



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

MEETING: Regular Meeting in November 2017

DATE: Tuesday, November 28, 2017, at 5:30 p.m.

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

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

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

- f. **Reports:**
 Chancellor
 Fullerton College Annual Report and Institutional Effectiveness Report
 By: Greg Schulz, Fullerton College President

 College Presidents/Provost
- g. **Comments:**

**Resource Table Personnel
Members of the Board of Trustees**

2.
 - a. **Approval of Minutes of the Regular Meeting of November 14, 2017.**
 - b. **CLOSED SESSION: Per the following sections of the Government Code:
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
 - c. **Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Chancellor**
3. **FINANCE & FACILITIES**
 - [a] Authorization is requested for the District to continue to utilize the Office Depot contract piggyback from the Foundation for California Community Colleges for purchases and services the contract offers to the District.
 - [b] Authorization is requested to award Bid #1718-07, Anaheim Tower 7th & 10th Floors Tenant Improvements to Paul C. Miller Construction Co. as the lowest overall responsive and responsible bidder.
 - [c] Authorization is requested to award DSA Inspection Services for the Anaheim Tower 7th & 10th Floors Tenant Improvements Project to Vital Inspection Services, Inc.
 - [d] It is recommended that the Board adopt the proposed prequalification questionnaire and the related rating system to prequalify a pool of general contractors that could bid on construction projects districtwide.
 - [e] Authorization is requested to expend \$159,192.00 for the one-time perpetual licenses, one-time training, and annual maintenance for Tableau Software, Inc. software beginning November 30, 2017 through November 29, 2018, and to continue maintenance in future years at a rate of \$33,600 annually with an increase of no more than 4% each year thereafter.
4. **INSTRUCTIONAL RESOURCES**
 - a. It is recommended that the Board receive the 2017-2019 Integrated Plans by Cypress College, Fullerton College and NOCE and direct that they be submitted for approval at the December 12, 2017 meeting.
 - b. It is recommended that the Board receive as information the highlights relating to the Cypress College 2017-2018 Professional Development Program.
 - [c] It is recommended that the Board ratify the amendment of the 2017-2018

NOCCCD-Fullerton College and BOUSD CCAP Dual Enrollment Partnership Agreement.

- [d] It is recommended that the Board authorize the Fullerton College Technology and Engineering Division/Fashion Department to conduct an optional, out-of-country field trip.

5. HUMAN RESOURCES

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

Leaves of Absence
Additional Duties Days @ Per Diem

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

Retirement
Resignation
Probationary Release
New Personnel
Promotion
Voluntary Changes in Assignment
Leaves of Absence

- [c] Request approval of Professional Experts.

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

- [e] Request approval of Volunteers.

6. GENERAL

- a. It is recommended that that Board establish Tuesday, December 12, 2017 as the date of the Board's Organizational Meeting and to so inform the County Superintendent.
- b. It is recommended that the Board adopt the revised Board Policies in Chapters 1, 2, 3, 4, 5, 6, and 7.
- c. It is recommended that the Board adopt new Board Policy 7700, Whistleblower Protection.
- d. It is recommended that the Board adopt the revised Board Policies in Chapter 4.

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
		Resolution	
DATE:	November 28, 2017	Information	
		Enclosure(s)	
SUBJECT:	Award Bid #1718-07, Anaheim Tower 7 th & 10 th Floors Tenant Improvements		

BACKGROUND: Currently, the 7th Floor at the Anaheim Tower is an existing open space except for the previously built-out toilet/utility core located at the center of the building. At construction, the existing restrooms, lobby, and elevators are to remain unchanged. The remaining open space on the floor will be converted into office, instructional, classroom, and library space totaling approximately 9,588 square feet.

Presently, half of the 10th floor is built out and is occupied. Much of this existing construction will be demolished to make way for new improvements including office, learning, work, and professional development spaces. The floor will be occupied by the Educational Services & Technology Department. The tenant improvements on the tenth floor totals approximately 10,007 square feet.

On October 27, 2017, District Purchasing received five bids from the prequalified contractors for the Anaheim Tower 7th & 10th Floors Tenant Improvements. The lowest responsive and responsible bid was Paul C. Miller Construction Co. (PCM) in the amount of \$3,374,000 plus \$200,000 allowance for a total of \$3,574,000.

