



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

MEETING: Regular Meeting in October 2016

DATE: Tuesday, October 25, 2016, at 5:30 p.m.

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Personnel block-vote items indicated by [] in Section 5**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

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

- e. **Reports:**
 - Chancellor**
 - * **Network Refresh Presentation**
 - By: Deborah Ludford, District Director of Information Services,
and Ginny Schroeder, Practice Director, WTC Consulting, Inc.**

College Presidents/Provost

- f. **Comments:**
 - Resource Table Personnel**

Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of October 11, 2016.**

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 54957: PUBLIC EMPLOYEE APPOINTMENTS: Provost, School of Continuing Education and Cypress College President

3. **FINANCE & FACILITIES**

a. It is recommended that the Board review the calendar for the 2017-18 budget.

4. **INSTRUCTIONAL RESOURCES**

a. It is recommended that the Board receive as information the NOCCCD 2015-16 Innovation Fund report.

5. **HUMAN RESOURCES**

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

Retirements
Resignations
New Personnel
Temporary Reassignment
Change in Salary Classification
Additional Duty Days @ Per Diem
Leave of Absence
Temporary Academic Hourly

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

Retirements
Resignations
Probationary Release
New Personnel
Promotion
Voluntary Change in Assignment
Leaves of Absence
Administrative Leave of Absence With Pay

[c] Request approval of Professional Experts.

- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- [f] Request approval of a revised Nonclassified Short-Term Hourly Employee Rate Schedule to reflect an increase in the State minimum wage.

6. **GENERAL**

- a. It is recommended that the Board adopt revised Board Policies in Chapters 1, 2, 3, 4, 5, and 7.
- b. It is recommended that the Board adopt Resolution No. 16/17-03, Trustee Absence, verifying that Trustee Barbara Dunsheath was absent on October 11, 2016 due to hardship.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 25, 2016

SUBJECT: Calendar for the 2017-2018 Budget

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to Board Policy 6200, Budget Preparation, a schedule must be provided to the Board that includes dates for presentation of the tentative budget, required public hearings, Board study sessions, and approval of the final budget. Accordingly, the attached budget calendar highlights significant dates for the 2017-2018 budgeting cycle. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Calendar for the 2017-2018 Budget.

Fred Williams

Recommended by

Approved for Submittal

3.a.1

Item No.

Calendar for FY 2017-18 Budget

January 13, 2017	P-1 Apportionment Attendance Report Due
January 24, 2017	Board review of Governor's January Budget and discussion on Priorities
February 25, 2017*	First Principal Apportionment Report
March 13, 2017	CBF review of Tentative Budget Assumptions and Board Priorities
March 27, 2017	DCC review of Tentative Budget Assumptions and Board Priorities
April 10, 2017	CBF review of Tentative Budget Assumptions and Board Priorities
April 20, 2017	P-2 Apportionment Attendance Report Due
April 24, 2017	DCC review of Tentative Budget Assumptions and Board Priorities
May 08, 2017	CBF review of Tentative Budget Assumptions and Board Priorities
May 08, 2017	Personnel Change Forms due to Human Resources
May 18, 2017	HR to complete Personnel Changes related to Tentative Budget
May 23, 2017	District Fiscal Affairs to finalize Personnel Budget related to Tentative Budget
May 23, 2017	Report to Board on Governor's May Budget Revisions
June 05, 2017	Budget input for NONPOS phase complete
June 07, 2017	Prepare GASB 54 Agenda item to be taken to the Board (if needed)
June 12, 2017	CBF review of Governor's May Budget Revisions and Proposed Budget Assumptions (if needed)
June 12, 2017	Final changes for Position Control due to HR for Proposed Budget
June 12, 2017	Completion of the Tentative Budget
June 16, 2017*	Second Principal Apportionment Report
June 17, 2017	HR to complete Personnel Changes related to Proposed Budget
June 19, 2017	District Fiscal Affairs to finalize Personnel Budget related to Proposed Budget
June 26, 2017	DCC review of Proposed Budget Assumptions (if needed)
June 27, 2017	Board approval of the Tentative Budget
June 28, 2017	Feed Tentative Budget (TENTAT) to Operating Ledger
July 15, 2017	Annual Apportionment Attendance Report Due
July 31, 2017	Year-end closing completed for District and Campus accounts
August 7, 2017	Carryover balances completed and distributed
August 15 or 29, 2017	Board review of the Proposed Budget Assumptions
August 18, 2017	Budget input for NONPOS phase complete
August 24, 2017	Public Notice published in the Orange County Register
August 28, 2017	Completion of Proposed Budget and close FINAL phase in Banner
September 8-12, 2017	Proposed Budget available for public inspection
September 12, 2017	Public Hearing on the Proposed Budget
September 13, 2017	Feed Proposed Budget (FINADJ) to the Operating Ledger
September 26, 2017	Campus designee presentation of Strategic Directions results to the Board

*Estimated Date

(as of 10/10/16)

Item No. 3.a.2

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 25, 2016
SUBJECT: The Innovation Fund Report

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The Innovation Fund Program is designed to encourage and provide financial support for faculty and staff in developing and implementing new projects, new programs, and new procedures that will improve the quality and efficacy of educational programs and services throughout the District.

