



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

MEETING: Regular Meeting in November 2020

DATE: Tuesday, November 24, 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 November 10, 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.

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: SIGNIFICANT EXPOSURE TO LITIGATION: Two (2) Potential Cases.
3. **FINANCE & FACILITIES**
 - [a] Authorization is requested to file the Notice of Completion for Bid #1819-09, Fullerton College Building 3000 HVAC Equipment Replacement project with ACCO Engineered Systems and pay the final retention payment when due.
 - [b] Authorization is requested to file the Notice of Completion for Bid #1920-05, Fullerton College Building 3100 Data Room HVAC Replacement project with NKS Mechanical Contracting, Inc. and pay the final retention payment when due.
 - [c] Authorization is requested to amend the Project Management Contract with PlanNet Consulting to extend the original contract to December 2021 and increase the scope to include validation of procurement and invoicing in the amount of \$144,170, bringing the total contract amount to \$372,840.
4. **INSTRUCTIONAL RESOURCES**
 - [a] It is recommended that the Board accept new funding of \$315,800 under the Job Access Reverse Commute Grant to the North Orange Continuing Education Disability Support Services Department for the period of October 1, 2020 through September 30, 2022, and enter into Cooperative Agreement No.C-0-2457 which includes the Language Assessment Plan between NOCE and OCTA.
5. **HUMAN RESOURCES**
 - [a] Request approval of the following items concerning academic personnel:
 - Change in Salary Classification
 - Payment for Independent Learning Contract

Leaves of Absence
Temporary Academic Hourly

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

Change in Contract End Date
New Personnel
Rehires
Leaves of Absence

- [c] Request approval of Professional Experts.

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

- [e] Request approval of Volunteers.

- f. It is recommended that the Board receive the District Institutional Commitment to Diversity Five-Year Report 2015/16 – 2019/20.

6. GENERAL

- a. It is recommended that the Board establish Tuesday, December 15, 2020, as the date of its Organizational Meeting and amend, if necessary, the suggested 2021 meeting calendar.
- b. It is recommended that the Board adopt the revised Board Policies in Chapter 2.
- c. It is recommended that the Board adopt the new Administrative Procedure 5041, Gender and Chosen Name.
- d. It is recommended that the Board review the revised Board Policies in Chapter 2.
- e. It is recommended that the Board acknowledge receipt of the formal complaints and determine the next steps in the process.
- f. 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 X
DATE: November 24, 2020 Resolution
SUBJECT: Notice of Completion Information
Bid #1819-09, Fullerton College Building Enclosure(s)
3000 HVAC Equipment Replacement
Project

BACKGROUND: On March 12, 2019, the Board awarded a contract to ACCO Engineered Systems for Fullerton College Building 3000 HVAC Equipment Replacement project. The project is complete and filing of the Notice of Completion of Work is now required.

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

How does this relate to the five District Strategic Directions? This item responds to Direction #3: 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: Once the contract is closed out, the final retention payment will be charged to the Capital Outlay fund.

RECOMMENDATION: Authorization is requested to file the Notice of Completion for Bid #1819-09, Fullerton College Building 3000 HVAC Equipment Replacement project with ACCO Engineered Systems and pay the final retention payment when due.

Fred Williams

3.a

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 24, 2020 Resolution
SUBJECT: Notice of Completion Information
Bid #1920-05, Fullerton College Building Enclosure(s)
3100 Data Room HVAC Replacement
Project

BACKGROUND: On November 26, 2019, the Board awarded a contract to NKS Mechanical Contracting, Inc. for Fullerton College Building 3100 Data Room HVAC Replacement project. The project is complete and filing of the Notice of Completion of Work is now required.

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

How does this relate to the five District Strategic Directions? This item responds to Direction #3: 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: Once the contract is closed out, the final retention payment will be charged to the Scheduled Maintenance Fund.

RECOMMENDATION: Authorization is requested to file the Notice of Completion for Bid #1920-05, Fullerton College Building 3100 Data Room HVAC Replacement project with NKS Mechanical Contracting, Inc. and pay the final retention payment when due.

Fred Williams

Recommended by

Approved for Submittal

3.b

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	November 24, 2020	Information	
		Enclosure(s)	
SUBJECT:	Network Refresh - Amend Project Management Contract for PlanNet Consulting		

BACKGROUND: On November 13, 2018 the Board approved a contract for project management professional services with PlanNet Consulting for 18 months of the implementation phase of the Network Refresh project at 70 hours a month (1,260 hours) at an hourly rate of \$175, for a total contract amount of \$220,500. The contract with PlanNet provided multiple benefits to the District in the implementation of the Network Refresh project including project management and technical expertise, resources to help offset the time and effort required by District staff and help as an independent facilitator.

On February 12, 2019 the Board approved an additional scope to the PlanNet Consulting contract to include vendor management, scheduling of resources, and facilitation of decision-making forums to help the migration of the Network Refresh project for an amended amount of \$8,170, increasing the total contract amount to \$228,670.

On June 23, 2020 the Board adopted Resolution No. 19/20-23 to approve the overall Network Refresh project by adding in hardware and extending the Network Refresh project completion date to December of 2021.

The original contract with PlanNet Consulting expired in May 2020 but due to additional hours remaining on the hourly contract, staff has been able to use their services through November 2020. PlanNet Consulting's expertise in project management, network design, and value as an independent facilitator are important components of the project to ensure success, therefore, we are requesting an extension to their contract through December 2021. This extension is comprised of 13 months (650 hours) at an hourly rate of \$175, for a total amount of \$113,750. In addition, we are requesting an addition to the scope of PlanNet's contract to include validation of procurement and invoicing which will add 156 hours at an hourly rate of \$195, for a total amount of \$30,420.

The following table outlines the detailed costs of this contract extension of PlanNet Consulting for the Network Refresh project.

Contract Changes	Cost
Extend existing contract for technical oversight and project management of NOCCCD's Network Refresh project (13 months to Dec 2021)	\$113,750
Provide supplemental project financial accounting reviews for the NOCCCD network refresh project (approx. 12 hrs/mo for 13 months to Dec 2021)	\$30,420
Total	\$144,170

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with Morgan Beck, Interim District Director, IT Infrastructure and Operations.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project is from Capital Outlay.

RECOMMENDATION: Authorization is requested to amend the Project Management Contract with PlanNet Consulting to extend the original contract to December 2021 and increase the scope to include validation of procurement and invoicing in the amount of \$144,170, bringing the total contract amount to \$372,840. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to execute any agreements and related documents on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	November 24, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Disability Support Services Orange County Transportation Authority Job Access Reverse Commute Grant		

BACKGROUND: At the October 27, 2020 meeting, the Board of Trustees approved the acceptance of specified grants and their amounts for the 2020-21 fiscal year. Included as part of the amounts provided were \$315,800 in new funds from the Orange County Transportation Authority (OCTA) for a Job Access Reverse Commute Grant (JARC). As a part of the completion of this new agreement, OCTA has requested a separate NOCCCD Board agenda, specifically acknowledging the Language Assessment Plan which is a new section added to OCTA Title VI Plan.

In summary of the grant, North Orange Continuing Education (NOCE) Disability Support Services (DSS) Department has been awarded \$315,800 for an additional two years for the period of October 1, 2020 to September 30, 2022 under the JARC Grant by OCTA, Cooperative Agreement No.C-0-2457. The JARC Grant enables the DSS program to teach students with disabilities to ride fixed-route public transportation independently.

