus for the year are highlighted here: Strategic Direction 2: *Employee Experience - NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees*; Goal 2.2: *The District will regularly offer professional development and training opportunities for all employees*; District Objective 2.1: *NOCCCD will foster an environment of equity-mindedness*.

This key principle will be woven through all of our learning and training opportunities. District Objective 3.1: NOCCCD will develop new pathways to transition students from non-credit to credit programs. It is our goal to prepare our students for the next step in their journeys, and we will partner with our credit colleagues to continue to foster opportunities for students

to make those transitions more seamlessly. District Objective 4.5: NOCCCD will expand professional development opportunities for all employees. Our focus is to provide opportunity for all NOCE employees to grow professionally in order to strengthen our institution and its ability to serve our community.

How does this relate to Board Policy? The NOCE Professional Development Program relates to the following Board Policies: BP 1001 District Mission, Vision & Values Statements; We are *committed to student success and lifelong learning*, and value *high standards, adaptability, professionalism, respect and inclusiveness*. BP 4020 Program and Curriculum Development; our focus is on creating *high quality and relevant* educational opportunities for our students. BP 7100: Commitment to Equal Employment Opportunity and Diversity; our professional development opportunities will aim to *promote an understanding of diversity*. BP 7160: Professional Development; we support and *encourage* all NOCE employees *to continue to develop their professional expertise* through a variety of modes.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for NOCE Professional Development is the Carryover Fund.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the NOCE 2020-2021 Professional Development Program. The program's expenditures will include:

- \$110,811 for conferences, workshops, and on-campus speakers and presentations
- \$20,000 for management professional development opportunities
- \$29,504 for classified and faculty professional development

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.f.4
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: NOCCCD Districtwide and District Services 2019-2020 and 2010-2021 Professional Development Program

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

BACKGROUND: The District proudly supports the professional development of all its employees. District Services is committed to supporting the District's mission and vision and regularly offers Professional Development opportunities to its employees so they can, in turn, support our students. Several methodologies, including surveys, are used to identify employee needs. Using committees, District Services collaborates with campuses and employee groups to identify, develop, and offer timely and relevant professional development programs for its employees. District Services regularly identifies areas where there are gaps and anticipates professional development needs based on District's Strategic Directions, Objectives, and Goals. The following summary highlights professional development activities offered District-wide and training provided by District Services departments in 2019-20. We have also included highlights of the plan for 2020-21.

Trainings offered in 2019-20:

DISTRICT-WIDE

Management Development Program (New)

The first cohort of the new Management Development Program launched in January 2020 and concludes in November 2020. The program has the following goals:

- Provide managers with the skillset necessary to be effective leaders.
- Promote access to and dialogue with leaders and other managers throughout the District.
- Learn District specific practices and challenges and how to address them.

Detailed information about the program can be found at <http://nocccd.edu/management-development-program>.

Leadership Academy

The third cohort of the Leadership Academy program concluded in May 2020. The program is offered every other year and includes eight all-day sessions, as well as a group project. Chancellor's Staff will be reviewing the projects for potential implementation.

Detailed information about the program can be found at <http://nocccd.edu/leadership-academy>.

EdVantage, Learning Management System (New)

In June 2020, NOCCCD launched EdVantage. Features of the platform include LEARN (training), CONNECT (virtual communities), CONVENE (calendar), and over 12,000 training modules. EdVantage will facilitate tracking and reporting of NOCCCD employee trainings.

Pluralism, Inclusion, and Equity Series (P.I.E.)

Pluralism, Inclusion, and Equity annual series included:

- Religious Inclusivity:
 - Suggestions for ensuring a religiously inclusive classroom that allows engagement, challenge, and productive disagreement.
- Border South Documentary Screening with Director Raul Paz Pastrana:
 - Exploring themes of "belonging" and "alienation" in immigrant communities
- Hostile Terrain 94:
 - A participatory art project sponsored and organized by the Undocumented Migration Project (UMP) and Dr. Jason De Leon.
- Sexism & Sexual Harassment in Higher Education:
 - Discussion how sexism and sexual harassment is a system of oppression operating in a gender binary through structures of hierarchical relationships around gender.
- Through a Lens Darkly, Shifting Faculty of Color Support from Obscurity to Reality:
 - A dialogue on ways to support faculty of color retention, tenure, and leadership opportunities that reflect a collegial community.
- Serving Our Students with Learning Disabilities:
 - Exploring strategies for serving our students with learning disabilities and analyzing our curriculum and teaching practices to ensure inclusivity and compliance.

Infusing Diversity, Equity & Inclusion in the Curriculum Seminar

In this week-long seminar in January 2020, faculty cohorts engaged in cooperative learning and discussions designed to assist them in developing material on diversity, equity, and inclusion that can be integrated into their course content and/or teaching approach.

Employee Orientations

The District offers New Employee Orientations as follows:

- New Employee Orientation – 7.5-hour training (delete)
- New Faculty Orientation – 5 hours
- Adjunct Faculty Orientation 4 hours

Topics include the History of the District, Sexual Harassment, Title IX, Benefits, Risk, Payroll, Technology in Classroom, Disability Support Services, Health Services. Orientations allowed employees from all locations to meet and network with their peers. Additionally, union representatives had an opportunity to meet with their members. Future orientations will include Diversity, Equity, and Inclusion training.

Mandatory and Compliance Training

- Discrimination and Harassment Prevention
- Title IX
- EEO Representative
- Hiring/EEO Training

First Aid and CPR/AED Workplace Training

Trainings are offered each Fall and Spring at all three primary locations in the District.

HUMAN RESOURCES

Diversity Coffee Breaks

Diversity Coffee Breaks highlight religious or cultural days of celebration with background or history and links for additional information or resources. The Coffee Breaks also highlight the contributions of individuals from underrepresented and marginalized groups.

Sponsored Conferences

- USC CUE Equity Minded Teaching Institute – August 2019. The Office of Diversity and Compliance co-sponsored 10 employees to attend.
- National Conference on Race and Ethnicity (NCORE) - May 2020. The Office of Diversity and Compliance sponsored six employees to attend the virtual conference.
- The Intersection of Equity and Pedagogy (Part 2) through AVID for Higher Education - January 2020. The three Faculty Fellows were sponsored to attend.
- Building Equity, and Social Justice Education to Create Inclusive Learning Environments on Campus and Online through SpeakOut - July 2019. The three Faculty Fellows were sponsored to attend.
- Great Teachers – August 2019, District Professional Development sponsored five faculty.
- ACCCA's Great Deans – July 2019, District Professional Development sponsored two deans.
- ACCCA's Admin 101 – July 2019, District Professional Development sponsored three administrators.

FINANCE AND FACILITIES

Accounting

In addition to the training below, the Accounting department supplements campus training as needed. These need-based trainings focus on Banner navigation, finance module, budget, requisitions, payroll redistributions, grant reporting, travel process, mileage, and petty cash reimbursement.

- Budget Forums are held at each campus to explain the District's budget model. Campus Budget Officers participate in the discussions.
- Provide training on the budget, accounting processes, and payroll to the Management Development Program attendees.
- Training on the C-MET system for employees and managers was developed and disseminated with the new system.
- Offer existing, ongoing training for the HEET system.
- Electronic timesheets were implemented due to the pandemic.

Risk Management

The following trainings were offered by Environmental Health & Safety:

- Lab/Fume Hood Testing – Chemistry & Biology, Cypress College and Fullerton College
- Asbestos & Lead Awareness 2 Hr. each – all campuses
- Blood born Pathogen/Hazard Communication, IIPP Review - all Campuses
- Electrical/Lock Out/Tag Out – all campuses
- Respiratory Questionnaire, training, and Fit Testing – all campuses
- Hazardous Material removal every 6 months- Cypress College and Fullerton College
- Hearing Conservation
- Electrical & Fall Protection
- Fire Extinguisher **Training** – all District
- Forklift & Utility Cart – as needed or every 3 years

EDUCATIONAL SERVICES & TECHNOLOGY

In addition to offering the trainings below, the ES&T collaborates and supports other District-wide departments in providing technology-related training.

- Banner Navigation w/ Security Awareness (2019-20) for new employees – 61 sessions
- Banner 9 for existing users training for the upgrade – 38 sessions
- ARGOS Reporting - 21 sessions
- Degree Works
- Banner Self Service 9
- Banner Curriculum Data Entry

Planned training offered in 2020-21:

All District Services Departments will continue to offer training outlined in 2019-20 highlights (delete) above. Conference sponsorships will change pending budget approvals. Below are additional programs that were either not offered in 2019-20 or are new for 2020-21.

Anti-Racism Campaign (New)

The Anti-Racism poster campaign will be completed by mid-spring 2021. Once completed, a series of workshops and curricular modules will be offered on anti-racism.

Classified Professionals Training Academy (New)

The Classified Professionals Training Academy will be implemented in January 2021. The objectives of the Academy are to,

- Offer an opportunity for professional growth
- Improve knowledge, skills, and abilities
- Foster a culture of learning
- Develop awareness of the vital role of classified staff in the shared governance process

The details of the program will be available on the District Professional Development Page in November 2020.

Mentorship Program

The second cohort of the Mentorship program began in September 2020. The program is available to all full-time faculty, staff, and managers. The details of the program can be found at <http://nocccd.edu/mentorship-program>.

Jhana Newsletter (New)

The Jhana newsletter (a Franklin Covey Company) offers bite-size just-in-time articles, videos, tip sheets, and tools on management and leadership related topics. It is emailed to managers weekly.