The program is restricted to regular employees of the North Orange County Community College District. Each submitted proposal is assessed and evaluated by the Districtwide Ad-Hoc Innovation Fund Committee. The Committee forwards its recommendations to Chancellor's staff for further review and consideration. For academic year 2015-2016, the following four projects were funded:

- **Glenn Bower**, Cypress College “**On Course Training and New Student Orientation for Mortuary Science**”
This project provided a two-day, new student orientation and On Course training to all incoming Mortuary Science students in fall 2015, and follow up with two mentoring sessions during the fall 2015 semester to improve retention and success of first-semester students. The goal was to achieve 90% retention of first semester Mortuary Science students from fall 2015 to spring 2016, understanding that this would not only benefit the ASMS program, it will also help build a pipeline of students to transition to the Baccalaureate degree pilot program that will begin in Fall 2017. According to the project outcome metric, 13 out of the 23 freshmen returned to enroll in at least one Mortuary Science course in spring 2016, making the retention rate at 56%, quite a bit short of the 90% goal. Project faculty were disappointed with the outcome, but remain committed to finding innovative ways to increase retention and success in the Mortuary Science program.
- **Treisa Cassens**, Cypress College “**Makerspace: 3D Printing at Cypress College**”
This project created a Makerspace within the Learning Resource Center at Cypress College that offers the opportunity for students to have access to computers, software and 3D printers that supports the exploration and learning from the classroom to practical hands-on applications and the production of functional prototypes. The goal was to help to facilitate the curriculum from a 2D focus to a 3D focus. This supports the Cypress College Strategic Plan Direction A “providing excellent instructional and support services” and the North Orange County Community College District objective of increasing curriculum connections to industry standards.

Primarily the engineering courses were able to add 3D curriculum and then have the students produce the physical representations of what they created through the classroom campus software. Students created name plates (a solid representation or form of their first name) in fall 2015 and a skeletal setup for an animal (8 pieces that interlocked together) during the spring semester.

With any new technology implementation there were some growing pains. The one difficulty faced by this project was that the machines needed some service during the course of the year. This resulted in some down time

Overall this project was successful in facilitating the main goals of the grant. It enabled the procurement of the printers, computers and software for students to be able to interact with this cutting edge technology.

Future goals include the potential production of useful items for campus departments. The Learning Resource division is in the process of purchasing a laptop that will include the full autoCAD software and Adobe suite to help facilitate work by students and stimulate additional production of models for production. A full-time faculty member was added in fall 2016 to the Engineering department. The new faculty member has confirmed that his courses will be utilizing the Makerspace regularly. Several productive conversations were held with Art and Biology department faculty about their current offerings and potential future expansions for the Makerspace in fall 2016 and spring 2017.

- **Sean Chamberlin, Fullerton College “Science Nuts! An Innovative, Multi-campus, Multidisciplinary, Science Literacy Initiative to Improve the Success of Diverse Science Learners”**

Science Nuts! is an Innovative, Multicampus, Multidisciplinary, Science Literacy Initiative to Improve the Success of Diverse Science Learners and Reduce the Achievement Gap in Science Classes. The Project fulfilled all five central components:

1. *created an extensive library (21) of short (3-5 minute) basic science skills videos that provide students with basic tools for reading science textbooks (e.g., talk to the text, think aloud’ s, reading logs, and similar tools), basic explanations of science mathematics (e.g., significant digits, unit conversions, scientific notation, orders of magnitude, percentages, solving simple equations, graphing data), how-to-videos on laboratory and field procedures (e.g., lab safety guidelines, earthquake preparedness, reading a tape measure, using a graduated cylinder, writing a scientific notebook, etc.), fundamental science concepts (e.g., what is energy, what is matter, the Periodic Table, pH, interpreting tables, maps, and graphs, etc.), basic tools for understanding conceptual information(e.g., outlining, defining terms, concept mapping, interpreting diagrams, etc.), and basic science literacy skills (e.g., how to keep a scientific notebook, how to read a scientific paper, how to write as scientific paper, etc.); all videos can be viewed here: <https://www.youtube.com/channel/UCDNC8a9dDxNw9t0jKuhvegA>*
2. *created an accessible instructional website with downloadable lesson plans, explanations, and activities for helping students with reading, solving mathematically, doing science, understanding science, and communicating science;*
3. *implemented a rating, feedback, and assessment system available to students and instructors for evaluating the effectiveness of the available resources, and for removing resources that do not meet minimum criteria;*
4. *developed a plan for communicating Science Nuts! to science students, instructors, tutors, and SI leaders within the NOCCCD, and to students and instructors in local feeder schools;*
5. *developed a plan for institutionalizing the Science Nuts! program.*

- **Valerie Loew, Fullerton College “Aquaponic Skills for an Evolving Horticulture Industry”**