COMPANY	BASE BID	ALLOWANCE	TOTAL
Paul C. Miller Construction Co.	\$3,374,000.00	\$200,000.00	\$3,574,000.00
2H Construction	\$3,488,000.00	\$200,000.00	\$3,688,000.00
Interlog Construction	\$3,489,000.00	\$200,000.00	\$3,689,000.00
AMG	\$3,597,000.00	\$200,000.00	\$3,797,000.00
Good-Men Corp	\$4,089,511.00	\$200,000.00	\$4,289,511.00

PCM was the general contractor for the Fullerton College La Habra Swing Space Project. The company went through the pre-qualification process, as well as the bidding process, for that project. They went through the same processes with the 7th & 10th Floor Tenant Improvements Project.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This project will be funded partly from Measure J and Measure X.

RECOMMENDATION: Authorization is requested to award Bid #1718-07, Anaheim Tower 7th & 10th Floors Tenant Improvements to Paul C. Miller Construction Co. as the lowest overall responsive and responsible bidder in the amount of \$3,574,000 including \$200,000 allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	November 28, 2017	Information	
		Enclosure(s)	
SUBJECT:	Division of the State Architect (DSA) Inspection Services for the Anaheim Tower 7 th & 10 th Floors Tenant Improvement Project		

BACKGROUND: In August 2017, District Purchasing Department solicited proposals for DSA inspection services for the Anaheim Tower 7th & 10th Floors Tenant Improvements Project from the Board approved list of pre-qualified DSA inspection companies. At a minimum, the Project Inspector must meet the qualifications provided in the State Building Code, Part 1, Title 24, section 4-333 of the California Code of Regulations. Additionally, the Project Inspector must also ensure that all code-prescribed inspections and administrative duties are completed pursuant to DSA IR A-8.

The District received proposals from the following firms.

Company	Total Base Fee
Vital Inspection Services, Inc	\$161,704.00
UCMI, Inc	\$166,148.00
Stephen Payte DSA Inspection, Inc	\$168,640.00
Day Construction Inspection	\$170,000.00
TYR, Inc	\$178,800.00
JMI Consultant, Inc	\$185,900.00
Sandy Pringle Associates Inspection Consultants	\$190,568.00
Knowland Construction Services	\$214,200.00
Consulting & Inspection Services, LLC	No Total Cost
Inland Inspection & Consulting	No Total Cost

Staff recommends awarding the DSA inspection services contract for the Anaheim Tower 7th & 10th Floors Tenant Improvements to Vital Inspection Services, Inc. (VIS) in the amount of \$161,704. VIS, as well as the other companies, were provided a copy of the DSA approved

drawings and specifications, as well as the DSA Testing and Inspection sheet (DSA 103) and is, thus, familiar with the inspection requirements for the project. VIS's base fee includes inspection from preconstruction, construction phase 1 (7th floor), construction phase 2 (10th floor), and close out. They have calculated the hours included on their base fee per the construction schedule. They will provide daily full-time inspection during construction and part-time inspections during preconstruction and close out when inspection and oversight needed are minimal. Other companies provided full-time inspections only.

VIS provided the most complete response and the lowest fee. The proposed inspector not only has Project Inspector Class 1 and Class 2 certifications, he also holds certifications as a Welding Inspector, a Structural Steel & Welding Inspector, Structural Steel & Bolting Inspector, amongst others. The company has had experience with oversight of projects totaling over \$700 million. VSI has been Fullerton College's DSA inspector of choice for the last two years.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service will come from Measure J and Measure X.

RECOMMENDATION: Authorization is requested to award DSA Inspection Services for the Anaheim Tower 7th & 10th Floors Tenant Improvements Project to Vital Inspection Services, Inc. in the amount of \$161,704. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

3.c.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u> </u>
DATE:	November 28, 2017	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Prequalification of General Contractors on Construction Projects		

BACKGROUND: In 1998, the Legislature enacted Public Contract Code §20651.5 that allows community college districts to require contractors that wish to bid on public works jobs to “pre-qualify” to determine the size of the contracts each prospective bidder shall be deemed financially qualified to bid. Although pre-qualification is not a requirement, District staff deems it appropriate to pre-qualify prospective contractors for construction projects districtwide.

The intent of the pre-qualification process is to assist the District in determining bidder qualification prior to submission of a bid. Although potential bidders are pre-qualified and the resulting short listed companies are approved by the Board, the District will not be precluded from further reviewing the pre-qualified bidders’ responsibility and qualification prior to selection for a project. Criteria for subsequent solicitations will be developed and additional, more stringent, requirements may be put in place based on the complexity of the project, the value of the project, etc.