Districtwide Learning Opportunities Offered Through Faculty Staff Associations and the Puente Program at Cypress College

The following events took place in October 2020:

- The Museum of Latin American Art, Virtual Tour, Latino Faculty Staff Association
- Cafecito and A Conversation with Sylvia Mendez, Latino Faculty Staff Association
- Reyna Grande Talk, Latino Faculty Staff Association
- Singing our Way to Freedom Screening, Latino Faculty Staff Association
- Virtual Tour of Chicano Park, Latino Faculty Staff Association

Online Asynchronous Training (New)

To better support our employees and offer flexibility during COVID and beyond, District Services is moving towards providing more online asynchronous training. The following new online training will be available to employees in 2020-21:

- Franklin Covey training library is available to managers until June 2021. These trainings are available via EdVantage.
- Sexual Harassment training for all employees (except managers) is now offered via EdVantage, beginning October 2020.
- Sexual Harassment training for managers will be offered via ASCIP beginning December 2020.
- PeopleAdmin Training for Hiring Committees was implemented in August 2020 and is available via MyGateway.
- EEO Training for Hiring Committees will be available via EdVantage in December 2020.
- Payroll and Risk training for New Employee Orientation will be available via EdVantage in Spring 2021.
- FERPA training via EdVantage will be available in Spring 2021

District Services will develop additional online training modules in 2020-21.

District Services is intentional about expanding and providing professional development programs and opportunities to all employee groups, and is continually searching for methods to remove barriers in employee development and promote a culture of learning. New programs include the Management Development Program, Classified Professions Training Academy, and Anti-racism campaign. Job-related training support employees to be effective in what they do. EdVantage, our new LMS, has expanded offerings to thousands, allowing employees to train in the area of their interest at the time convenient to them. Programs such as the P.I.E. series, Infusing Diversity, Equity, and Inclusion into Curriculum, promote an inclusive, equitable, and welcoming environment. EEO and Hiring Committee training help increase equity in the recruitment process and moves the District towards a true reflection of the diverse community it serves.

How does this relate to the five District Strategic Directions? The Professional Development program offered by District Services directly supports District Strategic Direction 2: Employee Experience - NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees as well as District Goal 2.2: The District will regularly offer professional development and training opportunities for all employees.

How does this relate to Board Policy? District Services professional development programs support BP 1001 Mission, Vision and Values (1.1, 3.7); BP 1002 Philosophy (2.5); and BP 7160 Professional Development (1.0, 2.0, 3.0). Professional Development programs support the District's mission by providing continuous learning opportunities for all employees to strengthen their practice so we may better serve our students. Besides offering training programs internally, District Services sponsors employees to conferences, seminars, and workshops, so they learn and apply new knowledge and skills to enhance their job performance. Regular EEO Hiring Committees training and Diversity training are offered to promote equity, inclusiveness, and anti-racism.

FUNDING SOURCE AND FINANCIAL IMPACT: District Services Professional Development activities are supported with general funds.

RECOMMENDATION: It is recommended that the Board receive as information highlights of the District Services 2019-20 and 2020-2021 Professional Development Program.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.g.7

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2020 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

How does this relate to Board Policy: BP 7160 Professional Development: NOCCCD Professional Development provides support for stakeholders by providing educational opportunities, attendance at conferences, and professional memberships.

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
November 10, 2020

CHANGE IN SALARY CLASSIFICATION

| | | |
|--------------|----|---|
| Walker, Jane | CC | Nursing Instructor From: Class C To: Class D Eff. 08/20/2020 |
|--------------|----|---|

LEAVE OF ABSENCE

| | | |
|-------------------|----|--|
| Lawrence, Roberta | CC | Dental Hygiene Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/28/2020-11/23/2020 |
|-------------------|----|--|

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2020 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 10, 2020

RETIREMENT

Renison, Tessa FC User Support Analyst
12-month position (100%)
Eff. 12/31/2020
PN FCC798

RESIGNATION

Noland, Tyler AC Benefits and Leaves Coordinator II
12-month position (100%)
Eff. 11/14/2020
PN DEC933

PROMOTION

Collins, Raymond CC Facilities Custodian I
12-month position (100%)
PN CCC703

To: Facilities Custodian Coordinator II
12-month position (100%)
Range 34, Step C + 10% Shift +10% Longevity
Classified Salary Schedule
Eff. 11/11/2020
PN CCC979

VOLUNTARY CHANGES IN ASSIGNMENT

Gonzales, Vanessa CC Accounting Technician (100%)

Extension of Temporary Change in Assignment
To: Administrative Assistant III
12-month position (100%)
Range 41, Step D
Classified Salary Schedule
Eff. 11/11/2020 – 02/26/2021

Classified Personnel
November 10, 2020

| | | |
|----------------|----|--|
| Mix, Christina | CC | Administrative Assistant III 12-month position (100%) PN CCC850 Permanent Lateral Transfer To: Administrative Assistant III, Vice President of Administrative Services Office 12-month position (100%) Eff. 11/11/2020 PN CCC999 |
| Qader, Amanda | FC | Instructional Assistant, Math Lab (75%) Temporary Increase in Months and Percentage From: 11 months, 75% To: 12 months, 100% Eff. 08/24/2020 PN FCC584 |

LEAVES OF ABSENCE

| | | |
|-----------------|------|--|
| Babbo, Mary Ann | NOCE | Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/10/2020 – 01/18/2021 (Consecutive Leave) |
| Beck, Lela | CC | Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/02/2020 – 02/17/2021 (Intermittent Leave) |
| Beck, Mary Ann | FC | Child Care Teacher I (100%) Family Medical Leave (FMLA/CFRA/CAPDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/02/2020 – 12/11/2020 (Consecutive Leave) |
| Coggi, Anita | CC | Administrative Assistant II (100%) Military Leave With Pay (USERRA) Eff: 11/2/2020 – 11/5/2020; 11/9/2020 – 11/13/2020; 11/16/2020 – 11/17/2020; 11/23/2020 – 11/25/2020; 11/30/2020 (Intermittent Leave) |

Classified Personnel
November 10, 2020

Park, A. Hang CC Accounting Technician (100%)
Family Medical Leave (FMLA/CFRA/CAPDL)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 11/30/2020 – 02/26/2021 (Consecutive Leave)

Young, Lynette CC Administrative Assistant II (80%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Family Illness and Personal
Necessity Leave Until Exhausted; Unpaid Thereafter
Eff. 10/29/2020 – 12/30/2020 (Intermittent Leave)

RECLASSIFICATION

Martinez Stluka, Rena FC Registrar
12-month position (100%)
Range 19, Step G

To: Director, Admissions and Records
12-month position (100%)
Range 25, Step G
Management Salary Schedule
Eff. 01/01/2021

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Quach, Tony FC Student Services MIS Analyst (100%)
6% Stipend
Eff. 10/22/2020 – 12/31/2020

NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director, Admissions and Records
Range 25
Management Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

| | | | |
|---------------|----------------------------------|----------------|---------------------|
| Job Title: | Director, Admissions and Records | Range: 25 (CL) | Management Schedule |
| Date Revised: | | Date Approved: | |

PRIMARY PURPOSE

Under the direction of a Vice President or designee, this position is responsible for performing a variety of complex administrative and supervisory duties related to the functions and activities of College/School admissions and records operations.

ESSENTIAL FUNCTIONS

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

| | |
|----|--|
| 1. | Plan, organize, and direct the operations and activities of the Admissions and Records Office, including student admissions, registration, graduation and certification, and academic records. |
| 2. | Develop and implement plans and policies to facilitate and improve admissions and records programs and services; assure compliance with applicable laws, rules, regulations, policies and procedures; explain and interpret policies and procedures relating to student admissions and records. |
| 3. | Plan, organize, and direct registration procedures for courses; coordinate registration processes with instruction, student services, information technology, research, and other District and College personnel as appropriate. |
| 4. | Direct and supervise the collection and distribution of student grades and attendance documents. |
| 5. | Coordinate admissions and records operations to support outreach activities, such as partnerships with local high schools and community agencies to promote dual enrollment, program enrollment, and effective student recruitment and retention strategies. In addition, the Director, Admissions and Records may be responsible for the overall leadership and operations of a student services center or campus center, as assigned. |
| 6. | Participate in the timely and accurate preparation of mandated reports for distribution to campus, District, state and federal offices. Collaborate with Institutional Effectiveness/Research and Planning, the Vice President of Instruction, and Instructional divisions in order to submit accurate reporting to NOCCCD District Services. |
| 7. | Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; utilize campus planning and resource allocation (such as program review) to advance the staffing and structural needs of the Admissions and Records Office; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; utilize evidence based strategies to identify opportunities for improvement; direct and implement change. |
| 8. | Resolve complex and difficult Admissions and Records processing, student accounts, grades, attendance, enrollment, reinstatement, and satisfactory academic progress issues. Resolve student records issues; confer with students on their student record files. |
| 9. | Collaborate with Instructional divisions to assist students in navigating institutional processes and procedures; provide support to faculty in processes dealing with census reporting, class add/drops, and grading. |

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

| | |
|-----|---|
| 10. | Collaborate with Institutional Effectiveness/Research and Planning and campus constituencies to set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of student equity and student learning-focused efforts. |
| 11. | Develop, implement, and evaluate student learning outcomes and program review processes for the Admissions and Records Office in accordance with accreditation standards. Support other student services programs in the development of student learning outcomes and program review that intersect with student records. |
| 12. | Direct and participate in the preparation and maintenance of a variety of records and statistical reports related to attendance accounting, admissions, transcripts, graduation, residency, and course repetition; assure confidentiality of student records in accordance with laws; supervise the retention, maintenance, optical scanning, and destruction of records. |
| 13. | Develop and prepare the annual preliminary department budget; monitor and control budget expenditures; prepare fiscal reports as directed. |
| 14. | Determine appropriate equipment and supplies for the department in accordance with established policies; monitor and control inventories. |
| 15. | Direct department programs, services, and communications between administrators, faculty, and staff, other departments and divisions, external agencies, students, and the public; establish and maintain partnerships in support of student services activities. |
| 16. | Train, supervise, evaluate, and direct the work of employees as assigned; participate in selection and hiring processes. |
| 17. | Plan, organize, and arrange appropriate training and staff development activities; provide orientation for new employees. |
| 18. | Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; coordinate programs and services with other District and College personnel as appropriate. |
| 19. | Consult with applicable information technology departments and participate in the development and enhancement of specialized automated systems; maintain current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provide major input to long-range technology planning decisions. |
| 20. | Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students. |
| 21. | Engage in collaboration to foster a culture of inclusiveness and equity-mindedness in support of the District's strategic plan to achieve student success; initiate programs, training sessions, and discussions to create an awareness of and commitment to institutional equity and diversity goals among students, faculty, and staff. |
| 22. | Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student opportunity and achievement gaps, and in the creation of a welcoming and inclusive work and educational environment. |

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

| | |
|-----|---|
| 23. | Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees. |
| 24. | Perform related duties as assigned. |

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Director, Admissions and Records maintains frequent contact with College and District administrators, faculty, staff, and students.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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

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

Desirable Qualifications

Master's degree from a regionally accredited institution.