Project used an aquaponic system coupled with high impact teaching strategies to improve the success of diverse learners, with the goal of reducing the achievement gap of CTE students, science and non-science majors alike. This vocational and academic skills-based project was to inspire diverse students to engage in real-world problems, to develop the knowledge, skills and abilities to become better students, and to gain experience to enter a highly disciplined workforce that is prepared for the coming changes in the evolving horticulture industry. Aligned with the Colleges’ overall goal, this project focused on improving the success rates of students, improving retention and improving the completion rates of certificates. The following Project outcomes metrics were:

1. *Retention: Above average rates of student participation on Aquaponic lab days. ASEHI curriculum was inserted into the Applied Botany course, the Principles of Horticulture II course. Nearly 100% of the students rolled in those courses attended class on the days specifically set aside for aquaponic lab day.*
2. *Success: An Aquaponic assessment exam was given on the first day of class, then several aquaponic lectures and labs were given throughout the semester. A summative assessment was given after a series of lectures with metrics included questions that measured remembering, understanding, applying, evaluating and creating. The outcome of the summative assessment indicated 70-90% of the students met or exceeded the outcomes measured.*
3. *Students involved in the project: over 100 students participated in the project.*

The Office of Educational Services and Technology is pleased to present this report on these four innovative projects. To be more efficient in presenting the information to the Board, Valerie Loew will speak briefly on the Aquaponic Project at Fullerton College and Treisa Cassens will speak briefly on the Makerspace Project at Cypress College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The District annually allocates \$100,000 toward the Innovation Fund program.

RECOMMENDATION: It is recommended that the Board receive as information the *NOCCCD 2015-16 Innovation Fund report*.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 25, 2016 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

RETIREMENTS

Perez, Marie	FC	Communications Instructor Eff. 06/25/2017 PN FCF783
See, Roger	FC	Physical Education Instructor From: 05/27/2017 (Change in Date) To: 05/28/2017 PN FCF742
Swytak, Judy	CC	Nursing Instructor Eff. 05/30/2017 PN CCF816

RESIGNATIONS

Malony, Kathleen	SCE	NonCredit Basic Skills Instructor Eff. 02/10/2017 PN SCF975
Romero, Alberto	FC	Librarian Eff. 10/14/2016 PN FCF711

NEW PERSONNEL

Jones, Savannah	FC	Interim Dean, Social Sciences 12-month position (100%) Range 32, Column G + Doctorate Management Salary Schedule Eff. 11/01/2016-06/30/2017 PN FIM970
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TEMPORARY REASSIGNMENT

Bakhit, Khetam	FC	Dean, Social Sciences
	To:	Interim Dean, Academic Services Range 32, Column E + Doctorate Management Salary Schedule Eff. 10/26/2016-06/30/2017

Academic Personnel
October 25, 2016

Lipiz Gonzalez, Elaine CC Manager, EOPS

To: Director, EOPS/CARE/CalWORKs
Range 24, Column C + Doctorate
Management Salary Schedule
Eff. 09/02/2016-06/30/2017

CHANGE IN SALARY CLASSIFICATION

Calderon Zaks, Michael FC Ethnics Instructor (ADJ)
From: Column 1, Step 1
To: Column 3, Step 1
Eff. 10/11/2016

Garcia, Jessica FC Temporary Counselor
From: Class B, Step 1
To: Class B, Step 5
Eff. 10/17/2016

ADDITIONAL DUTY DAYS @ PER DIEM

Aviles, Greg	FC	Head Coach, Men's Soccer	13
Bevec, Gina	FC	Head Coach, M&W Cross Cntry	13
Byrnes, Tim	FC	Head Coach, Football	15
Campbell, Garrett	FC	Asst. Coach, Football	11
Crooks, Brian	FC	Asst. Coach, Football	11
Lewin, Pamela	FC	Head Coach, Wmn's Soccer	13
Plum, Alix	FC	Director of Dance Productions	4
Price, Rhett	FC	Head Coach, Men's Water Polo	13
Rapp, Edward	FC	Asst. Coach, Volleyball	8
Rosa, Melanie	FC	Director of Dance Productions	4
Sheil, Sean	FC	Assist Coach, M&W Cross Cntry	8
Snyder, Pete	FC	Assist, Coach, Wmn's Wtr Polo	8

LEAVE OF ABSENCE

Li-Bugg, W. Cherry AC Vice Chancellor, Education Services/
Technology
Family Medical Leave (FMLA)/CFRA (100%)
Family Illness and Personal Necessity Leave
Until Exhausted; Unpaid Thereafter
Eff. 09/06/2016-09/16/2016
Eff. 09/26/2016-09/30/2016

Academic Personnel
October 25, 2016

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 FALL SEMESTER,
TRIMESTER

Calderon Zaks, Michael	FC	Column 1, Step 1
Chung, Seung Jai	FC	Column 1, Step 1
Lockridge, Bethany	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Martinez, Marilyn	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Beesley, Lisa	FC	Column 2, Step 1
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 25, 2016 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

RETIREMENTS

Armijo, Patricia	AC	Administrative Assistant I 12-month position (100%) Eff. 12/31/2016 PN DEC997
Cant, Karen	CC	Vice President, Administrative Services 12-month position (100%) Eff. 06/03/2017 PN CCM962