This agenda item was submitted by April Fante, NOCE, DSS Program Manager.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 4: The District will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy? This item is submitted in accordance with Board Policy 3280, Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The NOCE, DSS Department has been awarded new funding in the amount of \$315,800 for use during the period of October 1, 2020 to September 30, 2022.

RECOMMENDATION: In compliance with Orange County Transportation Authority requirements, authorization is requested to accept new funding of \$315,800 under the Job Access Reverse Commute Grant to the North Orange Continuing Education Disability Support Services Department for the period of October 1, 2020, through September 30, 2022, and to enter into Cooperative Agreement No.C-0-2457 which includes the Language Assessment Plan between NOCE and OCTA. It is also requested that the Board authorize the Chancellor, the Vice Chancellor, Finance and Facilities, and/or the District Director, Fiscal Affairs to execute any agreements or related documents on behalf of the District.

Orange County Transportation Authority
Title VI Plan-New Insert
Language Assistance Program (LAP)

North Orange Community College District's (NOCCCD) Disability Support Services (DSS) within the North Orange Continuing Education (NOCE) has adopted the Orange County Transportation Authority (OCTA) Limited English Proficiency Plan (LEP) plan and provides supports to NOCCCD staff and students under Title VI in the following areas:

Staff Training and Title V and VI Compliance

- Mobility Trainers are required to have experience, education and/or a degree, certificate, and/or training in working with students with disabilities upon hiring, including knowledge in Title VI compliances when working with DSS students
- Upon hiring, all JARC funded employees are provided additional 1:1 from the Disability Support Services (DSS), Program Manager, DSS Mobility Coordinator, DSS Student Service Specialist and are mentored by another Mobility training before working with students independently
- Compliance Training and Workshops are offered 3 times a year
 - Two-hour interactive training on the prevention of sexual harassment, discrimination, retaliation, and bullying
 - Topics of discussion will include the NOCCCD Board Policy, State and federal laws, which prohibit harassment, and discrimination strategies
 - The training is mandatory for all regular and temporary district managers, classified coordinators, and confidential executive assistants
 - Faculty coordinators and classified staff who perform a lead role in assigning work to hourly employees are encouraged to attend
 - Below is the link to the training dates, compliance workshop materials, and board policies
 - <https://www.nocccd.edu/compliance-trainings-and-workshops>
 - BP7100 Equal Opportunities Act
 - https://www.nocccd.edu/files/7100bpfinalrevisedbot-2019-05-28_68397_51709.pdf
 - EEO Presentation Slides
 - https://www.nocccd.edu/files/ao-1825-presentation-11618_33710.pdf
- All district management and classified staff are required to complete a Title VI Training every 2 years
- Training for all other employees who have contact with LEP members receive refresher training at designated times within the year

Implementation of OCTA's Language Assistance Plan (LAP) and Services

Based on OCTA's four factor analysis, they have identified Spanish as the primary language assistance needs, and services required to provide meaningful access to information for the LEP residents of Orange County. In adopting their plan, the following has been implemented at NOCCCD, NOCE, DSS:

- NOCE/DSS will utilize its bi-lingual employees for additional language translation services upon request.
- Spanish speaking translators are available upon request for DSS counseling meetings, Mobility Training utilizing the OCTA and other student assistance that may be needed during normal business hours related to out of the classroom supports
- Other bi-lingual, deaf and hard of hearing translating/interpreting services are available upon request to assist students in their language preference as needed and upon request
- Non-bi-lingual district employees utilize other staff and/or students', including the individuals in the students Circle of Support for translation purposes
- DSS provides Spanish and English representation at community outreach events to enhance language needs or provides a follow up contact that speaks the language spoken, when applicable
- Marketing materials for program information and supports are provided in Spanish and English formats (*samples of the following were provided*)
 - DSS brochures, flyers and production
 - Semester Catalog of classes at Cypress College (CC), Fullerton College (FC) and North Orange Continuing Education (NOCE) and North Orange Community College District (NOCCCD)
 - Translation Tools are Resources are shared and utilized for conversing between emails, in person contacts and teaching/training purposes as needed. Examples include:
 - Ubido-deaf and hard of hearing
 - Microsoft Language Portal-Language Translation
 - Computer-assisted Translation Tools
 - Translation Apps – Microsoft Translator, iTranslate, Google Translate and others
- NOCCCD completes an Institutional Commitment to Diversity Report each year
 - http://www.nocccd.edu/files/eo-institutional-commitment-to-diversity-report-2019_47639.pdf

The following is a list of community organizations that NOCE, DSS actively and collaboratively works with in obtaining information and providing services most frequently sought by the LEP population and Students with Disabilities:

- Regional Center of Orange County and Harbor Regional Center
- Department of Rehabilitation (DOR)
- One Stop Center/s
- NOCE's Career and Technical Education (CTE) Programs
- Cypress College, Campus Career Centers and CTE Programs
- Fullerton College, Campus Career Centers and CTE Programs
- California Adult Education Program
- North Orange County Regional Consortium NOCRC and DSS Workgroup
- NOCE's Student Equity and Achievement Program (SEAP)
- Employment Development Department (EDD)
- Mental Health Association (MHA)
- Social Security Administration
- Postsecondary Education Transition Consortium (PSETC)
- Community Collaboration Network
- OCTA Special Needs in Transit Advisory Committee

Specific procedures to be followed when encountering a LEP person

- Students are paired with a bilingual trainer accordingly to needs of support in services when meeting with a DSS counselor, JARC Mobility Trainer, and upon request
- Please refer to employee requirements, workshops, trainings, and resources to in the first section of this document

Assisting passengers/members of the public in obtaining Title VI information, how to obtain complaint procedure information and translation services

- Students can obtain NOCCCD Complaint Form/Procedures/Process on all District websites, catalogs and online resources (CC, FC, NOCE, NOCCCD) (*See Samples provided*)
 - <https://www.nocccd.edu/how-to-file-a-complaint>
- Student can schedule a meeting with a DSS counselor and/or DSS employee for support in obtaining, completing, filing, responding, and understanding the complaint and filing processes
- DSS operates under the Title 5 regulations and uses the interactive process to work with students, identify their area of disability, educational limitations, set goals, identify service needs, etc. We have complaint processes in place (See Sub Recipient
- ADA Compliant Section) It is our goal that most situations do not need to go to the entire complaint process with our intentions being to resolve student complaints and issues through this interactive process, which includes addressing the language and communication needs of our students.