Experience in the management, coordination or leadership of an academic program or service.

Demonstrated experience with project management, program planning, and evaluation of services through use of data.

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

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of a shared governance model in an educational setting
Knowledge of California education code and requirements, including Title 5
Knowledge of federal and state laws and regulations, collective bargaining agreements, and grievance processes
Knowledge of research project policies, procedures and practices, including data collection, analysis, and reporting
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to administer complex budgets in a cost-effective manner
Ability to conduct research projects, evaluate alternatives, and make sound recommendations
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2020 Resolution _____
Information _____
SUBJECT: Professional Experts Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
November 10, 2020

PROFESSIONAL EXPERTS

| Name | Site | Job Classification | Project Title | Max Permitted Hours per Week | Begin | End |
|------------------------|------|---------------------|--|------------------------------|------------|------------|
| Abutin-Mitsch, Jeannie | CC | Technical Expert II | SWP Regional OC Career Education Pathways | 5 | 11/09/2020 | 12/31/2020 |
| Cantu, Larry | CC | Technical Expert II | Data Science-Curriculum Development & Integration Project | 20 | 11/25/2020 | 12/30/2020 |
| Evanuska, Paulette | CC | Technical Expert II | Nursing Lab Activities and Supplies Coordination | 26 | 11/11/2020 | 12/12/2020 |
| Gargano, Amanda | CC | Technical Expert II | SWP Regional OC Career Education Pathways Project | 5 | 11/09/2020 | 12/31/2020 |
| Hamilton, Synclaire | CC | Project Expert | Certified Athletic Trainer | 26 | 11/24/2020 | 06/30/2021 |
| Izadi, Behzad | CC | Technical Expert II | NSF ATE Grant (Pathway to Advancement of Cyber Security Ed.) | 20 | 11/16/2020 | 06/30/2021 |
| Vargas, Monica | CC | Technical Expert I | Perkins V Health Science Cluster | 2 | 11/02/2020 | 05/22/2021 |
| Velasco, Cassandra | CC | Project Manager | ESC Coordinator | 26 | 11/09/2020 | 06/30/2021 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2020 Resolution _____
Information _____
SUBJECT: Hourly Personnel Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
November 10, 2020

Short-Term Hourly

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|---------------------|-------------|---|--------------|------------|-------------------|
| Apolinar, Erandy | FC | Technical - Assist Educational Partnerships and the Counseling Center | 11/11/21 | 02/17/21 | TE A 1 |
| Campos, John | CC | Paraprof - Assist with Videography in Campus Communications Office | 12/08/20 | 03/08/21 | TE A 4 |
| Campos, John | CC | Paraprof - Assist with Videography in Campus Communications Office | 05/11/21 | 06/30/21 | TE A 4 |
| Casillas, Francisco | FC | Paraprof - Athletic Program Assistant - Track and Field Assistant Coach | 11/11/20 | 12/11/20 | TE I 2 |
| Casillas, Francisco | FC | Paraprof - Athletic Program Assistant - Track and Field Assistant Coach | 01/04/21 | 06/23/21 | TE I 2 |
| Day, Neal | FC | Paraprof - Athletic Program Assistant - W Basketball Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Day, Neal | FC | Paraprof - Athletic Program Assistant - W Basketball Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| DeAngelo, Angelica | FC | Paraprof - Athletic Program Assistant - Softball Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| DeAngelo, Angelica | FC | Paraprof - Athletic Program Assistant - Softball Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Desmond, Daniel | FC | Paraprof - Athletic Program Assistant - W Basketball Assistant Coach | 01/04/21 | 01/15/21 | TE I 4 |
| Dixon, Christopher | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Dixon, Christopher | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Flores, Kristopher | FC | Paraprof - Athletic Program Assistant - W Soccer Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Flores, Kristopher | FC | Paraprof - Athletic Program Assistant - W Soccer Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Gardea, Carlos | FC | Paraprof - Athletic Program Assistant - M Soccer Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Gardea, Carlos | FC | Paraprof - Athletic Program Assistant - M Soccer Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Gardner, Keenan | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Gardner, Keenan | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Gladys, Collin | CC | Direct Instr Support - Athletic Prgoram Assistant - Women's Swimming | 11/24/20 | 01/14/21 | TE I 1 |
| Gomez, Charley | FC | Paraprof - Athletic Program Assistant - M Soccer Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Gonzalez, Celina | FC | Paraprof - Athletic Program Assistant - Softball Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Gonzalez, Celina | FC | Paraprof - Athletic Program Assistant - Softball Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Gorrell, Thomas | FC | Paraprof - Athletic Program Assistant - M Basketball Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Gorrell, Thomas | FC | Paraprof - Athletic Program Assistant - M Basketball Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Hart, Deion | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |

Hourly Personnel
November 10, 2020

| | | | | | |
|---------------------|----|--|----------|----------|--------|
| Hart, Deion | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| LoForte, Brandon | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| LoForte, Brandon | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Lopez, Ethan | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Lopez, Ethan | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Magee, Carter | CC | Direct Instr Support - Athletic Prgoram Assistant - Women's Swimming | 11/24/20 | 05/22/21 | TE 1 |
| Neri, Efren | FC | Paraprof - Athletic Program Assistant - Tennis Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Neri, Efren | FC | Paraprof - Athletic Program Assistant - Tennis Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Oliver, Jackson | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Oliver, Jackson | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Rogers, Benjamin | FC | Paraprof - Athletic Program Assistant - M Soccer Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Rogers, Benjamin | FC | Paraprof - Athletic Program Assistant - M Soccer Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Saiza, Jillian | FC | Paraprof - Athletic Program Assistant - Softball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Serigstad, Scott | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Serigstad, Scott | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Soliguen, Albert | FC | Paraprof - Athletic Program Assistant - W Volleyball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Soliguen, Albert | FC | Paraprof - Athletic Program Assistant - W Volleyball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Sothorn, John | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Tomicic, Filip | FC | Paraprof - Athletic Program Assistant - W Volleyball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Tomicic, Filip | FC | Paraprof - Athletic Program Assistant - W Volleyball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Torres, Jose | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Torres, Jose | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Ugland, Devin | FC | Paraprof - Athletic Program Assistant - M Basketball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Ugland, Devin | FC | Paraprof - Athletic Program Assistant - M Basketball Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Velazquez, Mauricio | FC | Paraprof - Athletic Program Assistant - M Water Polo Assistant Coach | 01/04/21 | 06/23/21 | TE 4 |
| Velazquez, Mauricio | FC | Paraprof - Athletic Program Assistant - M Water Polo Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |
| Willey, Michael | CC | Direct Instr Support - Athletic Prgoram Assistant - Women's Swimming | 11/24/20 | 01/14/21 | TE 1 |
| Williams, Cameron | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 11/11/20 | 12/11/20 | TE 4 |

Hourly Personnel
November 10, 2020

| | | | | | |
|---------------------|----|--|----------|----------|--------|
| Williams, Cameron | FC | Paraprof - Athletic Program Assistant - Baseball Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Williams, Dieudonne | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Williams, Dieudonne | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |
| Williams, Jerret | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 11/11/20 | 12/11/20 | TE I 4 |
| Williams, Jerret | FC | Paraprof - Athletic Program Assistant - Football Assistant Coach | 01/04/21 | 06/23/21 | TE I 4 |

Full Time Students and Work Study

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|----------------------|-------------|--|--------------|------------|-------------------|
| Ibanez, Natalia | FC | Full-time Student - Supports the Counseling Center remotely | 11/10/20 | 06/30/21 | TE A 1 |
| Key, Destiny | FC | Work Study Student – Supports the Counseling Center remotely | 11/10/20 | 06/30/21 | TE A 1 |
| Naranjo, Danielle | FC | Work Study Student - Supports the Admission and Records remotely | 11/16/20 | 06/30/21 | TE B 4 |
| Torres-Romero, Katie | FC | Full-time Student - Supports the Counseling Center remotely | 11/10/20 | 06/30/21 | TE A 1 |
| Vasquez Carmona, M. | FC | Full-time Student - Supports Admissions and Records remotely | 11/11/20 | 06/30/21 | TE A 1 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
November 10, 2020

| Name | Site | Program | Begin | End |
|----------------------------|-------------|--|--------------|------------|
| De Guzman, Dannica | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Padilla, Gerald | FC | FC Food Drive - Food Distribution | 11/24/2020 | 11/24/2020 |
| Estrella, Nataly | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Maravilla, Jocelyn | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Olvera, Jonathan | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Ravalo, Jason Clyde Cortez | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Reales, Nathaly | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Rodriguez, Elizabeth | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Velazquez, Francisca | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Graffis, Nick | CC | Physical Ed. Men's/Women's Water Polo | 11/25/2020 | 06/30/2021 |
| Osorio, Eduardo | CC | Physical Ed. Men's/Women's Water Polo | 11/25/2020 | 06/30/2021 |
| Strout, Nolan | CC | Physical Ed. Men's/Women's Water Polo | 11/25/2020 | 06/30/2021 |
| Lopez, Adela | FC | FC Food Drive - Food Distribution | 11/24/2020 | 11/24/2020 |
| Angcaco, Janelle | CC | Physical Ed. Kinesiology Athletic Training | 11/10/2020 | 06/30/2021 |
| Osorio, Lozada | CC | Physical Ed. Kinesiology Athletic Training | 11/24/2020 | 12/31/2020 |
| Burpo, Micah | CC | Physical Ed. Volleyball Program | 11/24/2020 | 06/30/2021 |
| Sachs, Jordan | CC | Physical Ed. Men's Basketball | 11/10/2020 | 05/29/2020 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 10, 2020 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Organizational Meeting and 2021 Board Calendar | | |

BACKGROUND: The provisions of Education Code Section 35143 and 72000 require the governing board of each school district and community college district to hold an annual Organizational Meeting within a prescribed 15-day period. For 2020, this 15-day period is December 11 through December 25.