RESIGNATIONS

Nguyen, Kevin	CC	Student Services Technician 12-month position (100%) PN CCC728 Eff. 10/22/2016
Patterson, Celeste	FC	Facilities Custodian I 11-month position (45%) PN FCC958 Eff. 10/15/2016
Zapata, Roland	CC	Temporary Special Projects Manager, Veterans Resource Center PN CCT731 Eff. 10/29/2016

PROBATIONARY RELEASE

@01577579	CC	10-month position (100%) Eff. 10/11/2016 PN CCC747
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NEW PERSONNEL

Amaya, Victor	FC	Theater Technician 12-month position (100%) Range 41, Step A Classified Salary Schedule Eff. 10/27/2016 PN FCC886
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Classified Personnel
October 25, 2016

Delgadillo, Dulcemonica SCE Research Analyst
12-month position (100%)
Range 52, Step A
Classified Salary Schedule
Eff. 10/31/2016
PN SCC886

Webb, Stacy SCE Student Services Specialist, Career Technical Education
12-month position (100%)
Range 36, Step A
Classified Salary Schedule
Eff. 10/31/2016
PN SCC868

PROMOTION

Phan, Michelle FC Admissions & Records Technician
12-month position (100%)
PN FCC982

To: FC Evaluator
12-month position (100%)
Range 36, Step B
Classified Salary Schedule
Eff. 10/26/2016
PN FCC635

VOLUNTARY CHANGE IN ASSIGNMENT

Garcia, Rodrigo AC District Director, Fiscal Affairs (100%)

Extension of Temporary Change in Assignment
To: FC Interim Vice President, Administrative Services
12-month position (100%)
Range 37, Column D + PG&D
Management Salary Schedule
Eff. 01/31/2017 – 03/31/2017

LEAVES OF ABSENCE

Matthews, Judy SCE Admissions and Records Technician
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Sick Leave and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 10/06/2016 – 11/06/2016 (Consecutive Leave)

Classified Personnel
October 25, 2016

Udell, Robyn CC Laboratory Technician (100%)
Family Medical Leave (FMLA/PDL)
Paid Leave Using Sick Leave and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 10/06/2016 – 11/16/2016 (Consecutive Leave)

ADMINISTRATIVE LEAVE OF ABSENCE WITH PAY

@01477238 FC Campus Safety Officer (100%)
Eff. 10/14/2016 until further notice

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 25, 2016 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
October 25, 2016

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Bernard, Kayla	CC	Technical Expert I	PERKINS IV – Enhancing Student Success	5	10/10/2016	05/25/2017
Campos, Hugo	CC	Project Manager	MLC Coordinator	26	10/17/2016	12/09/2016
Campos, Hugo	CC	Project Manager	MLC Coordinator	26	01/17/2016	04/07/2017
Campos, Hugo	CC	Project Manager	MLC Coordinator	26	04/17/2017	05/27/2017
Carrasco, Cabrera, Jonathan	SCE	Project Expert	Project Coordinator Veteran/High School groups – CACT/DSN	10	10/20/2016	11/10/2016
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/31/2016	12/10/2016
De La Cruz, Melissa	SCE	Project Expert	Campus Communications Department Assistant – ESL Programs	26	10/17/2016	12/02/2016
De La Cruz, Melissa	SCE	Project Expert	Campus Communications Department Assistant – ESL Programs	26	02/21/2017	06/21/2017
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/31/2016	12/10/2016
Hernandez, Isabella	SCE	Project Expert	DSN SB1070 Outreach/Marketing Specialist	15	10/06/2016	10/31/2016
Hinaro, Nahrin	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/31/2016	12/10/2016
Ison, John	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/31/2016	12/10/2016
Jones, Jeanette	CC	Technical Expert I	Outreach	10	12/12/2016	01/27/2017
Lee, Eunju	CC	Technical Expert I	eDLA Project (Direct Learning Activity) – Basic Skills Initiative	40	10/13/2016	06/30/2017
McMullin, Erika	FC	Project Expert	Laboratory Learning Facilitator	5	09/28/2016	12/14/2016
Nordstrom, Wei	SCE	Project Expert	Adult Education Block Grant (AEBG)	26	09/28/2016	12/22/2016
Nordstrom, Wei	SCE	Project Expert	Adult Education Block Grant (AEBG)	26	01/03/2017	06/30/2017
Pham, Andy	CC	Project Expert	CyberPatriot Training Program (Perkins)	25	10/24/2016	05/01/2017
Ryder, Kahlen	CC	Project Expert	Cypress College 50 th Anniversary	26	08/01/2016	11/23/2016
Trujillo, Tamara	FC	Project Coordinator	Habits of Mind Focus Inquiry Group	10	10/27/2016	01/31/2017
Vernon, Karen	FC	Technical Expert I	KinderCarminata	26	10/03/2016	04/30/2017

Professional Experts
October 25, 2016

Zarske, Cindy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/31/2016	12/10/2016
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SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Saril, Sara	Tuition Rate	Fall	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 25, 2016
SUBJECT: Hourly Personnel

Action X
Resolution _____
Information _____
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
October 25, 2016