- North Orange Continuing Education has a large ESL program which provides an additional resource when language translation is needed to best support the needs of students' language preference
- A large percentage of students in DSS have a Regional Center to provide additional supports when needed are assigned a Service Coordinator who speaks their language of preference

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 24, 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: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
November 24, 2020

CHANGE IN SALARY CLASSIFICATION

Beck, Anne-Marie	CC	Counselor From: Class B, Step 1 To: Class B, Step 8 Eff. 09/09/2020
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PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Balma, Jodi	FC	\$40.00
Gonzalez, Amber	FC	\$10.00
Keller, Johnathan	FC	\$30.00
Menton, Allen	FC	\$20.00
Nelson-Wright, Kelly	FC	\$20.00
Seidel, Jay	FC	\$50.00
Siskind, Jeremy	FC	\$10.00

LEAVE OF ABSENCE

Filip, Dragana	CC	Psychiatric Technology Instructor Personal Leave Without Pay (100%) Eff. 11/12/2020-12/12/2020
Pacheco, Elizabeth	CC	Dental Assistant Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 11/04/2020-01/24/2021

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 SPRING SEMESTER

Brinkley, Jordan	CC	Column 1, Step 1
Graffis, Nicholas	CC	Column 1, Step 1
McIntyre, Shelby	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

McIntyre, Shelby	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Arambula, Michael	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
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Academic Personnel
November 24, 2020

Badal, Gloria	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 22.5 hours Eff. 06/15/2020 – 07/30/2020
Bennett, Jessica	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 09/25/2020-10/17/2020
Biganeh, Maryam	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Blumer, Collete	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Calabretta, Nina	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Cavazzi, Bentley	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 09/25/2020-10/17/2020
Davis, Melanie	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Estrada, Steven	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 22.5 hours Eff. 06/15/2020 – 07/30/2020
Gamble, Malcolm	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Garcia, Corinne	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021

Academic Personnel
November 24, 2020

Gavitt, Erika	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Grote, Silvie	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22.5 hours Eff. 06/15/2020 – 07/30/2020
Guilford, Melinda	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Lamb, Heidi	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Middleton, Donna	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Mungaray, Sally	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 09/25/2020-10/17/2020
Natividad, Beverly	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Nia, Halleh	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Ninh, Khanh	NOCE	Online Teaching Certificate Training Stipend not to exceed \$500.00 Eff. 09/25/2020-10/17/2020
Patton, Kathryn	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Peters, Ashley	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021

Academic Personnel
November 24, 2020

Richards, Heather	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Ruggeri-Dilello, Tiffany	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Semichy, Joslyn	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Shaw, Jessica	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Sterling, Rebecca	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Tapia, Jessica	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Thibodeau, Jason	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 22.5 hours Eff. 06/15/2020 – 07/30/2020
Turrubiarres, Daniel	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Vandever, Nicole	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Vo, Criss	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021
Yanagihara, Brittany	FC	Humanities Professional Learning Day Stipend not to exceed \$75.00 Eff. 01/14/2021

Academic Personnel
November 24, 2020

Zeledon, Selena

FC

Humanities Professional Learning Day
Stipend not to exceed \$75.00
Eff. 01/14/2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 24, 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.

CHANGE IN CONTRACT END DATE

Perret-Martinez, Erika	CC	Special Project Manager, College Foundations and Community Relations Temporary Management Position (100%) From: 06/30/2021 To: 11/30/2020 PN CCT713
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NEW PERSONNEL

Mendez, Daisy	AC	Human Resources Specialist 12-month position (100%) Range 24C, Step B Confidential Salary Schedule Eff. 12/01/2020 PN DEN994
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Perryman, Kimberly	AC	Benefits Coordinator 12-month position (100%) Range 40, Step C Classified Salary Schedule Eff. 11/09/2020 PN DEC994
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REHIRES

Galvez, Curtis	AC	IT Security Analyst/System Administrator 12-month position (100%) Range 55, Step E + PG&D Classified Salary Schedule Eff. 12/01/2020 PN ISC973
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LEAVES OF ABSENCE

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. 10/16/2020 – 11/29/2020 (Intermittent Leave) Eff. 11/30/2020 – 02/26/2021 (Consecutive Leave)
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 24, 2020 Resolution _____
SUBJECT: Professional Experts Information _____
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 24, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Frianeza, Michael	CC	Project Coordinator	Radiology Control Panel	32	12/14/2020	12/18/2020
Holmes, Ian	CC	Project Manager	SWP MAD, Motion Picture Studio Grip Technician	5	11/30/2020	06/15/2021
Llanes, Jasmin	NOCE	Project Expert	Mobility Trainer	26	10/26/2020	12/23/2020
Locke, Michael	FC	Project Expert	Strong Workforce Programming Installation	26	10/30/2020	06/30/2021
Manfredonia, Brancy	CC	Project Expert	Strong Workforce CTE Marketing Project	26	11/09/2020	05/15/2021
Martinez, Veronica	NOCE	Project Expert	Mobility Trainer	26	11/02/2020	12/23/2020
Martinez, Veronica	NOCE	Project Expert	Mobility Trainer	26	01/04/2021	01/15/2021
Mitts, Teri	CC	Project Coordinator	Radiology Control Panel	32	12/14/2020	12/18/2020
Torres, Denise	CC	Project Expert	Maxient Professional Expert	21	11/30/2020	12/11/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 24, 2020
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? 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 24, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Franco-Hernandez, Carlos	CC	Technical - Assist with Dual Enrollment pathways	12/09/20	03/17/21	TE B 3
Franco-Hernandez, Carlos	CC	Technical - Assist with Dual Enrollment pathways	05/26/21	06/30/21	TE B 3
King, Elliott	FC	Technical - Assist A&R with Special Admit and Dual Enrollment	01/25/21	04/23/21	TE B 4
Malacara, Jennifer	FC	Technical - Assist A&R with Special Admit and Dual Enrollment	01/25/21	04/23/21	TE B 4
Medina, Ivan	NOCE	Technical - Assist student with disabilities	11/25/20	06/30/21	TE A 2
Sevilla, Grace	FC	Technical - Assist the Counseling Center remotely	11/25/20	03/03/21	TE A 1
Veith, Maria	FC	Technical - Assist A&R with Special Admit and Dual Enrollment	01/25/21	04/23/21	TE B 4
Vergara, Ashley	FC	Technical - Assist A&R with Special Admit and Dual Enrollment	01/25/21	04/23/21	TE B 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Nguyen, Minh	CC	Direct Instr Support - Tutor in the Learning Resource Center	01/11/21	06/30/21	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Sanchez, Elizabeth	CC	Technical - Sub for Classified employee on temp re-assignment	01/04/21	04/30/21	TE A 3
Sanchez, Fernando	CC	Technical - Sub for Classified employee on temp re-assignment	01/04/21	02/26/21	TE A 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Key, Destiny	FC	Work Study Student – Supports the Counseling Center remotely	11/10/20	06/30/21	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 24, 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 24, 2020

Name	Site	Program	Begin	End
Aragao, Cecilia	FC	Physical Ed. Athletics Division Coaching	11/12/2020	06/30/2020
Dr. Fumiaki, Isshiki	CC	Physical Ed. Kinesiology and Athletics	11/25/2020	06/30/2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 24, 2020
SUBJECT: Institutional Commitment to Diversity
Five Year Report
2015/16 – 2019/20

Action _____
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: Human Resources will present its annual report on the District’s institutional commitment to diversity. Our institutional commitment to diversity continues to be a priority as we hire faculty and staff to ensure continued student success. The data in this report includes demographics of new full-time faculty, administrator/management, and classified hires for 2019-20, a comparison of state and local employee demographics, an analysis of the diversity of NOCCCD applicants and hires for the last five years, and the demographics of NOCCCD employees. The report is presented to the Board of Trustees pursuant to NOCCCD’s 2019-2022 Equal Employment Opportunity Plan with the understanding that transparency promotes shared institutional interests and inquiry.

How does this relate to the five District Strategic Directions? District Strategic Direction 2 and 3. NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. 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 compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Institutional Commitment to Diversity Five Year Report 2015/16 – 2019/20 as presented by Human Resources be received as an information item. Here is the link to the link to the report:
http://www.nocccd.edu/files/eo-institutional-commitment-to-diversity-report-2020-web_43794.pdf

Irma Ramos

Recommended by

Approved for Submittal

5.f

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 24, 2020

SUBJECT: Organizational Meeting and
2021 Board Calendar

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

BACKGROUND: The Board is asked to establish Tuesday, December 15, 2020, as the date of its annual Organizational Meeting. At the Organizational Meeting, the Board must establish its calendar for 2021. The second and fourth Tuesdays of each month in 2021 have been listed as the tentative meeting dates. At its November 10, 2020 meeting, the Board directed that the first meeting in the months of January and July be canceled, and the first meeting in August be listed as tentative. A probable calendar is now presented so the Board may review all of the dates. When known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

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 establish Tuesday, December 15, 2020, as the date of its Organizational Meeting and to so inform the County Superintendent. It is further recommended that the Board amend, if necessary, the suggested 2021 meeting calendar.