The law further requires that, unless otherwise provided by rule of the governing board, the day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. Therefore, at the Board meeting of November 24, 2020, the Board will be asked to establish Tuesday, December 15, 2020, as the date of its Organizational Meeting. The County Superintendent of Schools must be informed of the time and day selected no later than November 16, 2020.

At the Organizational Meeting, the Board must establish its meeting calendar for 2021. A probable calendar is presented now so that the Board may review all dates. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts. Please note that conference dates/locations are subject to change based on the pandemic situation and local health guidelines.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2305, Annual Organizational Meeting.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board schedule on the agenda for November 24, 2020, the establishment of December 15, 2020, as the date of its Organizational Meeting and receive as information the tentative dates for Board meetings in 2021, along with the dates of national and state conferences and conventions.

Cheryl Marshall
Recommended by

Approved for Submittal

6.a.1
Item No.



North Orange County Community College District
2021 Board Meeting Calendar

| January 2021 | |
|---|---|
| First Regular Meeting in January | Second Tuesday, January 12, 2021 |
| | <i>CCLC Effective Trustee Workshop</i> January 20-22, 2021 – Virtual event |
| | <i>CCLC Annual Legislative Conference</i> January 25-26, 2021 – Virtual event |
| Second Only Regular Meeting in January | Fourth Tuesday, January 26, 2021 |
| February 2021 | |
| | <i>ACCT National Legislative Summit</i> Washington, DC, February 7-10, 2021 |
| First Regular Meeting in February | Second Tuesday, February 9, 2021 |
| | <i>ACCCA Annual Conference</i> Monterey, February 17-19, 2021 |
| Second Regular Meeting in February | Fourth Tuesday, February 23, 2021 |
| March 2021 | |
| First Regular Meeting in March | Second Tuesday, March 9, 2021 |
| Second Regular Meeting in March | Fourth Tuesday, March 23, 2021 |
| April 2021 | |
| | <i>NOCCCD Spring Recess</i> March 29 – April 2, 2021 |
| | <i>AACC Annual Convention</i> Nashville, April 11-14, 2021 – Virtual option |
| First Regular Meeting in April | Second Tuesday, April 13, 2021 |
| | <i>ACCT Governance Leadership Institute</i> Location TBD, April 2021 |
| Second Regular Meeting in April | Fourth Tuesday, April 27, 2021 |
| May 2021 | |
| | <i>CCCT Annual Trustees Conference</i> Monterey, April 30 – May 2, 2021 |
| First Regular Meeting in May | Second Tuesday, May 11, 2021 |
| Second Regular Meeting in May | Fourth Tuesday, May 25, 2021 |

| June 2021 | |
|--|---|
| First Regular Meeting in June | Second Tuesday, June 8, 2021 |
| Second Regular Meeting in June | Fourth Tuesday, June 22, 2021 |
| July 2021 | |
| First Regular Meeting in July | Second Tuesday, July 13, 2021 |
| Second Only Regular Meeting in July | Fourth Tuesday, July 27, 2021 |
| August 2021 | |
| First Regular Meeting in August | Second Tuesday, August 10, 2021 |
| | <i>CCLC Student Trustees Workshop</i> Riverside, August 13-15, 2021 |
| Second Regular Meeting in August | Fourth Tuesday, August 24, 2021 |
| September 2021 | |
| First Regular Meeting in September | Second Tuesday, September 14, 2021 |
| Second Regular Meeting in September | Fourth Tuesday, September 28, 2021 |
| October 2021 | |
| First Regular Meeting in October | Second Tuesday, October 12, 2021 |
| | <i>ACCT Leadership Congress</i> San Diego, October 13-16, 2021 |
| Second Regular Meeting in October | Fourth Tuesday, October 26, 2021 |
| November 2021 | |
| First Regular Meeting in November | Second Tuesday, November 9, 2021 |
| | <i>CCLC Annual Convention</i> Orange County, November 18-20, 2021 |
| Second Regular Meeting in November | Fourth Tuesday, November 23, 2021 |
| December 2021 | |
| Only Regular Meeting in December | Second Tuesday, December 14, 2021 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|------------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE: | November 10, 2020 | Resolution | _____ |
| SUBJECT: | Revised Board Policies | Information | X |
| | | Enclosure(s) | X |

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended either by the Board of Trustees Policy Subcommittee or by request of the trustees.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on October 26, 2020:

Chapter 2, Board of Trustees

BP 2200, Board Duties and Responsibilities: Substantial revisions were recommended by the Board of Trustees Policy Subcommittee. The Subcommittee recommendations were presented to the Board and referred to legal counsel for review. Legal counsel recommended additional language to Section 3.0 (noted in red).

BP 2410, Board Policies and Administrative Procedures: Updated at the request of the Board to include language to Section 3.0 regarding promoting diversity, equity, inclusion and anti-racist practices.

BP 2740, Board ~~Education~~ Professional Development: Substantial revisions were recommended by the Board of Trustees Policy Subcommittee including a title change. The Subcommittee recommendations were presented to the Board and their revisions to Sections 1.1 and 1.2 are noted in red. The BP was referred to legal counsel for review and legal counsel made no changes. DCC added “equity, inclusion, and anti-racist practices” to the listing of relevant areas for professional development in Section 1.1 (noted in green).

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on a future Board meeting agenda for action: BP 2200 Board Duties and Responsibilities; BP 2410, Board Policies and Administrative Procedures; and BP 2740, Board ~~Education~~ Professional Development.

BP 2200 Board Duties and Responsibilities

Reference:

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

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

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

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

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

~~2.1 Represent the public interest.~~

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

~~2.3 Hire and evaluate the Chancellor.~~

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

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

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

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

~~2.5 Assure fiscal health and stability.~~

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

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

BP 2200 Board Duties and Responsibilities

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

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

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

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

3.0 The Board of Trustees, by majority vote, may adopt a rule delegating authority to the District's Chancellor or any other employee or to a committee as the Board may designate. Any rule delegating authority shall prescribe the limits of the delegation. **The governing board shall not delegate any power that is expressly made nondelegable by statute.**

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

Date of Adoption: April 24, 2007

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

BP 2410 Board Policies and Administrative Procedures

Reference:

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

- 1.0 The Board may adopt such policies as are authorized by law or determined by the Board to be necessary to assure academic quality, integrity, effectiveness of student learning programs and services, and financial stability of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
 - 1.1 The Board encourages broad participation in the initiation, formulation, and review of policies.
 - 1.2 Once the Board reaches a decision, all Board members act in support of the decision.
- 2.0 The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.
- 3.0 Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission [and promoting diversity, equity, inclusion, and anti-racist practices](#).
- 4.0 Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.
- 5.0 The Chancellor shall, annually, provide each member of the Board with any revisions to administrative procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all Board policies and administrative procedures shall be readily available to District employees through the District's website and the Chancellor's Office.

See Administrative Procedure 2410, Board Policies and Administrative Procedures.

Date of Adoption: June 24, 2003

Date of Last Revision: September 10, 2019
September 14, 2016 Chancellor's Staff
April 14, 2015

BP 2740 Board Education Professional Development

Reference:

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

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

See Administrative Procedure 2740, Board Education.

Date of Adoption: June 24, 2003

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | November 10, 2020 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | New Administrative Procedure 5041, Gender and Chosen Names | | |

BACKGROUND: The use of a preferred gender and chosen name is driven by student demand and has risen to an equity topic for our students and the District. Districtwide, staff have been discussing the implementation of specific solutions to accommodate student demand, but prior to implementation, the District needs to have a policy framework in place.

The newly created AP 5041 was originally presented and approved by the District Consultation Council at its August 24, 2020 meeting. Subsequent to the meeting, it was requested that additional groups provide input on the new AP, particularly the Gay and Lesbian Association of District Employees (GLADE), as well as the campus President Advisory Councils and senates to ensure that all interested parties had the opportunity to share their recommendations.

As a result of those discussions, AP 5041 was substantially revised, with revisions led by Janelle Herman, and those changes resulted in the final version of AP 5041, Gender and Chosen Names. The District Consultation Council reviewed, discussed, and reached consensus on AP 5041 on October 26, 2020.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1) Student Experience & Success – NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the new Administrative Procedure 5041 and direct that it be placed on a future Board meeting agenda for action.

AP 5041 Student Records: Gender and Chosen Names

Reference:

Title IX of the Education Amendments Act of 1972, 42 U.S. Code Section 1681; Education Code Sections 201; 210.7; 220; 66250 et seq.; 72010 et seq.; Title 5 Section 59311; Weathers v. Superior Court (1976) 54 Cal.App.3d 286, 288 Code of Civil Procedure Section 1275 et seq.; Section 1279.5

- 1.0 The North Orange County Community College District is committed to providing an inclusive, supportive, and non-discriminatory learning environment for all students and to ensuring that every student has equal access to the District's educational programs and activities. The District recognizes that a student may prefer to use a name other than their legal name. The District further recognizes that a student's gender identity may not align with the dominant gender construct, including their legal sex. Gender identity and chosen name may be used on unofficial records and documents maintained by the District, and in situations where a legal sex and legal name are not required by law or District policy. The following guidelines and procedures have been established to create consistency and reliability for students regarding the use of gender identify and chosen names throughout the District. These procedures exist to affirm students' identities.