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aichler, Laurel	SCE	Direct Instr Support - Interpreter for hearing-impaired students	11/09/16	06/30/17	TE E 2
Biala, Leny	FC	Clerical/Secretarial - Clerical assistance for the Honors Program	10/26/16	01/20/17	TE A 3
Esparza-Newcomb, E	SCE	Clerical/Secretarial - Assist the campus ESL Program	12/05/16	03/03/17	TE B 4
Kavansugh, Nicole	FC	Clerical/Secretarial - Assist Fine Arts Division	10/24/16	12/22/16	TE B 4
King, Elliott	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	10/31/16	01/27/17	TE A 1
King, Elliott	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	04/03/17	06/30/17	TE A 1
Salazar, Jesus	FC	Service/Maint - Assist Campus Safety Dept with various duties	11/09/16	02/15/17	TE B 4
Salazar, Jesus	FC	Service/Maint - Assist Campus Safety Dept with various duties	04/24/17	06/30/17	TE B 4
Van, Terri	SCE	Clerical/Secretarial - Assist in campus ESL Program	01/09/17	03/31/17	TE A 4
Vasquez, Gonzalo	SCE	Clerical/Secretarial - Assist in the Cypress Learning Center	01/09/17	04/07/17	TE A 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Peters, Nicholas	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/26/16	06/30/17	TE A 1

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Kavansugh, Nicole	FC	Clerical/Secretarial - Substitute for vacant Admin Assistant II PN FCC779	10/12/16	10/21/16	TE B 4
Nguyen, Kevin	CC	Clerical/Secretarial - Substitute for a vacant Student Serv. Tech PN CCC728	10/26/16	01/31/17	TE B 4
Thomas, Tayler	SCE	Clerical/Secretarial - Substitute for vacant Admin Assistant I PN SCC977	10/26/16	01/13/17	TE B 4
Wing, Sadie	SCE	Clerical/Secretarial - Substitute for vacant Admin Assistant I PN SCC992	10/31/16	12/02/16	TE B 2
Zaragoza, Juliana	FC	Clerical/Secretarial - Substitute for vacant Financial Aid Tech PN FCC818	10/06/16	01/12/17	TE B 4

Hourly Personnel
October 25, 2016

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Acosta, Briana	CC	Work Study Student - Assist in the Career Center	10/17/16	06/30/17	TE A 1
Ascencio, Guadalupe	FC	Full-time Student - TAP ambassador to promote the TAP program	10/05/16	06/30/17	TE A 1
Belligan, Floyd	CC	Work Study Student - Assist in the Assessment Office	10/17/16	06/30/17	TE A 1
Binford, Sabrina	SCE	Full-time Student - Assist in the Disability Support Services Office	10/26/16	06/30/17	TE A 1
Bugay, Christian	CC	Work Study Student - Assist in the Media Arts Design Lab	10/07/16	06/30/17	TE A 1
Bui, Tommy	FC	Work Study Student- Assist in the campus Skills Center	09/26/16	06/30/17	TE A 2
Calloway, Kalea	CC	Full-time Student - Assist in the Media Arts Lab	10/10/16	06/30/17	TE A 1
Del Rio, Maria	FC	Work Study Student - Assist in the Writing Center	09/29/16	06/30/17	TE A 2
Esparza, Araceli	FC	Work Study Student- Assist in the Foundation Office	10/05/16	06/30/17	TE A 2
Garcia, Neredia	CC	Work Study Student - Assist in the Career Center	10/06/16	06/30/17	TE A 1
Hill, Jazzmin	FC	Work Study Student - Assist in the Campus Communications Office	10/11/16	06/30/17	TE A 2
Holland, Destiny	CC	Work Study Student - Assist in the Financial Aid Office	10/14/16	06/30/17	TE A 1
Jasso, Rose	CC	Full-time Student - Assist in the Counseling Office	10/17/16	06/30/17	TE A 1
Jimenez, Andrew	CC	Work Study Student - Assist in the Transfer Center	10/21/16	06/30/17	TE A 1
Katsumata, Jake	CC	Work Study Student - Assist in the Admissions and Records Office	10/07/16	06/30/17	TE A 1
Magdaleno, E.	FC	Work Study Student - Assist in the America Reads Program	10/04/16	06/30/14	TE A 2
Mallari, Renz	CC	Work Study Student - Assist in the Financial Aid Office	10/14/16	06/30/17	TE A 1
Medina, Arlet	FC	Full-time Student - Assist in ACT computer lab	10/10/16	06/30/17	TE B 1
Messele, Yemisrach	CC	Full-time Student - Assist in the Health Science Computer Lab	10/10/16	06/30/17	TE A 1
Moreno, Lillian	SCE	Full-time Student - Assist campus ESL Learning Center	10/26/16	06/30/17	TE A 1
Muratalia, Martika	CC	Full-time Student - Assist in the Financial Aid Office	10/17/16	06/30/17	TE A 1
Nguyen, To-Mai	CC	Full-time Student - Assist in the Health Science Computer Lab	10/04/16	06/30/17	TE A 1
Nunez, Alysha	CC	Full-time Student - Assist in the Media Arts Lab	10/03/16	06/30/17	TE A 1
Ramirez Garcia, J.	FC	Work Study Student - Assist EOPS with outreach	09/22/16	06/30/17	TE A 3
Sandoval, David	CC	Full-time Student - Lab assistant	10/24/16	06/01/17	TE A 1