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 <i>(Tentative)</i>	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	<u>X</u>
DATE:	November 24, 2020	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 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 revised Board Policies on October 26, 2020, and the Board had a first reading of the policies on November 10, 2020.

Chapter 2, Board of Trustees

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 adopt the following proposed, revised Board Policies:

- BP 2410, Board Policies and Administrative Procedures
- BP 2740, Board ~~Education~~ Professional Development

Cheryl Marshall

Recommended by

Approved for Submittal

6.b.1

Item No.

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	<u>X</u>
DATE:	November 24, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	New Administrative Procedure 5041, Gender and Chosen Names	Enclosure(s)	<u>X</u>

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. The Board had a first reading of the proposed, new AP on November 10, 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 adopt new Administrative Procedure 5041, Gender and Chosen Name.

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	Action	_____
DATE:	November 24, 2020	Resolution	_____
SUBJECT:	Revised Board Policies	Information	X
		Enclosure(s)	X

BACKGROUND: On September 25, 2018 the Board conducted a study session to review and discuss the District's policy development process. During that study session, four Board Policies were referred to the Board Policy Subcommittee for review. The following policies were revised by the Board Subcommittee and are presented as an information item prior to being shared with the District Consultation Council.

Chapter 2, Board of Trustees

BP 2310, Regular Meetings of the Board: This policy was revised to clarify when Board meetings occur in Section 1.0; to add language in the newly created Sections 7.0 and 8.0 regarding teleconferenced meetings and procedural rules; make grammatical corrections; and to cite the corresponding policies and procedures.

BP 2715, Code of Ethics/Standards of Practice: This policy was substantially revised to expand on the expectations of trustees (Sections 1.0 – 1.16); clarify the formal complaint process related to trustee misconduct (Sections 2.0 – 5.0); make grammatical corrections; include gender neutral language; and to cite the corresponding policies and procedures.

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 review the following revised Board Policies:

- BP 2310, Regular Meetings of the Board
- BP 2715, Code of Ethics/Standards of Practice

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

BP 2310 Regular Meetings of the Board

Reference:

**Education Code Section 72000(d);
Government Code 54952.2, 54953 et seq., 54961**

- 1.0 ~~Regular meetings of the Board shall be held the second and fourth Tuesday of each month.~~ **The Board of Trustees will adopt a calendar of Board meetings at its annual organizational meeting. In most months the Board will meet on the second and fourth Tuesday. In some months the Board may meet only once.** Regular meetings of the Board shall normally be held at the Anaheim Campus, 1830 W. Romneya Drive, Anaheim, CA, 92801 **at 5:30 p.m. The calendar of Board meetings shall be published on the District website.**
- 2.0 A notice identifying the location, date, and time of each regular meeting of the Board **of Trustees** shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- 3.0 All regular meetings of the Board **of Trustees** shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- 4.0 All regular and special meetings of the Board **of Trustees** shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
- 5.0 The Board **of Trustees** may adjourn any regular meeting to a later fixed date to complete any unfinished business. At such adjourned session, the Board shall have all the powers of the preceding regular session. Notice of the adjourned meeting must be posted on or near the door of the meeting room within 24 hours of the adjournment.
- 6.0 Representatives of each bargaining unit of District employees, the Academic/Faculty Senates, and administrative personnel as designated by the Chancellor will be seated at a Resource Table. These representatives may provide reports to the Board **of Trustees** from their respective organizations, provide input on agenda items, or serve as a resource to the Board in the discussion of issues **subject to Board guidelines.**
- 7.0** **The Board of Trustees may use teleconferencing for its meetings consistent with Government Code Section 54953(b). A teleconferenced meeting shall comply with all legal requirements pertaining to such meetings. All votes taken during a teleconferenced meeting shall be by roll call.**
- 8.0** **Matters of procedure not governed by law or Board policy shall be governed by Robert's Rules of Order.**

BP 2310 Regular Meetings of the Board

[See Board Policy 2315, Closed Sessions; Board Policy 2320, Special and Emergency Meetings; Administrative Procedure 2320, Special and Emergency Meetings; Board Policy 2330, Quorum and Voting; Board Policy 2340, Agendas; Administrative Procedure 2340, Agendas; Board Policy 2360, Minutes; and Administrative Procedure 2360, Minutes.](#)

Date of Adoption: June 24, 2003

Date of Last Revision: June 1, 2004

BP 2715 Code of Ethics/Standards of Practice

Reference:

[Government Code Section 8314](#);
[Penal Code Section 424](#);
ACCJC Accreditation Standard IV.C.11;
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board of Trustees maintains high standards of ethical conduct for its members. ~~Members of the Board are responsible to establish and uphold, imploment and enforce all laws and codes applying to the District.~~ The Board of Trustees recognizes a responsibility to observe all applicable legal and ethical standards of conduct in the performance of its duties. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics.

Each member of the Board of Trustees will:

- 1.1 Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which ~~he or she has~~ they have a financial interest. Conflicts of interest may relate not only to the individual trustee but also to ~~his or her~~ their family ~~and~~ or business associates, or transactions between the District and trustees, including hiring relatives, friends, ~~and~~ or business associates as ~~college~~ District employees.
- 1.2 Avoid any prohibited use of public resources for campaign activity or a personal purpose.
- 1.3 Maintain confidentiality of all Board of Trustees discussions held in closed session and recognize that deliberations of the Board of Trustees in closed session are not to be released or discussed in public without the prior approval of the Board of Trustees by majority vote, in compliance with ~~BP 2315~~ Government Code Section 54963.
- 1.4 Promote an atmosphere of civility and collegiality and encourage others to do the same.
- 1.25 Recognize that the Board of Trustees acts as a whole and that the authority rests only with the Board of Trustees in a legally constituted meeting, not with individual members.
- 1.46 As an agent of the public – entrusted with public funds – protect, advance, and promote the interest of all ~~citizens~~ residents maintaining independent judgment unbiased by private interests or special interest groups.
- 1.57 Do their best to ensure ~~Ensure~~ that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.