- 2.0 **Definitions:** For purposes of this procedure, the following definitions apply:
 - 2.1 **Legal Name:** A name designated on official government-issued documents such as birth certificates, passports, social security cards, immigration documents, and identification cards or permits. To change a student's legal name, a court order is required under California law.
 - 2.2 **Chosen Name:** The name that a student wishes to be known or identified by which is different from their legal name; can be used on District-related unofficial documents and records, as defined below, in place of the student's legal name.
 - 2.3 **Legal Sex:** A student's sex designation recorded on legal documents. In the state of California, legal sex includes "female," "male," and "nonbinary." To change the legal sex, a court order is not required, but legal documentation must be provided.
 - 2.4 **Gender and Gender Identity:** A student's internal sense of being masculine, feminine, nonbinary, genderqueer, agender, etc. A student's gender may be the same as their legal sex (cisgender) or different from their legal sex (transgender), and their gender may change over time.
 - 2.5 **Pronouns:** The words used for a student in place of their proper name. Some examples include "she/her," "he/him," "ze/hir," "they/them," or other pronouns. Some students may use specific pronouns, multiple pronouns, or no pronouns.
 - 2.6 **Official Records:** Official records are those records the District is required to maintain as part of a student's permanent record and which are required, by law or District policy or practice, to contain a student's legal name. Official records include, but are not limited to, registration documents, official and unofficial

AP 5041 Student Records: Gender and Chosen Names

transcripts, health records, diplomas, financial aid documents, payroll records, and federal immigration documents.

- 2.7 **Unofficial Records:** Unofficial records are those records which do not require a legal sex or name. These records include but are not limited to the Student Information System and all integrations (e.g. the Learning Management System, scheduling software, etc.), academic and extracurricular rosters, student ID cards, and District email addresses.
- 3.0 **Official Records:** The District will change a student's name on official records when the name of the student is changed by court action, such as by a change of name proceeding. The District will change a student's legal sex on official records when the student provides legal documentation, such as a state identification card, driver's license, birth certificate, or court document per California Senate Bill No. 179. Once the District receives notice of a change of student's legal sex or name, it will use the updated legal sex or name in all District records going forward to reflect the change.
- 4.0 **Unofficial Records:** The District shall permit a student to be recognized by gender and chosen name on District-related unofficial documents and records where the use of legal sex and legal name is not required by law or District policy. Before a student's gender and chosen name will appear on unofficial records, a student must submit to the Admissions and Records Office as appropriate, a completed Personal Information Change Form. The District shall input the student's gender, pronouns, and chosen name, if applicable, in the appropriate fields in the District's electronic data system to indicate how the student's information will appear on unofficial records. The District shall also enter the gender, pronouns, and chosen name as an Also Known As ("AKA") in the student's permanent record.
- 5.0 Every effort must be made to provide and use the gender, pronouns, and chosen name as declared on the Personal Information Change Form in every context within the District, including face-to-face, electronic, and print interactions, except where legally required to use the legal name and sex.
- 6.0 The District will use a chosen name wherever possible. However, chosen name requests will be denied or revoked when the name is used inappropriately including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation. Reports of such activity will be handled pursuant to District policies and procedures and applicable law. Depending on the individual and circumstances involved this could include the offices of Human Resources, Vice President of Student Services, legal counsel, and/or appropriate law enforcement agencies. If the student requesting the change identifies as LGBTQ+, the campus LGBTQ+ Liaison must be consulted before any denial or revocation.
- 7.0 **Appeals:** Students who feel their chosen name change was denied unjustly due to discrimination may file an appeal with the Office of Vice President of Student Services at the respective campus.
- 8.0 The District reserves the right to suspend the individual's privilege to update their chosen name given any conditions stated above.

AP 5041 Student Records: Gender and Chosen Names

See Board Policy 5040, Student Records, Directory Information, and Privacy and Administrative Procedure 5040, Student Records, Directory Information, and Privacy.

Date of Adoption:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2020

SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Cheryl Marshall

Recommended by

Approved for Submittal

6.d

Item No.

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

October 27, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, October 27, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

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

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

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

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios, Lee Douglas, and Alex Porter from Cypress College; Gil Contreras, Rod Garcia, Jose Ramon Nuñez, and Joe Ramirez from Fullerton College; Karen Bautista and Terry Cox from North Orange Continuing Education; and Danielle Davy and Kashu Vyas from the District Office.

VISITORS: Public participation was provided via YouTube livestream.

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

- A. **Jane Walker**, Cypress College Faculty, provided a statement to the Board to express that despite the pandemic, CTE faculty have continued to teach face-to-face in order to keep their programs running as smoothly as possible and they need support, funding, and supplies to keep them safe. She requested guidelines and procedures for face-to-face and community instruction, transparency about the safety of campus buildings, and the need to provide students with what they need to be successful.

(See Supplemental Minutes #1263 for a copy of the statement.)

- B. **Cathee Mang**, NOCE Faculty, provided a statement to the Board to express her frustration that NOCCCD full-time faculty have not received on-going, on-schedule cost of living raises for several years while prices for living expenses have increased. She noted that faculty have even more duties and more work-related expenses because of the pandemic and need decent salaries and benefits now.

(See Supplemental Minutes #1263 for a copy of the statement.)

- C. **Urooj Naveed**, Fullerton College Student, provided a statement to the Board regarding Trustee Ryan Bent's malicious behavior at the Fullerton College Associated Students meeting that was called to confirm a statement written against him regarding his toxic and dismissive behavior during NOCCCD Board meetings towards other members and students. During the meeting he exemplified exactly what that behavior looks by attempting to dominate, cutting students off, personally attacking students, and raising his voice at the **President David Robles**. He offended the student body and disrupted them as they were trying to complete the agenda item. He stated that Trustee Bent is clearly the wrong person for his seat because he chooses to not listen to students' concerns.

(See Supplemental Minutes #1263 for a copy of the statement.)

- D. **Madison DeVries**, Fullerton College Associated Students Vice President of Activities, provided a statement to the Board to express her disappointment regarding **Trustee Ryan Bent's** behavior at their meeting which was not indicative of a leader. As Board President, he represents all students, but during the meeting he reacted aggressively and abrasively to the students' decision to discuss a statement addressing his prior behavior as a trustee. He spoke over **President David Robles**, disregarded members, and disrespected our student government. She requested that Trustee Bent reflect on his actions and his behavior towards students.

(See Supplemental Minutes #1263 for a copy of the statement.)

- E. **Shinah Je**, Cypress College Faculty, provided a statement to the Board to draw attention to the need for weekly COVID testing required for off-site nursing facilities. Nursing students need additional clinical days to meet the proper course objectives and cannot continue clinical rotations without obtaining weekly COVID testing. Faculty need proper guidance and timely support, and the lack of communication and assistance from the current department/division leadership degrades professional camaraderie and is counter-productive.

(See Supplemental Minutes #1263 for a copy of the statement.)

- F. **Gareth Waughan**, Fullerton College Student, provided a statement to the Board to address the actions of Trustee Ryan Bent at the Fullerton College Associated Students meeting where he was condescending, eager to get his own way, and talked down to Student Senators, and didn't respect other's time to speak. He appeared to threaten the Student Trustee making her feel unwelcome and breakdown into tears as a result.

(See Supplemental Minutes #1263 for a copy of the statement.)

- G. **Kennedy DeVries**, Fullerton College Student, provided a statement to the Board to voice concern regarding **Trustee Ryan Bent's** aggressive behavior. There is no excuse or argument that can be made by Trustee Bent regarding the hurt that many are feeling as a result of the way that he acted and the way that he treats others. This is a time to recognize a pattern, and the pattern is that students and members of the District are being treated in a way that is unacceptable, on multiple fronts. It is not partisan and it is vital that Trustee Bent recognizes the hurt that he has caused. It is painful that students and people of this District are being represented like this. Actions must be taken to stop it. Actions must be taken to change.

(See Supplemental Minutes #1263 for a copy of the statement.)

- H. **Logan Ueno**, Fullerton College Associated Students Vice President of Records, provided a statement to the Board to comment on **Trustee Ryan Bent's** behavior at their recent meeting where he talked over students and took control of the meeting. Statements made by Trustee Bent made many feel uncomfortable and the hostile environment that he created made students feel like they didn't belong at their own meeting. A person in a position of power needs to use it respectfully and not to bully, degrade, and look down on others. During this politically polarized time in our nation, there needs to be respect and common courtesy. The main priority of the District should be representing the needs of students, not personal priorities or agendas.

(See Supplemental Minutes #1263 for a copy of the statement.)

- I. **WL Tina Cruz**, Fullerton College Student, provided a statement to the Board expressing that she was appalled by the conduct of the NOCCCD Board of Trustees President at the Fullerton College Associated Students meeting that he tried to dominate. He was belligerent, disrespectful to the Student Trustee, and threatened to sabotage her job performance. This behavior has been a pattern of behavior when **Trustee Ryan Bent** is criticized or if he is disagreed with. She questioned if that is how trustees want to treat the students of the District and at what point trustees would hold him accountable.

(See Supplemental Minutes #1263 for a copy of the statement.)

- J. **Karla Lopez**, Fullerton College Student, provided a statement to the Board sharing how at the Fullerton College Associated Student Senate meeting **Trustee Ryan Bent** came full force and dominated the meeting regarding a letter to be adopted by the Senate regarding his disrespectful and unprofessional behavior during Board of Trustees meetings. He further showed that he is unwilling to listen to students, respect their ability to speak, and his lack of respect for others.

(See Supplemental Minutes #1263 for a copy of the statement.)

- K. **Marwin Luminarias**, provided a statement to the Board noting how deeply disturbed he was by the Board President's behavior at the Fullerton College Student Senate meeting. He stated that members of the NOCCCD Board of Trustees should listen to its students not ambush them in Zoom meetings and should also be willing to learn from students, not shut them down when their politics do not align.

(See Supplemental Minutes #1263 for a copy of the statement.)