Hourly Personnel
October 25, 2016

Santana, Monica	CC	Full-time Student - Elected Exectuive Secretary AS Council	10/12/16	06/30/17	TE A 1
Torres, Diane	CC	Work Study Student - Assist in the Admissions and Records Office	10/07/16	06/30/17	TE A 1
Vu, Zoey	CC	Work Study Student - Assist in the Financial Aid Office	10/14/16	06/30/17	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 25, 2016

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
October 25, 2016

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Benitez, Gabriela	FC	Veterans Administration Work Study	10/12/2016	12/23/2016
Bray, Damonte	CC	Physical Education - Women's Basketball	10/27/2016	05/31/2017
Cardenas, Rocio	FC	Internship - Social Sciences	10/20/2016	12/08/2016
Castro, Julie	SCE	DSS - Personal Care Attendant	09/13/2016	06/30/2017
Cedillos, Katherine	SCE	Internship - ESL Program	10/12/2016	12/12/2016
Ceja, Angelica	SCE	DSS - Personal Care Attendant	09/12/2016	06/30/2017
Chan, Tobias	SCE	Internship - ESL Program	10/13/2016	12/31/2016
Desmond, Dan	FC	Physical Education - Women's Basketball	10/12/2016	06/30/2017
Gonzalez, Anthony	FC	Internship - Counseling/H.S. Outreach	10/02/2016	12/16/2016
Hart, Daniel	FC	Physical Education - Men's Volleyball	10/12/2016	06/30/2017
Hart, David	SCE	Internship - ESL Program	10/13/2016	12/01/2016
Kanal, Naveen	FC	Physical Education - Golf	10/26/2016	06/30/2017
Khateeb, Sultan	SCE	Internship - ESL Program	10/13/2016	12/09/2016
Lau, Michelle	AC	Finance & Facilities	10/28/2016	12/16/2016
Lee, Simon	SCE	Internship - ESL Program	10/13/2016	12/15/2016
Morillo, Karina	SCE	Internship - ESL Program	10/12/2016	12/01/2016
Morris, Monica	SCE	DSS - Personal Care Attendant	10/12/2016	06/30/2017
Nguyen, Vivian	FC	Internship - Social Sciences	10/20/2016	12/20/2016
Perales, Melanie	SCE	DSS - Personal Care Attendant	09/30/2016	06/30/2017
Powell, Ashley	SCE	DSS - Personal Care Attendant	10/10/2016	06/30/2017
Robles Gorospe, Katherine	SCE	Internship - ESL Program	10/13/2016	12/05/2016
Rojas, Areli	FC	Internship - Social Sciences	10/20/2016	12/08/2016
Tapia, Ashley	SCE	DSS - Personal Care Attendant	10/17/2016	06/30/2017
Ybarra, Amanda	SCE	DSS - Personal Care Attendant	09/13/2016	06/30/2017
Zhao, Ruoxing	SCE	Internship - ESL Program	10/13/2016	12/01/2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	October 25, 2016	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u> X </u>

BACKGROUND: The Board Policies included in this agenda item were revised to reflect one or more of the following: 1) to update the appropriate SCE accreditation standard in the "Reference" section; 2) updates recommended by the Community College League of California (CCLC) Policy and Procedure Legal Updates #27 and #28 subscription service; 3) to include Baccalaureate Degree Pilot Program related language; and/or 4) to reflect minor updates or corrections.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on September 26, 2016. The proposed, revised policies were first presented to the Board of Trustees at its October 11, 2016, meeting and are now presented for action.

Chapter 1, The District

BP1001, District Mission, Vision & Values Statement: This policy was revised to update the SCE accreditation standard in the "Reference" section and add baccalaureate degree to Section 1.2.

Chapter 2, Board of Trustees

BP2010, Board Membership: This policy was revised to add an SCE accreditation standard in the "Reference" section and add Section 5.0 to include the restriction in Education Code Section 72104 that precludes Board members from serving on the governing body of high school district with coterminous boundaries to the District.

BP2432, Chancellor Selection: This policy was revised to add the Vice Chancellor of Educational Services and Technology to Section 2.3.

Chapter 3, General Institution

BP3200, Accreditation: This policy was revised to add an SCE accreditation standard in the "Reference" section and add the Accrediting Commission for Schools to Section 1.0.

BP3510, Workplace Violence Plan: The title of this policy was updated for clarity, from "Workplace Violence Plan" to "Workplace Violence."

BP3520, Local Law Enforcement: This policy was updated to reflect the new Education Code Section 67381.1 in the "Reference" section and language related to written agreements with local law enforcement agencies governing operational responsibilities for investigating violent crimes, sexual assaults, and hate crimes throughout the policy.

Chapter 4, Academic Affairs

BP4020, Program and Curriculum Development: This policy was revised to add an SCE accreditation standard in the “Reference” section and change the word “deletions” to “discontinuances” in Section 6.0.