BP 2715 Code of Ethics/Standards of Practice

- 1.6~~8~~ In all decisions hold the educational welfare and equality of opportunity of the students of the District as ~~his or her~~ **their** primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- 1.7~~9~~ Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- 1.8~~10~~ **Make every effort to ensure that the Board of Trustees conducts** ~~Conduct~~ all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- 1.9~~11~~ Enhance ~~his or her~~ **their** ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
- 1.40~~12~~ Promote and maintain good relations with fellow Board members by:
- 1.40~~12~~.1 Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of ~~his or her~~ **their** opinion.
 - 1.40~~12~~.2 Respecting the opinion of others and abiding by the principle of majority rule.
- 1.44~~13~~ Promote an effective working relationship with the Chancellor and ~~e~~**D**istrict staff by:
- 1.44~~13~~.1 Providing the responsibility, necessary authority, and support to effectively perform their duties.
 - 1.44~~13~~.2 Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board **of Trustees.**
- 1.42~~14~~ Be an advocate of the District in the community by encouraging support for and interest in the North Orange County Community College District.
- 1.15 Make use of an opinion disclaimer when publicly expressing personal views while using their trustee or Board title. Such a disclaimer should clearly state that the opinions expressed are those of the trustee and do not represent those of the District or of the Board of Trustees.**
- 1.16 Use their District email account, and avoid use of any personal email account, for District business.**

BP 2715 Code of Ethics/Standards of Practice

- 2.0 ~~All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.~~ **A complaint of trustee misconduct may be filed with the Board President or the Chancellor by any student, employee, or trustee. A filed complaint shall be shared with all members of the Board of Trustees. To be acted upon, a complaint must:**
- 2.1 Be in writing;**
 - 2.2 Include the names of and contact information for the complainant(s);**
 - 2.3 Allege specific actions and include dates or approximate dates of such actions;**
 - 2.4 Identify provisions of the Code of Ethics, laws, or other standards that have allegedly been violated;**
 - 2.5 Be filed within 12 months of the alleged violation(s), or within 12 months of the time the complainant(s) first learned of the alleged violation(s), or within any applicable statute of limitations.**
- 3.0 ~~A complaint of trustee misconduct will be referred to an ad hoc committee composed of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.~~ **A complaint alleging a violation of the Code of Ethics will be addressed by the Board President who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee to examine the matter and recommend a course of action to the Board of Trustees. The affected trustee shall be provided an opportunity to present information to the committee. Sanctions may be determined by the Board of Trustees and may include censure or removal from a Board officer position. If the Board member in question is the Board President, the Board Vice President is authorized to pursue resolution and in the absence of the Board Vice President, the Board Secretary is authorized to do so.**
- 4.0 Sanctions including censure or removal from a Board officer position shall require a vote of two-thirds of the members of the Board of Trustees.**
- 5.0 The Board President and the Chancellor are authorized to consult with legal counsel if a complaint alleges violations of pertinent laws or regulations including**

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

BP 2715 Code of Ethics/Standards of Practice

but not limited to those dealing with conflict of interest, misuse of public resources, and confidentiality of closed session information. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

See Board Policy 2200, Board Duties and Responsibilities; Board Policy 2315, Closed Sessions; Board Policy 2710, Conflict of Interest; Administrative Procedure 2710, Conflict of Interest; Administrative Procedure 2715, Code of Ethics/Standards of Practice; Board Policy Board 2740, Board Professional Development; Administrative Procedure 2740, Board Education; Board Policy 3050, Institutional Code of Ethics; Administrative Procedure 3050, Institutional Code of Ethics; Board Policy 3410, Unlawful Discrimination; and Administrative Procedure 3410, Unlawful Discrimination.

Date of Adoption: June 24, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
April 24, 2007

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 24, 2020	Resolution	<u> </u>
SUBJECT:	Formal Complaints of Trustee Misconduct	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: The Board of Trustees has received the following formal complaints of trustee misconduct related to Board President Ryan Bent.

Formal Complaint 1

The formal complaint, submitted by Aline Gregorio, Fullerton College Faculty, includes allegations centered on Board President Ryan Bent's comments and conduct over the last several months which have been "disturbing and damaging" and include his recent interactions with the Fullerton College Associated Students (AS) President, AS senators, and the Fullerton College Student Trustee.

The complaint requests immediate intervention from the Board that includes a response to the Fullerton College AS.

Formal Complaint 2

The formal complaint was submitted by Raymond Robles, Fullerton College Associated Students (AS) President, on behalf of the Fullerton College AS. The complaint centers on Board President Bent's behavior at a Fullerton College AS October 27, 2020 meeting.

The complaint seeks a public apology from Trustee Bent for his actions and his resignation, effective immediately. Barring his resignation, the complaint requests that the Board reprimand Trustee Bent to prevent further misconduct and recommends the immediate removal of Trustee Bent as Board President; barring him from holding Board officer positions; and/or withholding a portion, or all of the per diem allotted to him, until a public apology is received and corrective action to include cultural sensitivity training is completed.

Applicable Board Policy

Per BP 2715, Section 2.0, The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

Per BP 2715, Section 3.0, A complaint of trustee misconduct will be referred to an ad hoc committee composed of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

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 2715, Code of Ethics/Standards of Practice.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board acknowledge receipt of the formal complaints and determine the next steps in the process.

Cheryl Marshall
Recommended by

Approved for Submittal

6.e.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	November 24, 2020	Resolution	_____
SUBJECT:	Future Board Agenda Items	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.

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

November 10, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 10, 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; Lisa McPherson, 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; and Danielle Davy, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios, Lee Douglas, Alex Porter, and Michael Zari from Cypress College; Gil Contreras, Rod Garcia, Joe Ramirez, and Raymond Robles from Fullerton College; Karen Bautista, Terry Cox, and Martha Gutierrez from North Orange Continuing Education; and Chelsea Salisbury and Rick Williams 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. **The Latino Faculty and Staff Association (LFSA)** provided a statement to the Board in support of the Fullerton College Associated Students, denouncing **Trustee Ryan Bent's** actions at the October 27, 2020 Senate meeting. They cited the NOCCCD Mission Statement as a reminder of the District's commitment to student success and they urged the Board to further examine the incident and act accordingly to prevent continued harm to students.

(See Supplemental Minutes #1264 for a copy of the statement.)

- B. **Ruben A. Lopez**, Fullerton College Faculty, provided a statement to the Board expressing disappointment in **Trustee Ryan Bent's** unprofessional behavior at the October 27, 2020 Fullerton College Associated Students Senate meeting. He stated that leadership is dependent on trust and that the students' trust in the institution has been violated. He implored Trustee Bent to rebuild students' trust in the institution by making a public apology, and stated that failure to do so should be dealt with by the Board in an urgent manner.

(See Supplemental Minutes #1264 for a copy of the statement.)

- C. **Aline Gregorio**, Fullerton College Faculty, provided a statement to the Board expressing support for the Fullerton College Associated Students, as well as to share her concerns about **Trustee Ryan Bent's** pattern of troubling and damaging behavior. She cited disparaging remarks towards students at a recent Associated Students Senate meeting as the "most shameful display yet." She asked that the Board guarantee student dignity and implored Trustee Bent to use his re-election opportunity to listen, reflect, and grow.

(See Supplemental Minutes #1264 for a copy of the statement.)

- D. **Matthew Phutisatayakul**, CSEA Labor Relations Representative, provided a statement to the Board requesting that the District and **Trustee Ryan Bent** cease and desist behavior that opposes the ideals of bargaining in good faith and tarnishes CSEA's interest-based relationship with the District. He cited Trustee Bent's disparaging remarks about union leaders made on his public Board President Facebook page on October 5, 2020.

(See Supplemental Minutes #1264 for a copy of the statement.)

- E. **Alejandra Avila**, Fullerton College Student, provided a statement to the Board expressing the integrity of her fellow students and professors and her bewilderment at the remarks made by **Trustee Ryan Bent** about the Black Lives Matter movement. She expressed her concern that these actions would lead to the regression of all racial equality efforts made by the District.

(See Supplemental Minutes #1264 for a copy of the statement.)

- F. **Joe Carrithers**, Fullerton College Faculty, provided a statement to the Board regarding the First Amendment and how it does not guarantee the right to say things without consequences. He mentioned the veiled threat made against the Fullerton College Student Trustee at the October 27, 2020 Associated Students Senate meeting that occurred without consequences. He further stated that action from the Board for unacceptable speech and behavior is warranted and long overdue.