- L. **Sheree Brewster**, Fullerton College Student, provided a statement to the Board expressing her disappointment in the behavior of **Trustee Ryan Bent** at the Fullerton College Associated Students meeting which included bullying and condescending actions unbecoming any person in public office or power. She implored him to look at his behavior from the shoes of the college students that stand where he once stood and to set an example for those who look to him for governance and put a better foot forward as he should in his position.

(See Supplemental Minutes #1263 for a copy of the statement.)

- M. **Pamela Dunsmore**, President of the NOCCCD Asian and Pacific Islander Faculty and Staff Association, provided a statement to the Board in support of the Fullerton College Associated Students in making their statement about microaggressions from **Trustee Ryan Bent** and applauded their courage in standing up for themselves.

(See Supplemental Minutes #1263 for a copy of the statement.)

- N. **Emandra Garavito**, Fullerton College Student, provided a statement to the Board outlining the behavior of **Trustee Ryan Bent** at the Fullerton College Associated Students meeting where he was unprofessional and displayed aggressive behavior that sabotaged the meeting and showed how terrible of a leader he is.

(See Supplemental Minutes #1263 for a copy of the statement.)

- O. **Stephanie Rodriguez** provided a statement to the Board regarding **Trustee Ryan Bent's** alarming behavior at the Fullerton College Associated Students Senate meeting which she felt was uncalled for and unbecoming of a Board President. She cited him referring to a student as using "thuggish" behavior, made numerous attempts to speak over students, and made a veiled threat to a different student.

(See Supplemental Minutes #1263 for a copy of the statement.)

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

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

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

COMMENTS

- A. **Valentina Purtell** reported on the NOCE Distance Education plan which did not exist prior to the pandemic, but today includes 29 courses that have been approved to be taught online and 150 instructors have completed training and are certified to teach online. She expressed her gratitude to faculty coordinator **Janet Cagley**. NOCE has been working on a digital marketing program to expand awareness of their instructional programs. The campaign's efforts have generated over 1,700 student interest forms and staff are working with the research team to review data to see how many students applied and registered for classes. She shared that her heart and thoughts were with

all those impacted by the Orange County fires and NOCE is working to be able to provide work space for those employees impacted.

- B. **JoAnna Schilling** expressed concern for those experiencing mandatory and voluntary evacuations and sent good wishes to all employees and students. She reported that Cypress College received an OCTA grant funding to provide bus passes to students for one year. She thanked **Ester Plavdjian, Nicolette Garcia**, Associated Students, and staff for their work to implement the program. She noted that the Cypress College Foundation Golf Tournament is open for registration and will take place from November 16 through December 18, 2020 due to COVID. Cypress College will celebrate Veterans with a Virtual Wall of Heroes campaign to honor their service. She reaffirmed her support for all of the faculty and staff members who are working incredibly hard during the pandemic in support of students.
- C. **Greg Schulz** reported that Fullerton College has been providing links for support and status of the fires. He shared Fullerton College has an Orange County Registrar of Voters ballot drop-off box which has been heavily utilized and thanked Campus Safety for monitoring the safe flow of traffic of those dropping off ballots. In November, Fullerton College students will participate in a campus climate survey administered by the National Assessment of Collegiate Campus Climates (NACCC). Dr. Schulz shared that he is eager to learn more from students and their experiences at the College.
- D. **Jennifer Oo** reported that due to NOCE's move to an 18-week calendar, their CTE program is able to offer 9-week courses to help students complete faster and offer more entry points. The second wave of the 9-week classes began last week and most of the classes are full with full waitlists too. She shared that World Kindness Day is November 13 and NOCE will celebrate it November 9-13.
- E. **Craig Goralski** stated that his thoughts are with faculty, staff, and students impacted by the fires and that he was directed by the Cypress College Academic Senate to read a resolution approved on October 22, 2020 rejecting any administrative demands for changes, additions, and/or alterations to any course curriculum enacted outside of the established campus and District curriculum approval process, including changes to seat count and instructor unit load pay. They also rejected the term "stacked" classes and condemn forcing Cypress College Biology faculty to teach multiple CRNs while withholding corresponding unit pay as prescribed by the approved master data base for both lecture and lab courses and the UF Collective Bargaining Agreement.
- (See Supplemental Minutes #1263 for a copy of the resolution.)
- F. **Kim Orlijan** reported that the Fullerton College Faculty Senate supported the Faculty Allocation Committee's rankings for full-time faculty positions, forwarded them to **President Schulz**, and encouraged him and the Chancellor to hire the top six positions, but preferably the top ten. The Faculty Senate also elected chairs to lead its four antiracism and equity task forces which will begin meeting this week.

In light of the public comments, Dr. Orlijan offered her personal support for the students and noted the support of Fullerton College faculty for them and their right to learn in a positive environment where they are not threatened.

- G. **Christie Diep** stated that the strength of our students is an example to all of us and expressed that faculty support them. She noted that surrounding districts budget for raises and dependent health care, while NOCCCD does not and instead has reserves that are grossly out of balance. She said the District's corporate approach views students as customers and faculty as nothing more than labor. She provided salary data outlining the number of years it takes faculty members to earn \$100,000/year.
- H. **Joseph Vasquez** stated that CSEA stands with the Fullerton College students and expressed hope that the Board would listen to them.
- I. **Jennifer Kalamian** echoed her support for the Fullerton College students whose remarks underscored that privilege needs to be checked especially when in a position of power. She reported on a "Know Your Contract" event on November 13 and that negotiations for a Spring MOU continue.
- J. **Student Trustee Chloe Reyes** read a statement to the Board from the Fullerton College Associated Students who found the report by the Board ad hoc committee investigating allegations of the misconduct of **Trustee Ryan Bent** lacking and insufficient. They stated that Trustee Bent has not taken accountability as a micro-aggressor and instead played the victim, and that the legality of his actions pale in comparison to the pain and dismissiveness he caused to students and staff of color. Associated Students asked Trustee Bent to apologize and take responsibility for his behavior. They stand in solidarity with those who fight against all manner of racism, xenophobia, inequity in higher education, the unlawful killing of Black people, racial profiling, police brutality and racial inequality in the criminal justice system.
- Student Trustee Reyes reported that after Trustee Bent's behavior at the recent Associated Students meeting, the majority of senators left shocked, scared and ultimately silenced. She asked if that was the type of behavior that the Board supported, and thanked the peers and faculty who expressed their support.
- K. **Trustee Barbara Dunsheath** reported that she previously shared three items in advance of the meeting with the dais and highlighted the Cypress College Foundation Golf Classic as an opportunity to support Cypress College students.
- L. **Trustee Jacqueline Rodarte** extended her thoughts to those affected by the current fires, and thanked the Fullerton College students for having the courage to make their statements to the Board.
- M. **Trustee Stephen T. Blount** thanked the consultants who worked on the District Educational and Facilities Master Plan and encouraged everyone to think about those affected by the fires.
- N. **Trustee Ryan Bent** reported that he attended the Fullerton College Associated Students meeting whose only agenda item was about him. He alleged that the item was going to be passed no matter what and that United Faculty recruited students due to the upcoming election. He noted that he was also talked over, muted, and that his video feed was disconnected. He stated that he knows the rules and decorum, but was not pleased by the passing of a policy without allowing him the opportunity to defend himself because none of their claims were true.

MINUTES: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath to approve the Minutes of the Regular Meeting of October 13, 2020 with the noted correction to page 210. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

PUBLIC HEARING: At 6:33 p.m. Board President Ryan Bent opened the public hearing on the 2020-21 Proposed Budget. No comments were received.

At 6:34 p.m. it was moved by Trustee Jeffrey P. Brown and seconded by Trustee Jacqueline Rodarte to close the public hearing. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Fred Williams, Vice Chancellor of Finance & Facilities, and Kashu Vyas, District Director of Fiscal Affairs, presented the District's 2020-21 Proposed Budget which highlighted the following topics.

State Budget

- January Budget Proposal – \$5.6 billion surplus
- May Revise (after the Pandemic) – \$54.3 billion deficit
- Enacted Budget – includes use of the rainy day fund, borrowing, suspending certain tax credits, use of federal funds, and the cancellation of expanded programs.
- No COLA Augmentation to SCFF (Foregone COLA of 2.31%)
- No Growth but also no workload measure reductions
- Hold Harmless extended through 2023-24
- Cash Deferrals – \$1.5 billion
- Rate Buy downs for 2020-21 & 2021-22 – \$2.3 billion
- COVID-19 Relief Funds – \$120.2 million
- NOCCCD Projects Approved – Cypress College Fine Arts (preliminary plans and working drawings) and Fullerton College Music Drama Complex Building (preliminary plans)

General Fund Summary

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> |
|---------------|-----------------------|-----------------------|------------------------|
| Revenues | \$ 230,780,000 | \$ 77,270,000 | \$ 308,050,000 |
| Expenditures | \$ (231,950,000) | \$ (80,170,000) | \$(312,120,000) |
| Other Sources | \$ (5,880,000) | \$ (1,630,000) | \$ (7,510,000) |
| Net | <u>\$ (7,050,000)</u> | <u>\$ (4,530,000)</u> | <u>\$ (11,580,000)</u> |

FTES

| Campus | 2020-21 Targets | 2020-21 Trend | Drop | % |
|--------|-----------------|---------------|-----------|-------|
| CC | 11,535.52 | 11,074.10 | -46.42 | -4% |
| FC | 17,052.49 | 15,858.82 | -1,193.67 | -7% |
| NOCE | 5,000.02 | 4,000.02 | -1,000.00 | -20% |
| Total | 33,588.03 | 30,392.94 | -2,655.09 | -7.9% |

FTES for Fall are trending down at -7.9% overall which results in a \$13 million revenue loss.

Resource Allocation Model

The District implemented a new Resource Allocation Model (RAM) this year. The RAM's guiding principles: 1) recognize the District as the fiscal entity while honoring the unique legacy and culture of each institution; 2) use planning and goals to drive the budget process; 3) ensure that resource allocation decisions align with the type of funding; 4) consider both the inputs and outcomes of proposed budget decisions; 5) regularly assess operations and use data to inform the decision-making and planning processes; 6) incentivize innovation and program development; 7) take a long-term perspective; and 8) Be transparent, simple and easy to explain.