BP4070, Course Auditing Classes and Auditing Fees: The title of this policy was updated for clarity, from “Auditing Classes and Auditing Fees” to “Course Auditing and Auditing Fees.”

Chapter 5, Student Services

BP5030, Fees: This policy was revised to add an SCE accreditation standard in the “Reference” section and updated to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program in Section 1.2. The renumbered Section 1.6 was also revised to change language related to instructional materials fees.

BP5140, Disabled Student Program and Services: This policy was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that went into effect on July 1, 2016.

BP5500, Standards of Student Conduct and Discipline: This policy was revised to add an SCE accreditation standard in the “Reference” section and updated to add sexual assault and sexual exploitation to the list of sample conduct that may result in discipline to Section 1.18.

Chapter 7, Human Resources

BP7330, Certification of Freedom From Communicable Disease: This policy was updated to clarify that newly hired employees must provide certification “within that past 60 days” that they are free from active tuberculosis in Section 2.0.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board of Trustees adopt the following proposed, revised Board Policies:

- **BP1001, District Mission, Vision & Values Statement**
- **BP2010, Board Membership**
- **BP2432, Chancellor Selection**
- **BP3200, Accreditation**
- **BP3510, Workplace Violence Plan**
- **BP3520, Local Law Enforcement**

- **BP4020, Program and Curriculum Development:**
- **BP4070, Course Auditing Classes and Auditing Fees**
- **BP5030, Fees**
- **BP5140, Disabled Student Program and Services**
- **BP5500, Standards of Student Conduct and Discipline**
- **BP7330, Certification of Freedom From Communicable Disease**

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

BP 1001 District Mission, Vision, & Values Statements

Reference:

ACCJC Accreditation Standard I.A
WASC/ACS Criterion 1, [Indicator 1.1](#)

1.0 Mission:

- 1.1 The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, relevant and academically excellent.
- 1.2 Cypress College and Fullerton College will offer associate degrees, [a baccalaureate degree](#), vocational certificates, and transfer education, as well as developmental instruction and a broad array of specialized training. The School of Continuing Education will offer non-college credit programs including high school diploma completion, basic skills, vocational certificates, and self-development courses. Specific activities in both the colleges and School of Continuing Education will be directed toward economic development within the community.
- 1.3 The mission is evaluated and revised every three years.

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

3.0 Values – Shared Beliefs:

- 3.1 Service: We contribute to a vital and prosperous community through our educational and training services. We promote engaged and ethical participation in global, civil society.
- 3.2 High Standards: We uphold high standards in academics and promote joy in teaching, ~~and~~ learning, and work.
- 3.3 Adaptability: We respond to the changing needs of our communities in a global environment through continuous improvement and creative innovation.
- 3.4 Professionalism: We hold high standards for our faculty and staff and create an environment in which staff development and other continuing education are valued and promoted.
- 3.5 Stewardship: We uphold the responsibility for public trust of our mission and resources. We practice transparency and collegial consultation in decision making.
- 3.6 Respect: We cultivate an atmosphere of courtesy, civility, and collegiality with all students and employees in the District by promoting a willingness to collaborate and a responsibility for all to be engaged and collegial partners in carrying out the District's mission.

BP 1001 District Mission, Vision, & Values Statements

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

Date of Adoption: June 12, 2001

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

BP 2010 Board Membership

Reference:

Education Code Section 72023, 72103, and 72104;
~~WASC/ACCJC Accreditation Standard IV.C.6~~
[WASC/ACS Criterion 2, Indicator 2.1](#)

- 1.0 The Board shall consist of seven members elected by the qualified voters of the District. Beginning with the District's November 2012 election, and for all elections thereafter, each trustee will be registered to vote, and shall reside throughout his or her term, in one of seven specified trustee areas, and shall be elected by the voters residing in that area only. If a change in election methodology occurs prior to any subsequent election, any affected incumbent trustee shall serve out his or her term of office.
- 2.0 Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.
- 3.0 An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he or she resigns as an employee.
- 4.0 No member of the Board shall, during the term for which he or she is elected, hold an incompatible office.
- 5.0 [No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.](#)**

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2015 Chancellor's Staff
September 25, 2012

BP 2432 Chancellor Succession

Reference:

**Education Code Sections 70902(d); 72400;
Title 5 Section 53021(b)**

- 1.0 The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed 30 days at a time.
- 2.0 In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):
 - 2.1 Vice Chancellor, Finance & Facilities
 - 2.2 Vice Chancellor, Human Resources
 - 2.3 Vice Chancellor, Educational Services & Technology**
- 3.0 The Board shall appoint an acting Chancellor for periods exceeding 30 days.

Date of Adoption: June 24, 2003

BP 3200 Accreditation

Reference:

~~WASC/ACCJC Accreditation Eligibility Requirement 21 and Accreditation Standards I.C.12 and 13~~
[WASC/ACS Criterion 2, Indicator 2.1; Criterion 10, Indicator 10.2](#)
Title 5 Section 51016

- 1.0 The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges, [the Accrediting Commission for Schools](#), and of the accrediting bodies of other District programs that seek special accreditation.
- 2.0 The Chancellor shall keep the Board informed of approved accrediting organizations and the status of accreditations.
- 3.0 The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.
- 4.0 The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

See Administrative Procedure 3200.