(See Supplemental Minutes #1264 for a copy of the statement.)

- G. **Marwin Luminarias**, Fullerton College Classified Senate President, provided a statement to the Board in which he noted **Trustee Ryan Bent's** re-election as Board President. He referenced the Fullerton College motto, "once a Hornet, always a Hornet" and explained how it is a promise to put the well-being of students first. He further

expressed his displeasure for Trustee Bent's actions toward Fullerton College students and that he felt ashamed that Trustee Bent was "once a Hornet."

(See Supplemental Minutes #1264 for a copy of the statement.)

- H. **Mohammad M. Abdel Haq**, Fullerton College Faculty, provided a statement to the Board to share his concerns regarding **Trustee Ryan Bent's** actions towards Associated Students on October 27, 2020. He stated that he applauds and stands in solidarity with the students for standing up for themselves. He also admonished those that remained silent during these and other interactions with Trustee Bent. He further stated that work needs to be done to learn how this behavior has impacted the community, and that Trustee Bent should apologize and commit to doing better or resign.

(See Supplemental Minutes #1264 for a copy of the statement.)

- I. **Cynthia Guardado**, Fullerton College Faculty, provided a statement to the Board sharing that she is angry and heartbroken by **Trustee Ryan Bent's** behavior at the Associated Students Senate meeting, Board meetings, and on his social media platforms. She also stated that the Board, Chancellor, and District cannot continue to ignore his "overt racism, sexism, and discrimination" towards students and District members. She expressed that action needed to be taken immediately and asked that Trustee Bent's resignation be submitted.

(See Supplemental Minutes #1264 for a copy of the statement.)

- J. **Stephanie Rodriguez** provided a statement to the Board regarding **Trustee Ryan Bent's** conduct at the October 27, 2020 Fullerton College Associated Students Senate meeting and expressed her disappointment for his comments in an article for *The Hornet* that encourages "free-thinking students of good character to run for [Associated Students] positions." She further stated that she believed no leader within the District should be allowed to attack the character of students.

(See Supplemental Minutes #1264 for a copy of the statement.)

- K. **Logan Ueno**, Fullerton College Associated Students Vice President of Records, provided a statement to the Board to comment on the hostile environment created by **Trustee Ryan Bent** at the October 27, 2020 Fullerton College Associated Students Senate meeting. He addressed disparaging remarks made at this meeting and clarified comments made in *The Hornet* regarding transparency of the Senate meetings. He further cited George Orwell "In a time of deceit telling the truth is a revolutionary act."

(See Supplemental Minutes #1264 for a copy of the statement.)

BLOCK VOTE APPROVAL OF NON-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:

Finance & Facilities: 3.a, 3.e, 3.g, 3.h
Instructional Resources: 4.a, 4.b, 4.c

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

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath 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.

CHANCELLOR'S REPORT

- A. **Chancellor Marshall** congratulated re-elected and newly elected Trustees and made the following statement: "I make this statement on behalf of myself and all members of Chancellor's Staff. I will keep my comments relatively brief due to the number of statements being shared tonight in support of our students.

First and foremost, we want our student leaders to know that we are here for you – to provide support, guidance, and mentoring. We are fully committed to an educational environment that promotes civil discourse and learning inside the classroom and through extra-curricular activities. **Chloe and Ester**, you have both used your voice to advocate for students and causes and we deeply appreciate your courage and conviction.

I want our students and all of you to know that our lack of responses during Board meetings does not in any way mean that we agree with what's being said or that we do not care. As resource members, our role during Board meetings is different than other members of the dais. To the very best of our ability, we strive to answer and clarify trustee questions while building and maintaining positive and effective working relationships with our trustees. With this as our goal, we have had many private courageous conversations to express our thoughts and beliefs. The fact that we do not always speak up in public Board meetings is appropriate to our roles and is not indicative of who we are as people. We have chosen to work as educational leaders because of our love for students and our desire to be part of your successful journey. I hope you understand this and I share these thoughts so you can hear our public commitment to all students.

Please feel free to reach out to any one of us at any time with questions or concerns or for guidance. We are here for you."

COMMENTS

- A. **Valentina Purtell** provided a statement about how saddened she was with the lack of civil discourse in our District public forums and how important it is to have respectful and collegial dialogue. She shared that there is a need to engage respectfully and that to not do so is destructive and harmful to our District community. She asked that District leaders uphold students by modeling civil discourse with respect and integrity and expressed hope that the District can move into a new phase of collaboration and collegial respect.

- B. **JoAnna Schilling** shared that **Trustee Barbara Dunsheath** will be speaking at the Cypress Soroptimist, *The Women's Hour: The Path Toward Suffrage and Beyond*, event on November 18, 2020, as well as noted the timeliness of the topic given the election of the first female Vice President of the United States. She also read a statement resulting from concerns expressed by student leaders, and shared the five core values of Cypress College (excellence, integrity, collegiality, inclusiveness, and equity) that are at the foundation of the work the campus does in support of its students. Cypress College is committed to ensure that students have a supportive, safe and culturally inclusive environment that will allow them to flourish. She also called for District leaders to uphold NOCCCD values and model the behavior of collegiality that all employees should demonstrate when representing the District.
- C. **Greg Schulz** reported on Fullerton College's recently adopted anti-racism statement. He thanked students, faculty and staff for their commitment to making Fullerton College an inclusive, welcoming, and anti-racist campus. He also addressed the actions at the October 27, 2020 Associated Students Senate meeting in which many students felt that there was an attempt to silence their voices by a member of the Board. He expressed that these actions are unacceptable and not consistent with the core values (community, diversity, equity, excellence, growth, inclusivity, innovation, integrity, partnership, respect, and responsibility) of Fullerton College. He asked that we do better to treat students, faculty and staff with respect.
- D. **Lisa McPheron** shared a statement from the District Management Association's Executive Board about how administrators are responsible for advancing the District's mission, vision and values, and to speak up for students when actions occur that are contrary to these principles. She shared that **Trustee Ryan Bent's** recent discourse with the Fullerton College student leaders follows a pattern of disrespectful behavior and asked that, as he enters his new term, he make it a goal to mend fences and not tear down walls built from partisan rhetoric.
- (See Supplemental Minutes #1264 for a copy of the statement.)
- E. **Jennifer Oo** shared a statement in support of students and a feeling of embarrassment at the inability of District leaders to have difficult conversations in a respectful manner. She stated, as leaders, faculty need to model respectful communication and to civilly acknowledge a disagreement. She also stated that when we are unable to allow individuals to speak or be heard we lose an opportunity to learn and grow from their perspective.
- F. **Craig Goralski** reported that the Academic Senate had not met since the last Board meeting, but a formal statement regarding **Trustee Ryan Bent** is forthcoming. The Senate Executive Committee has expressed support for the Fullerton College Associated Students' letter to the Board on October 27, 2020.
- G. **Kim Orlijan** reported on her attendance at the ASCCC Fall Plenary where the group adopted resolutions for an anti-racism pledge and an anti-racism education paper. She also read the recently adopted Fullerton College anti-racism statement, and explained that she felt it was important that everyone embrace it and act on the truths and pledges within it. Dr. Orlijan further expressed Faculty Senate's support for the Fullerton College Associated Students and cited a statement sent to the Board on November 6 that described the actions of **Trustee Ryan Bent** at the October 27, 2020 Senate

meeting as an attempt to silence students and an abuse of power. She further implored the Board to exercise a duty of care for students and to “live up to the policies that guide it and the values that it espouses.”