The law requires every public agency that establishes a prequalification process to:

1. use a “standardized questionnaire and financial statement in a form specified by the District (Public Contract Code §20651.5[a]); and
2. adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements (Public Contract Code §20651.5[b]).”

A similar pre-qualification process has been utilized in the past when selecting a general contractor for a project. A pre-qualification process was done for the Fullerton College La Habra Swing Space Project, the Fullerton College Bldg. 3100 Generator Addition Project, and, most recently, the Anaheim Campus 7th & 10th Floors Tenant Improvements Project. While such pre-qualifications were project specific, this pre-qualification is not project specific.

It is recommended that the Board adopt the attached proposed questionnaire, which was developed in accordance with Public Contract Code §20651.5[a], to prequalify a pool of general contractors that could bid on construction projects districtwide. It is further recommended that the Board adopt the attached proposed rating system that was developed pursuant to Public Contract Code §20651.5[b].

The prequalification is a one-year period. All qualified contractors shall be renewed annually with financial statements and/or written verification of bonding capacity.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This agenda item is to request approval for the Board to adopt a proposed pre-qualification questionnaire and the related rating system. There is no financial impact.

RECOMMENDATION: It is recommended that the Board adopt the proposed prequalification questionnaire and the related rating system to prequalify a pool of general contractors that could bid on construction projects districtwide.

Fred Williams
Recommended by

Approved for Submittal

3.d.2
Item No.



APPLICATION FOR PRE-QUALIFICATION
OF GENERAL CONTRACTORS
FOR
NORTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT

NORTH ORANGE COUNTY COMMUNICATION COLLEGE DISTRICT
PURCHASING DEPARTMENT
1830 WEST ROMNEYA DR. 8TH FLOOR
ANAHEIM, CA 92801

TABLE OF CONTENTS

Contents	Page
General Information	3
Submission of Completed Statements	4
Quick Check (Module 1)	4
Section 1: Contractor's Statement of Experience & Financial Condition	5
Section 2: Rating Questions (Module 2)	7
Section 3: Insurance	9
Section 4: Surety Information	11
Section 5: Performance (Module 3)	14
Section 6: Financial Information	17
Section 7: Affidavits	20
General Conditions	23
Appeal Process	24

GENERAL INFORMATION

Public Contract Code §20651.5 permits the Governing Board of any community college district to require each prospective bidder for a contract, as described under §20651, to complete and submit to the community college district a standardized questionnaire and financial statement in a form specified by the community college district, including a complete statement of the prospective bidder's financial ability and experience in performing public works construction/improvement projects. In accordance with §20651.5, the North Orange County Community College District (District) has developed a Pre-qualification Application (Application), which must be completed in advance by all general contractors seeking to bid on District Projects. Special consideration must be given to the General Conditions page attached herein.

All firms interested in bidding as a General Contractor for the District's Projects must fully complete this Application, provide all materials requested herein, and be approved by the District. Three (3) copies of the Application are required to be submitted.

Answers to questions contained in the attached Standard Form of Questionnaire and Financial Statement are required, including a complete statement of prospective bidder's financial ability and experience in performing public works. These documents will be the basis of rating bidders with respect to the Projects. The District reserves the right to verify the information submitted by the applicant (Applicant) in any related documents, or by supplemental information or data as necessary. Omission of requested information can result in automatic disqualification.

In addition to prequalification by the District, all contractors must be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 in order to be qualified, submit a bid on, or to perform work on a public project over \$1,000.00. At all times during performance of the Project, the bidder/contractor and all subcontractors, of any tier, must be registered with the DIR. Bids submitted by contractors not registered with the DIR will be rejected as non-responsive.

All costs associated with completion of the Application shall be borne by the Applicant. The District shall not, in any event, be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.

The questionnaire and financial statements are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The District reserves the right to reject any and all prequalification questionnaires and to waive any irregularities in the information contained therein.

Each questionnaire must be signed by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the District and provide updated accurate information in writing and under penalty of perjury.

PRE-QUALIFICATION PROCESS

The Application consists of three (3) primary review modules, which will be used to review the Applicants.

Module 1: The first module consists of a list of questions to which the Applicant must answer "Yes". If the Applicant answers "No" to any of the questions, the Application will automatically be rejected. If the Applicant answers "Yes" to all of the questions, the Applicant will proceed to the

Module 2.