Date of Adoption: March 23, 2004

Date of Last Revision: November 26, 2014 Chancellor's Staff
May 14, 2014, Chancellor's Staff
April 18, 2012, Chancellor's Staff

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

BP 3510 Workplace Violence ~~Plan~~

Reference:

Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Sections 3203;
“Workplace Violence Safety Act of 1994” (Code of Civil Procedure Section 527.8
and Penal Code Sections 273.6)

- 1.0 The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board’s priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.
- 2.0 The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

See Administrative Procedure 3510.

Date of Adoption: March 23, 2004

Date of Last Revision: April 22, 2015 Chancellor’s Staff

BP 3520 Local Law Enforcement

Reference:

Education Code Sections 67381 and 67381.1
34 Code of Federal Regulations Section 668.46(b)(4)

- 1.0 Each campus or center of the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; **sexual assaults, including but not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law**, occurring at each location.
 - 1.1 The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes, **sexual assaults, and hate crimes** and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
- 2.0 The written agreements required by this policy shall be public records and shall be made available for inspections by members of the public upon request.
- 3.0 The District encourages accurate and prompt reporting of all crimes to campus security and/or the appropriate police agencies.**

See Administrative Procedure 3520.

Date of Adoption: March 23, 2004

BP 4020 Program and Curriculum Development

Reference:

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

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

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;

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

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

[WASC/ACS Criterion 1, Indicator 1.6 and Criterion 4, Indicator 4.2](#)

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

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

BP 4020 Program and Curriculum Development

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

See Administrative Procedure AP 4020

Date of Adoption: June 22, 2004

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

BP 4070 Course Auditing ~~Classes~~ and Auditing Fees

Reference:

Education Code Section 76370

- 1.0 Students in good standing may audit a course only if they are ineligible to take the course for credit.
- 2.0 If a fee for auditing is charged the fee shall be no more than \$15 per unit.
- 3.0 Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer units per semester.
- 4.0 No student auditing a course may be permitted to change his or her enrollment in that course to receive credit for the course.
- 5.0 Priority in class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- 6.0 Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.
- 7.0 The Chancellor shall establish procedures and criteria for the auditing of courses, and ensure that they are published in the college catalog.

See Administrative Procedure AP4070.

Date of Adoption: June 22, 2004

BP 5030 Fees

Reference:

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

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

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

BP 5030 Fees

1.9~~1-8~~ Transcript Fee (Education Code 76223): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

1.10~~1-9~~ International Students Application Processing Fee (Education Code Section 76142): The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor.

1.11~~1-10~~ International Students/Resident Capital Outlay Fee (Education Code Section 76141): The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

1.12~~1-11~~ Athletic Insurance: Student Athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

1.13~~1-12~~ Refund Processing Fee: The District shall retain a Board-approved amount from enrollment fees when a refund of such fees is processed.

See Administrative Procedure 5030

Date of Adoption: June 14, 2005

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

BP 5140 Disabled Student Programs and Services

Reference:

**Education Code Sections 67310, [and 84850](#);
Title 5, Sections 56000 et seq. and 56027**

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

Date of Adoption: June 14, 2005

Date of Last Revision: January 22, 2013

BP 5500 Standards of Student Conduct and Discipline

Reference:

Education Code Section 66300 and 66301

~~WASC/ACCJC Accreditation Standards I.C.8 and 10~~

[WASC/ACS Criterion 2, Indicators 2.1, 2.2, and 2.4; Criterion 8, Indicator 8.4](#)

1.0 Standards of Student Conduct

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

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

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

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

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- 1.20**~~1.19~~ Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- 1.21**~~1.20~~ Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- 1.22**~~1.21~~ Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
- 1.23**~~1.22~~ Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
- 1.24**~~1.23~~ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
- 1.25**~~1.24~~ Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District or the substantial disruption of the orderly operation of the District.
- 1.26**~~1.25~~ Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.
- 2.0 No student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance.
- 3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.
- 4.0 The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

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5.0 The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

See Administrative Procedure 5500

Date of Adoption: January 28, 2003

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

BP 7330 Certification of Freedom From Communicable Disease

Reference:

Education Code Section 87408; 87408.6

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

See Administrative Procedures 7330, Communicable Disease Certification

Date of Adoption: October 23, 2007

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 25, 2016

SUBJECT: Resolution
Board of Trustees
Excused Absences

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

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 7425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at that time of the meeting he or she is performing services outside of the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 16/17-03, Trustee Absence, verifying that Trustee Barbara Dunsheath was absent on October 11, 2016 due to hardship and, therefore, eligible to receive compensation for the Board meeting held on that date. A signed Affidavit from Dr. Dunsheath verifying her absence due to hardship will be on file in the Chancellor's Office.

Cheryl Marshall
Recommended by

Approved for Submittal

6.b.1
Item No.

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



Resolution 16/17-03, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Regular Board meeting of October 11, 2016, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Barbara Dunsheath

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: October 25, 2016