(See Supplemental Minutes #1264 for a copy of the statement.)

- H. **Christie Diep** shared her displeasure at being denied the ability to speak when she was muted at the last Board meeting. She was also disappointed that the Board cited First Amendment rights when arriving at a conclusion for the formal complaint for **Trustee Ryan Bent’s** inflammatory remarks. However, when she was muted, she explained that she was not allowed the same rights to address false allegations made about her. She referenced Board Policy 2310 – 6.0 as support for her right to speak as a Resource Table member. Ms. Diep also read a letter from United Faculty that was sent to the Board of Trustees on October 28 in support of students and student leaders denouncing Trustee Bent’s behavior at the October 27 Fullerton College Associate Students Senate meeting and the Board of Trustees meeting. She admonished the Board for their silence and failure to acknowledge student voices, and she reaffirmed that United Faculty stands with students and supports them speaking out.
- I. **Raymond Robles** acknowledged the 245th birthday of the Marine Corps and wished everyone a Happy Veterans Day. He shared a letter from Fullerton College Associated Students that highlighted the events of the October 27 Senate meeting. He denounced **Trustee Ryan Bent’s** behavior and the use of the word “thug” when speaking to a student at the meeting, cited the racist history of the word, and stated that the word had no place in education and/or speaking to a man of color. He further shared that the threat and intimidation against **Student Trustee Chloe Reyes** and other students violated the *School Safety: Safe Place to Learn Act*. He stated that the group demands a public apology and resignation from Trustee Bent, and shared what the group felt were acceptable actions from the Board to follow until an apology is made and appropriate training takes place.
- J. **Student Trustee Chloe Reyes** stated that she was humbled and inspired to be representing the students who have spoken out. She shared that she was heartbroken following the abusive behavior she experienced at the October 27 Fullerton College Associated Students Senate meeting. She stated that one voice can start a chain reaction that can lead to a revolution, and reminded fellow students of the power of their voices. She thanked everyone who has stood in solidarity with her including students, staff, faculty and administrators. She concluded by citing former First Lady, Michelle Obama: “People who are truly strong lift others up. People who are truly powerful bring others together.”
- K. **Student Trustee Ester Plavdjian** reported on her attendance at the Fullerton College Associated Students meeting where she was able to listen to all of the students’ statements. She thanked the students who spoke out, further expressed gratitude for **Student Trustee Chloe Reyes**, and shared that the Cypress College Associated Students stand with Fullerton College Associated Students. She also reported on her attendance at the Cypress College Resource Fair that provided COVID-19 items to students and a *Halloween on the Road* drive-by event, as well as shared that a town hall will take place on November 13 to allow students a safe space to discuss the election outcome.

- L. **Trustee Ed Lopez** congratulated **Trustee Ryan Bent** and **Trustee Jacqueline Rodarte** on their re-elections and **Evangelina Rosales** on her election to the Board. He shared that the Policy Committee plans to bring the final two policies that they have been working on, including BP 2715, Code of Ethics, to the November 24 Board meeting. He addressed the comments that have been made regarding the Fullerton College Associated Students Senate meeting, and shared that he believes trustees should be respectful to students in all interactions. He stated that, with regard to the actions that can be taken, it first needs to be clarified that the request being made is either a criticism or complaint. If it is a formal complaint based on evidence, then there should be an investigation. If what is sought is an apology, then that would be up to Trustee Bent to provide, but if disciplinary action is desired, then that would require a complaint and investigation. He stated that this would need to be clarified and a course of action may need to be agendaized going forward.
- M. **Trustee Barbara Dunsheath** congratulated her fellow trustees on their re-elections and welcomed **Evangelina Rosales** to the Board. She shared that ACCJC is holding its equity-minded approach meetings called the *Future of Learning* on December 2–3 and 7–8. She also shared that East Los Angeles College will be sponsoring **Angela Davis** on November 13, with registration available on the college website. She further reported on her attendance at a CCCT meeting, highlighted election results, provided updates on the Proposition 15 and 16 defeats, decrease in national community college enrollments, and shared that the United States will have a K-shaped economy where those with a degree and those economically more well off will tend to recover faster.
- Dr. Dunsheath further discussed a PowerPoint on finance that she shared prior to the last Board meeting. The PowerPoint showed the financial well-being of all colleges in California and revealed that NOCCCD is fiscally solvent, which is not the case with some districts in the region. She also shared that NOCCCD is often compared to SOCCCD and Mira Costa CCD, but stated that our District cannot financially compete with those basic aid districts.
- Lastly, she shared that she fully agrees with **Chancellor Marshall's** statement that silence does not mean that the Board is disinterested, doesn't hear, or doesn't care. She shared that her belief is to publically praise and silently criticize, and that work is done behind the scenes to address situations. Her goal is to lower the temperature and she reminded the Board that words matter and can hurt, so we need to think before we speak.
- N. **Trustee Jacqueline Rodarte** thanked students for their public comments and for reminding trustees of the appropriate perspective that they need to have.
- O. **Trustee Stephen T. Blount** expressed his shock at all of the offers of congratulations for the re-elected trustees and shared that he did everything in his power to ensure that **Keri Kropke** would be elected to replace **Trustee Ryan Bent**. He also cautioned Trustee Bent to use this experience to learn a lesson and not repeat the past.

MINUTES: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of October 27, 2020. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjan's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By the block vote, authorization was granted to 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.

Item 3.b: The Board received and reviewed the District's Quarterly Financial Status Report for the quarter ended September 30, 2020, as required by §58310 of Title 5.

Item 3.c: The Board received and reviewed the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended September 30, 2020.

Item 3.d: The Board received and reviewed the 2019-2020 Travel Expense Report.

Item 3.e: By the block vote, authorization was granted 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%).

Item 3.f: Fred Williams, Vice Chancellor of Finance & Facilities, Alex Porter, Cypress College Vice President of Administration Services, and Michael Zari, Cypress College Project Manager – Campus Capital Projects, conducted a presentation on the Sundt Construction Contract Change Order which highlighted the following:

Project Overview

An overview was provided that detailed a history of the original contract amount and the three subsequent change orders that amount to a \$1,802,021 or a 1.96% increase in the project cost. The SEM building is 75% complete with an anticipated CM closeout date of August 26, 2021, and the VRC is 99% with an anticipated CM closeout date of November 7, 2020.

Summary	
Original Contract Amount	\$92,052,341
Change Order #1	\$377,246
Change Order #2	\$222,333
Change Order #3	\$1,202,442
	\$93,854,362

Contingencies and Allowances

The pending construction contingency amount for the District for the SEM, VRC/SAC, Bridge/Garden/Plaza, and Pond total \$456,117.