Module 2: The second module consists of a list of "Rating Questions" all of which the Applicant must answer. If the Applicant's score on Module 2 meets the minimum of at least 68 the applicant will proceed to Module 3. If not, the Application will be rejected.

Module 3: The third module consist of a list of reference interview questions, which will be asked of previous clients project contacts by Application Review Panel. If the Applicant's score on Module 3 meets the minimum score of at least 120, the Application will be approved. If not, the Application will be rejected.

In summary, the Applicant must successfully pass all three modules in order for the Applicant to be pre-qualified. The following could result in denial of Pre-qualified status:

1. Failure to submit any material information required on the questionnaire.
2. Deliberate submission of false information.
3. Debarment or suspension by any public entity.
4. Conviction of a crime or public offense.
5. Failure to comply with SB854; register and qualify under the Department of Industrial Relations (<http://www.dir.ca.gov/Public-Works/PublicWorks.html>)
6. Any combination of substantive factors including, but not limited to, disregard of laws regulations, history of failure to perform in other contracts, unresolved tax liens, etc., consistent with this Prequalification Application, which in the sole discretion of the District, do not meet the standards of fitness or reliability expected from companies wishing to do business with the District.

Once the review and evaluation is complete, the applicant will be notified by letter whether the Pre-qualification has been approved or denied. Only Applicants for whom the Pre-qualification application has been approved will be permitted to submit a bid for the Project.

Prequalification is valid for a maximum of one year and expires on June 30 each year, at which time a prequalified contractor may fill out another application to extend their status through June 30 of the following year.

The District reserves the right to revoke the prequalified status of any contractor that is not performing appropriately on District projects or other projects. Any applicant denied has a right to appeal the decision. See page 26 for appeal process instructions.

NOTE: Prequalification pursuant to this Annual Prequalification of General Contractors does not preclude a General Contractor and/or prospective bidder from any project specific prequalification required by the District, nor is it a prerequisite for the same.

Pre-qualification Process Schedule

Tentative Dates:

Advertisement	12/1 & 12/8/17
Release of Pre-Qualification Application	12/1/17
Last day for all inquiries	12/15/17
District responses to all inquiries	12/20/17
Deadline to Submit Pre-Qualification Document	1/8/18 @ 2:00 p.m.

Commented [SYJ1]: Since this is an annual prequalification process – it's not going to have the same milestones that a project specific one would since it's not tied to a specific project. GCs are prequalifying ahead of time without an idea of a project. It's our understanding the District wants to have a pool of prequalified contractors for projects valued between \$250,000-\$2,000,000.

Late qualifications received after the deadline above shall not be accepted

Submission of Completed Statements

Mail completed application along with the following:

1. Reviewed or Audited Financial Statement
2. Letter of Bondability
3. Certificate of Insurance issued to the awarding agency
4. Accountant's Release Letter
5. Letter of Credit (Line of Credits are not accepted)

To: Jenney Ho – District, Director Purchasing
Purchasing Department
North Orange County Community College District
1830 West Romneya Drive, 8th Floor
Anaheim, CA 92801

Please mark envelope: **Application for General Contractor Pre-Qualification**
"Confidential"

Inquiries

Any inquiries related to this Pre-Qualification Application shall be submitted in written form via email to Jenney Ho at jho@nocccd.edu. The last day for inquiries to be submitted to the District is January 8, 2018 @ 2:00 p.m. Responses will be provided as an Addendum to this Pre-Qualification Application by December 20, 2017 via email.

Quick Check (Module 1)

The following are screening statements, which should be used to determine whether or not you should proceed to submit a pre-qualification application.

You must be able to answer "YES" to each question below.

1. I am pre-qualifying as a general contractor.

Yes: No:

2. I am appropriately licensed, insured, bondable, and in good standing.

Yes: No:

3. I am currently registered and qualify under the Department of Industrial Relations as per §1725.5 and §1771 of the Labor Code.

Yes: No:

4. I have a reviewed or an audited financial statement, (as appropriate), that is less than 18 months old.

Yes: No:

5. I have completed at least two public works projects valued at \$175,001 or more, within the last seven years. (Public Works Construction Project defined as project that meets California Public Contract Code §1101, §1103.5, or §22200(a) as appropriate.)