The RAM identifies four budget centers: the three campuses and District Services. Resources are allocated to the three campuses, with districtwide expenses creating the fourth budget center. The model incorporates the Student Centered Funding Formula (SCFF) apportionment revenues, other state revenues, and local revenues. It then uses those revenues to cover districtwide shared costs, and all personnel & operating costs are covered by the individual budget center. The RAM utilizes transfers (within a budget center and to supplement programs) and chargebacks (one budget center provides services that directly benefit another, Maintenance & Operations personnel, utilities, and campus security).

Resource Allocation Model Revenue

| | | |
|--------------------------|----|-------------|
| 92% Apportionment (SCFF) | \$ | 204,700,000 |
| 4% Other State Revenues | \$ | 9,500,000 |
| 4% Other/Local | \$ | 7,900,000 |

Resource Allocation Model SCFF Calculation Summary

| | <u>CC</u> | <u>FC</u> | <u>NOCE</u> | <u>Total</u> |
|-----------------|----------------------|-----------------------|----------------------|-----------------------|
| Basic | \$ 4,342,173 | \$ 4,342,173 | \$ 1,240,620 | \$ 9,924,966 |
| Base FTES | \$ 47,834,090 | \$ 70,107,985 | \$ 22,798,311 | \$ 140,740,386 |
| Supplemental | \$ 16,754,952 | \$ 22,136,748 | \$ | \$ 38,891,700 |
| Student Success | \$ 7,757,316 | \$ 11,064,992 | \$ 499,790 | \$ 19,322,098 |
| Adjustments | \$ (1,740,676) | \$ (2,443,909) | \$ (18,903) | \$ (4,203,488) |
| Earned Net | <u>\$ 74,947,855</u> | <u>\$ 105,207,989</u> | <u>\$ 24,519,818</u> | <u>\$ 204,675,662</u> |

Resource Allocation Expenditures

| | |
|----------------------|----------------|
| 84% Personnel | |
| 69% Position Control | \$ 153,500,000 |
| 15% Other Personnel | \$ 33,100,000 |
| 12% Other Operating | \$ 26,800,000 |
| 4% Districtwide | \$ 8,800,000 |

Grants – Restricted General Fund

| | |
|------------------------------|---------------|
| Student Equity & Achievement | \$ 14,900,000 |
| Strong Workforce | \$ 10,200,000 |
| CARES Act Funding | \$ 8,400,000 |
| CAEP | \$ 6,800,000 |
| COVID-19 Block Grant | \$ 3,600,000 |
| College Promise AB19 | \$ 4,500,000 |

| | | |
|---------------------------------|----|-----------|
| DSPS | \$ | 3,500,000 |
| EOPS/CARE/TANF | \$ | 3,400,000 |
| Guided Pathways | \$ | 2,300,000 |
| VTEA (Perkins) | \$ | 2,100,000 |
| Title V Promise Career Pathways | \$ | 1,900,000 |

Ending Fund Balances

| | | |
|--------------------------------------|----|-------------------|
| Non-spendable | \$ | 200,000 |
| Restricted | \$ | 5,000,000 |
| Committed Funds | \$ | 6,300,000 |
| Assigned | \$ | 37,000,000 |
| Board Policy Contingency | \$ | 12,000,000 |
| Unallocated Resources | \$ | 28,900,000 |
| Uncommitted Budget Center Carryovers | \$ | <u>4,200,000</u> |
| Total | \$ | <u>93,600,000</u> |

Cash Flow

Based on the following estimated cash balance projections, it is anticipated that the District will begin using its cash reserves in January because of the \$47.5 million in deferrals.

| | | |
|-----------|----|------------|
| September | \$ | 88,100,000 |
| October | \$ | 71,600,000 |
| November | \$ | 68,000,000 |
| December | \$ | 91,400,000 |
| January | \$ | 82,200,000 |
| February | \$ | 59,200,000 |
| March | \$ | 50,100,000 |
| April | \$ | 51,200,000 |
| May | \$ | 33,100,000 |
| June | \$ | 31,500,000 |

Hold Harmless Funds

The District received hold harmless dollars due to the shifting of 2,140 FTES from the 2017-18 year to the 2016-17. The shift resulted in \$41.2 million of funding which is the bulk of the ending balance.

| <u>Year</u> | <u>Revenue</u> |
|-------------|----------------------|
| 2017-18 | \$ 17,400,000 |
| 2018-19 | \$ 11,700,000 |
| 2019-20 | \$ 12,100,000 |
| Subtotal | <u>\$ 41,200,000</u> |

| | |
|--------------|----------------------|
| 2020-21 est. | \$ 9,600,000 |
| 2021-22 est. | \$ 10,000,000 |
| 2022-23 est. | \$ 10,000,000 |
| 2023-24 est. | \$ 10,000,000 |
| Subtotal | <u>\$ 39,600,000</u> |

Pension Buy Down Rates

| | 2020-21 | 2021-22 |
|------|---------------------|---------------------|
| STRS | 16.15% (from 18.4%) | 16.02% (from 18.2%) |
| PERS | 20.7% (from 22.7%) | 22.84% (from 24.6%) |

- A 1% STRS increase equals \$600,000. In 2022-2023 the STRS rate is scheduled to increase to 18.4%. The 2.25% increase would be \$1,350,000.
- A 1% PERS increase equals \$490,000. In 2023-2024 the PERS rate is scheduled to increase to 25.8%. The 5.1% increase would be \$2,499,000.
- The District could continue to buy down the rate after the State buy down expires and has \$6.7 million in a committed fund for PERS/STRS.

Negotiations

CSEA and United Faculty negotiations offers are not included in the budget, and the District needs to be prepared to cover the offers when negotiations are concluded.

- CSEA – 1% Offered (\$459,922)
- United Faculty – 2018-19 to 2020-21 remain outstanding. 1% equates to \$693,592.
- The District offer that was not ratified by United Faculty included:
 - 1% on schedule for 2018-19
 - 1% on schedule for 2019-20
 - 2.92% (2019-20) Fringe increase to \$8,028
 - 3.51% (2020-21) Fringe increase to \$12,097

8.43% Total x \$693,592 = \$5,846,981 on-going increase
- The United Faculty offer also included 2.71% off-schedule which equates to \$1,608,634.

One-time Funding Balance

| | |
|--------------------------------|----------------------------------|
| Districtwide | |
| 2020-21 COVID MOUs | \$ 2,000,000 |
| Off-Schedule Salary Increases | |
| Faculty | \$ |
| CSEA (1% Offered) | \$ 463,249 |
| Management 1% | \$ 182,022 |
| Confidential 1% | \$ 15,690 |
| SERP Payments | \$ 3,000,000 |
| Title IX Compliance | \$ 550,000 |
| Campus Priorities | |
| Fall Backfill for Lost Revenue | \$ 5,000,000 |
| District RAM | \$ 8,000,000 |
| Unallocated | \$ 25,925,380 – Amount Available |
| Guided Pathways | \$ 2,300,000 |
| Total | <u>\$ 45,136,341</u> |

In the ensuing question and answer period, Vice Chancellor Williams addressed the following:

- What is our 50% Law percent? The District is at 51.7%.
- What is the State average? The average for this year is not available yet, but the average for the previous year could be provided.
- Who receives the spiral-bound hard copies? Copies were made available for trustees, the budget officers, and presidents, but a copy can be made available upon request.
- Will the summary provided to the Board be shared with the resource table? Yes, it can.
- How productive have the conversations with the OCDE regarding inter-fund transfers been? Very successful. The only restriction is that we cannot borrow from the Bond Fund.
- In terms of a breakdown, what is the percentage of how the COVID-19 block was used at the campuses? The Presidents shared brief overviews and Chancellor Marshall would provide a breakdown of what has been spent that was shared at DCC.
- Is The Pledge considered a grant fund? It is part of the general fund.
- How much is the District receiving per FTE student? It is no longer clear because of the new SCFF, but approximately \$5,000-\$6,000 on apportionment funding only and \$8,000-\$9,000 when categorical dollars are included. Funding for noncredit FTES is easier because it is not included in the SCFF and is \$5,622.
- What percentage of the budget is in reserves? 34%. (The statewide average is 21.8% with the highest at 51% and the lowest at 5%.)
- What percentage is spent on salary and benefits? Was it not 84% but didn't include certain things? It was closer to 90% with all of the factors. Last year's actual was 87%, but does not include any United Faculty negotiations dollars. (The statewide is 87.97% with the highest at 91% and lowest was 68%.)
- What would cause a recommendation to have the District elect to further buy down the PERS and STRS rates? That would be done to supplement the budgets at the campuses and District Services.

Trustees praised Vice Chancellor Williams and his team for preparing an excellent report that was well organized, provided clear explanations, and answered questions. Mr. Williams stated that dozens and dozens of individuals throughout the District worked on the report and thanked everyone who had a hand in it.

(See Supplemental Minutes #1263 for a copy of the budget presentation.)

Item 3.a: Upon conclusion of the public hearing and presentation, it was moved by Trustee Stephen T. Blount and seconded by Trustee Barbara Dunsheath to adopt the 2020-2021 Proposed Budget with a General Fund Budget totaling \$406,715,322 and associated funds as summarized in the Proposed Budget Book and approve the Gann Appropriation Limit, which is \$355,976,292.

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

Further authorization was granted to adopt a resolution to certify the approval of entering into agreements and any amendments with the California Department of Education and to authorize the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to sign contract documents for fiscal year 2020-2021.

Resolution adopted. (See Supplemental Minutes #1263 for copy of the resolution.)

FINANCE & FACILITIES

Item 4.a: The Board reviewed the Calendar for the 2021-22 Budget.

Item 4.b: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve the updated master agreement between NOCCCD, Fullerton College and the Friends of Fullerton College Foundation.