	SEM	VRC/SAC	Bridge/Garden/ Plaza	Pond	Total
CM CONSTRUCTION CONTINGENCY					
Original Amount	1,437,988.00	168,797.00	19,538.00	9,379.00	1,635,702.00
Amount Approved for Use	(358,915.00)	(101,690.00)	(7,951.00)	(8,736.00)	(477,292.00)
Pending Amounts	(343,959.00)	(54,168.00)	3,135.00	-	(394,992.00)
Current Balance	735,114.00	12,939.00	14,722.00	643.00	763,418.00
Remaining %	51%	8%	75%	7%	47%
DISTRICT CONSTRUCTION CONTINGENCY					
Original Amount	905,797.00	323,283.00	60,000.00	25,000.00	1,314,080.00
Amount Approved for Use	150,198.00	(323,283.00)	26,111.00	(310.00)	(147,284.00)
Pending Amounts	(456,117.00)				(456,117.00)
Current Balance	599,878.00		86,111.00	24,690.00	710,679.00
Remaining %	66%	0%	144%	99%	54%
DESIGN FEE CONTINGENCY					
Original Amount	186,240.00	57,495.00	-	10,000.00	253,735.00
Amount Approved for Use	(105,905.00)	(52,722.00)	-	-	(158,627.00)
Pending Amounts					-
Current Balance	80,335.00	4,773.00	-	10,000.00	95,108.00
Remaining %	43%	8%		100%	37%

	SEM	VRC/SAC	Bridge/Garden/ Plaza	Pond	Total
CM ALLOWANCES					
Original Amount	1,031,360	257,840	N/A	N/A	1,289,200
Amount Approved for Use	-470,953	-140,557			-611,510
Pending Amounts	-58,657	-18,556			-77,213
Current Balance	501,750	98,727		-	600,477
Remaining %	49%	38%			47%
DISTRICT ALLOWANCES					
Original Amount	1,858,120	214,530	N/A	N/A	2,072,650
Amount Approved for Use	-1,473,198	-197,939			-1,671,137
Pending Amounts	-226,208	241			-225,967
Current Balance	158,714	16,832			175,546
Remaining %	9%	8%			8%

Network Refresh – SEM

The total cost for the Network Refresh for the SEM Instructional Building and the VRC Building are \$645,883 and \$16,408, respectively. These costs include horizontal cables, owner furnished equipment, and professional services/management, including distribution and network hardware for the VRC Building.

Security Cameras

Additional advanced work to update to systems to match standards in moving towards the increasing ability to provide safety on the Cypress College campus is required and totals \$84,035.

Design Revisions

Furniture Fixtures & Equipment (FF&E) and added structural changes for modifications due to the inspectors request to improve the building are included in the SEM design revision costs totaling \$226,147. The VRC design revisions include projector and screen value upgrades (not FF&E) totaling \$25,860.

General Conditions – COVID-19

These costs are attributed to mitigation efforts on-site and the costs negotiated for daily basic overhead on the job site.

CLEANING AND SCREENING COSTS					
	20-Apr	20-May	20-Jun	20-Jul	TOTAL
PPE					\$1,770
General Contractor Overhead	\$6,156	\$6,156	\$1,049	\$5,270	\$18,631
Jobsite Cleaning & Disinfecting	\$49,244	\$28,099	\$43,316	\$27,916	\$148,575
On-site Personnel Screening	\$4,603	\$14,125	\$11,464	\$4,942	\$35,134
	\$60,003	\$48,380	\$55,829	\$38,128	\$204,110

Mr. Williams stated that the \$456,117 portion will be funded by District Contingency, while the remaining \$746,325 will be funded from other projects, including the IT Network Refresh and the Mass Communication and Security projects.

Subsequent to the presentation, it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to 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. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjan's advisory votes.**

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

Item 3.g: By block vote, authorization was granted 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.

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

Item 3.h: By the block vote, authorization was granted 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.

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

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to approve the 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.

Item 4.b: By block vote, authorization was granted to approve the 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.

Item 4.c: By block vote, authorization was granted to approve the 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.

Item 4.d: The Board received highlights related to the Cypress College 2020-21 Professional Development Program with expenditures estimated for travel and conferences; supplies; other operating expenses and services; and salaries for reassigned time and hourly clerical support.

Item 4.e: The Board received highlights related to the Fullerton College 2020-21 Staff Development Program with expenditures estimated for books and memberships; speakers/presenters and academy coordination/expenses; and virtual conference attendance and online training.

During the discussion, trustees inquired whether part-time faculty receive the same opportunities and if they receive a stipend. It was confirmed that opportunities and compensation depend on the nature of the activity.

Item 4.f: The Board received highlights related to the NOCE 2020-21 Professional Development Program with expenditures estimated for conferences, workshops, and on-campus speakers and presentations; management professional development opportunities; and classified and faculty professional development.

Item 4.g: The Board received highlights related to the districtwide and District Services 2019-20 and 2020-21 Professional Development Program.

During the discussion, Trustee Barbara Dunsheath thanked the Professional Development Coordinators and expressed her appreciation for how the reports have been organized and how diversity, equity, and inclusion are incorporated in all of them.

HUMAN RESOURCES

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

12-month position (100%)
 Range 41, Step D
 Classified Salary Schedule
 Eff. 11/11/2020 – 02/26/2021

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)

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
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NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

Director, Admissions and Records
Range 25
Management Salary Schedule

(See Supplemental Minutes #1264 for a copy of the new job description.)

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 #1264 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 #1264 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 #1264 for a copy of the volunteer listing.)

GENERAL

Item 6.a: The Board directed that the agenda for November 24, 2020 include the establishment of December 15, 2020 as the date of its Organizational Meeting and received as information the tentative dates for Board meetings in 2021, along with the dates of national and state conferences and conventions.

In reviewing the Tentative Board Meeting Calendar for 2021, the Board requested that the first meeting in the months of January and July be cancelled, and that the first meeting in August be marked as tentative, with the meeting only taking place if deemed necessary.

Trustee Barbara Dunsheath further shared that the 2020 CCLC Annual Convention will take place virtually between November 17–20, 2020 at no cost.

Item 6.b: The Board received the following proposed, revised Board Policies as a first reading and directed 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
- BP 2740, Board ~~Education~~ [Professional Development](#).

During the discussion regarding BP 2200, several Trustees stated that they preferred the original document to the current revised document. It was suggested that the original sub-sections be kept as a framework and any revisions be added as sub-bullets without deleting the original headings and that policies should be written to represent the intent of the District. Several examples were cited of the Board Policy Subcommittee using the CCLC Trustee Handbook to align the policies with the Education Code so that information in the Board Policy is more useful and available in a single location.

Subsequently, the Board decided that a study session will take place in January 2021 to be led by an appropriate party to guide discussion on understanding the law and ability to make informed decisions when revising Board Policies. The study session will assist in the decision to then form a new Board Policy Subcommittee to review BP 2200.

Item 6.c: The Board received the new Administrative Procedure 5041, Gender and Chosen Names and directed that it be placed on a future Board meeting agenda for action.

During the discussion, Craig Goralski shared his support for the current version of AP 5041 and mentioned that it is vastly different from the version that originally came before DCC. He thanked Jenelle Herman for spearheading the work of creating a procedure that is more protective of students. He also stated that the work done to involve as many constituents as possible on reworking AP 5041 is a model of inclusivity for the District, and asked that the same inclusion be used going forward when creating and editing the Black Lives Matter policies.

Item 6.d: Board President Ryan Bent asked if there were any requests for potential future Board agenda items. Trustee Ed Lopez suggested that the Board make a decision on whether or not the public comments received about Trustee Ryan Bent can be viewed as a formal complaint or simply criticism, which led to a discussion on the need to formalize a process for submitting formal complaints and defining appropriate actions that the Board can take on

those complaints. It was also mentioned that a precedent should be set that makes it clear that public comments will not be viewed as a formal complaint. Trustee Lopez suggested that those who made public comments consolidate those concerns and submit a formal written complaint, which can then be agendized as previously done using current Board Policy as guidance. Student Trustee Chloe Reyes stated that including this topic at the next meeting would be greatly appreciated.

CLOSED SESSION: At 8:14 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would be no readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

RECONVENE MEETING: At 9:44 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 9:44 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