During the discussion, trustees requested to revise the membership list to allow for attendance by the Faculty Senate and CSEA Presidents or their designee to allow flexibility. It was also noted that any updates to the agreement would come to the Board for approval and that the agreement has been vetted by legal counsel. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 4.c: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to approve to establish payroll deductions from employees for contributions to the Friends of Fullerton College Foundation. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

HUMAN RESOURCES

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

RETIREMENTS

| | | |
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| Crowell, Benjamin | FC | Physics Instructor Eff. 05/23/2021 PN FCF937 |
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CHANGE IN SALARY CLASSIFICATION

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| Fernandez, Ricardo | FC | Anthropology Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 08/24/2020 |
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| Gentry, Anna Cherie | CC | Dental Hygiene Instructor From: Class B, Step 1 To: Class E, Step 7 Eff. 08/20/2020 |
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| Huynh, Thydan | FC | Counselor From: Class B, Step 1 To: Class E, Step 5 Eff. 08/26/2020 |
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LEAVE OF ABSENCE

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| Lawrence, Roberta | CC | Dental Hygiene Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 09/27/2020-10/27/2020 |
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 SPRING SEMESTER

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| Osorio Lozada, Eduardo | CC | Column 1, Step 1 |
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TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

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| Ortiz, Emily | CC | Column 1, Step 1 |
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

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| Acosta, Arleen | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Alcala, Lilia | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Allen, Cindy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Alofaituli, Kimberly | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Amend, Rex | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Andres, Amanda | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Arambula, Michael | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Baker, Nathalie | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Beierle, Mary | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
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| Belknap, Jeannie | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Berry, Melissa | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Bonakdar, Mehrdad | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Boruck, Holly | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Bowman, Ashley | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Box, James | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Briseno, Andrea | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Byerly, Charles | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Calcanas, Ruth | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Canada, Derek | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Carrell, Kenneth | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Carter, Teryn | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Charleston, Giovanna | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Cobb, Tonya | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Cockerill, Lee | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Cole, Melody | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Coley, Karen | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Conrad, Bradley | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Coons, Jennifer | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Crocker, Heidi | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Croft, Glenn | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Davila, Leslie | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Davila, Martha | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Dawirs, Marion | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| De La Cruz, Gabriela | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ding, Zuoliu | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Do, Coco | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Feinstein, Lisa | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ferguson, Kennellie | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ferrier, Allison | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Fischer, Hildy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Flanders, Mark | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Foust, Janice | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Fraidany, Apollo | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Fraser, Cara | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Freeman, Mary | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gable, Mark | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gable, Mary | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gerrard, Jonathan | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Gil, Nicholas | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Godwin, Angelina | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gonzalez, Cristal | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gray, Richard | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Grisetti, Joshua | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Gutierrez, Kelsey | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Halchishak, Regina | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hartouni, Kristine | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hasan, Fouton | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Haverstick, Jon | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Heins, Gincy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Henan, Miriam | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hernandez, Adrianna | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Higley, Joy | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ho, Josephine | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hoffmann, Andrew | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hortua, Giovanni | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Howard, Todd | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Huerta, Robert | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hug, Daniel | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Hunter, Susan | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Iglesias, Tasha | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Jacobs, Jennifer | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Jenkins, Sabrina | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Jensen, Laura | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Johnson, Bryan | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Johnson, Cory | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Juarez, Vanessa | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kaida, Garrett | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kanal, Naveen | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kar, Rosie | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kaur, Manpreet | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Khan, Amir | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kim, Hannah | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kim, Wha | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Kunimoto, Trisha | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Lange-Goldstein, Lauren | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Lasater, John | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Lee, Julie | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Lennert, Alexander | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Locke, Stephanie | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Lord, Cristina | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Lu, Xiaoyan | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Luo, Jin | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Marlowe, Walter | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Martin, Karen | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Mastin, Kathleen | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Mathur, Sneha | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Medina, Ashlyn | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Metchikoff, Allison | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Miller, Joy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Moreno De Bui, Ana | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Morrison, Anna | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Nelson, Gwendolyn | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ngo, Tammy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Nguyen, Washington | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Nicholas, Nicholas | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ojeda, Gary | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Okubo, Emi | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Olivos, Tamara | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Orona, Shannell | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Pallan, Maria | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Papandreu, Dimitri | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Pastor, Xenia Ana | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Paul, Stacey | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Peters, Jennifer | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Peterson, Lucas | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Pineda, Edward | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Pope, Catherine | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Pope, Perice | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Powell, Joanna | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Powell, Laura | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Proppe, Jean | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Rafferty, Jennifer | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Ramos, Jovana | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Reuter, Hilary | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Richards, Heather | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Romero, Maria | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Rowe, Amy | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Schwartz, Aaron | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Sellens, Deena | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Serrano, Helen | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Sevilla, Alex | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Shaw, Jessica | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Shields, Julie | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Smith, Fawn | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Smith, Karin | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Smith, Larene | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Solis, Gloria | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Stawniczy, Peter | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Stearns, Heidi | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Takayama, Mariko | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Tapia, Jessica | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Thomas, David | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Torrez, Jaymi | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Toth, Amanda | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Tran, Lisa | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Truong, Leah | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Tseng, Anh | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Turrubiarres, Daniel | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Uchlik, Aleksandra | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Underwood, Cathy | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Vafaeisefat, Elyusha | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Vaughan, Susanna | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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| Villa, Christina | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Wilcox, James | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Wilson, Kristine | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Withrow, Gwenn | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Witt, Sharon | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Wyatt, Joanna | FC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Wyckhouse, Margaret | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Yago, Karlsten | NOCE | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |
| Young, Martin | CC | Adjunct Faculty Orientation Stipend not to exceed \$100.00 Eff. 09/11/2020 |

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

CHANGE IN RESIGNATION DATE

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| Pham, Thomas | AC | Buyer II From: 10/22/2020 To: 10/17/2020 PN DEC966 |
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NEW PERSONNEL

| | | |
|-----------------|----|--|
| Vazquez, Carlos | FC | Campus Safety Officer (100%) 12-month position Range 31, Step C + 5% Shift |
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Classified Salary Schedule
Eff. 11/01/2020
PN FCC742

PROMOTION

| | | |
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| Uppal, Harpreet | NOCE | <p>Research Analyst 12-month position (100%) PN SCC851</p> <p>To: Senior Research and Planning Analyst 12-month position (100%) Range 57, Step B Classified Salary Schedule Eff. 11/01/2020 PN SCC856</p> |
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PROFESSIONAL GROWTH & DEVELOPMENT

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| Maharaj, Peter | CC | <p>Manager, Systems Technology Services Doctoral Stipend (\$3500) Eff. 07/01/2021</p> |
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VOLUNTARY CHANGES IN ASSIGNMENT

| | | |
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| Mix, Christina | CC | <p>Administrative Assistant III (100%)</p> <p>Extension of Temporary Change in Assignment To: Executive Assistant III 12-month position (100%) Range 30C, Step D Confidential Salary Schedule Eff. 10/01/2020 – 11/10/2020</p> |
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| Gonzales, Vanessa | CC | <p>Accounting Technician (100%)</p> <p>Extension of Temporary Change in Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D Classified Salary Schedule Eff. 10/01/2020 – 11/10/2020</p> |
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LEAVES OF ABSENCE

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| Fowler, Anthony | CC | <p>Manager, Maintenance/Operations (100%) Military Leave With Pay (USERRA) Paid Leave Using Personal Necessity Leave; Unpaid Thereafter Eff. 10/12/2020 – 12/08/2020 (Consecutive Leave) Military Leave Without Pay</p> |
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Eff. 12/09/2020 – 04/11/2021 (Consecutive Leave)

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| Leos, Nigel | NOCE | Testing and Assessment Specialist (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 10/05/2020 – 10/16/2020 (Consecutive Leave) |
| @01671108 | CC | Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 07/16/2020 – 07/24/2020 |

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

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| Tran, Nghia | AC | Purchasing Technician (100%) 6% Stipend Eff. 10/01/2020 – 06/30/2021 |
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Item 5.c: By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1263 for a copy of the professional expert personnel listing.)

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

(See Supplemental Minutes #1263 for a copy of the hourly personnel listing.)

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

(See Supplemental Minutes #1263 for a copy of the volunteer listing.)

GENERAL

Item 6.a: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown to take formal action to accept the findings and conclusions of the report prepared by the Board ad hoc committee investigating allegations of trustee misconduct and that the committee be dissolved and to take no further action on the complaint.

Trustee Barbara Dunsheath led the discussion. She noted that with regard to the public comments made, until this evening's meeting she was not aware of what had occurred at the Associated Students meeting, couldn't speak to Trustee Ryan Bent's behavior, but appreciated hearing from the students, and clarified that the report does not address it because it predates that meeting. Dr. Dunsheath reiterated that the Board ad hoc committee did not find the complaint valid due to the large free speech protections, but she cautioned mindfulness when speaking.

In the ensuing discussion, trustees noted that while no official action was being taken on the Board ad hoc committee recommendations, it was important to address them at some point in time in order to provide future direction. The general consensus was that ethics training for the Board was important and should be scheduled. A review of BP 2715, Code of Ethics/Standards of Practice is being conducted by the Board Policy Subcommittee and will be presented to the entire Board in the near future.

Subsequent to the discussion, the **motion carried with Trustees Bent, Brown, Dunsheath, Lopez, and Rodarte voting yes including Student Trustees Reyes and Plavdjian's advisory votes, and Trustee Blount voting no.**

Item 6.b: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to 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. 20/21-06 to declare that the week of November 9-13, 2020 be observed as Veterans Appreciation Week. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.c: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to adopt the following revised Board Policies:

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

Subsequent to trustees agreeing to make further revisions to Sections 1.1, 1.3, 4.0, and 5.0 and the "Reference" section of BP 5010, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.d: Board President Ryan Bent asked if there were any requests for potential future Board agenda items and there were none.

CLOSED SESSION: At 8:15 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would be no readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: Two (2) Potential Cases.

RECONVENE MEETING: At 9:52 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 9:52 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

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

UNAPPROVED