Yes: No:

6. I am eligible to bid on a Public Works contract as per §1777.1 of the Labor Code.

Yes: No:

***If you answered "Yes" to all of the above statements,
please proceed with the application.***

SECTION 1: CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION

Please Type or Print Clearly
SECTION 1 - GENERAL INFORMATION

Contractor: _____
(as name appears on license) Check One: Corporation
Contact Person: _____ Partnership Address: _____
Sole Proprietor City, _____
Joint _____
State, Zip: _____
Venture _____
Phone: (____) _____ Fax: (____) _____ Email _____ Address: _____
License #: _____ Class: _____ Expiration _____ Date: _____
Supplemental classification(s) held, if any, and license number(s): _____

Have you ever been licensed in California under a different name or different license number? No:
If yes, list all name(s) and license number(s) on a separate sheet.

Contractor is currently registered as a contractor with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 and §1771:
DIR Registration #: _____ DIR Expiration Date: _____

District Use Only: Verified by District on _____ via CSLB _____ by speaking with: _____ License clear: Yes: <input type="checkbox"/> No: <input type="checkbox"/> DIR verified/clear: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Tax ID Number: _____ Date Business Formed: _____ Number
of Employees: _____ Company-Wide: _____ Local-Orange County: _____

- In the past 10 years, what other businesses has the principal/s been involved in?

- Has there been any recent change in the control of the Company?
Yes: No: **(If yes**, explain on separate signed page)
- Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate?
Yes: No: **(If yes**, explain on separate signed page)
- Corporate Officers – Partners – Proprietor – Owners – Key Personnel: (Attach separate sheet if needed.) Any references to owners, officer, principals or partners herein shall include any qualifying individuals including any Responsible Managing Employee (RME) or Responsible Managing Officer (RMO).

Name	Position	Years with Firm	% Share

5. List experience record of staff (Attach separate sheet if needed.)

Name	Position	Years with Organization	Experience

6. In what type of construction do you specialize? _____

7. What size projects do you feel your company can undertake?

Single job \$ _____ Total work in Progress: \$ _____

8. What was the largest amount of work completed in one year?

Dollar Amount	Number of Jobs	Year	Largest Job
\$ _____			\$ _____

9. List annual gross income for last three (3) years: Year: _____ \$ _____

Year: _____ \$ _____

Year: _____ \$ _____

10. Are you currently pre-qualified with any other community college district in Orange County?

Yes: No:

If yes, which one(s)?: _____

What is your dollar rating? \$ _____

Can we contact the district(s) above to discuss your rating/prequalification? Yes: No:

I hereby certify that all of the information submitted by Contractor in connection with this Pre-qualification Questionnaire and all of the representations made herein are true and correct.

Date

Signature

Print Name

SECTION 2: RATING QUESTIONS (Module 2)

Highest Possible Rate = 90 Points.

A score less than 68 points will disqualify you from the pre-qualification process.

“You” or “Your” refer to the Applicant listed in Section 1.

Question	Response	Points <small>(For District Use Only)</small>
1. How many years has your organization been in business in California as a contractor under your present business name and license number? <small>(3 yrs. or less = 1 pt., 3-6 yrs. = 3 pts., >6 = 5 pts.)</small>	____ Years	____ pts. ____
2. How many years' experience does the principal of the firm have as a contractor? <small>(3 yrs. or less = 1 pt., 3-6 yrs. = 3 pts., >6 = 5 pts.)</small>	____ Years	____ pts.
3. Are the owners or principals of the firm in good standing with the Contractors' State License Board, or have they ever had their contractor's licenses suspended, put on probation or revoked (including a stay of such revocation)? <small>(Check One) (Good standing = 5 pts Probation = 3 pts Suspended = 2 pts Revoked = 0 pts.)</small>	Good Standing <input type="checkbox"/> Probation <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/>	____ pts.
4. How many years has your organization completed construction work as a Contractor under the California Division of State Architect (DSA) Rules and Regulations? <small>(3 yrs. or less = 1 pt., 3-6 yrs. = 3 pt., 6+ = 5 pts.)</small>	____ Years	____ pts.
5. How many stop notice actions have been filed in court and lost by your firm? <small>(0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)</small>	____ Lost	____ pts.
6. How many claims against a project owner has your firm filed in court and lost? <small>(0 = 4 pts., 1-3 = 2 pts., >3 = 0 pts.)</small>	____ Lost	____ pts.
7. Has your firm ever failed to complete a project in the past 5 years? <small>(Yes = 0 pts., No = 5 pts.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
8. In the three most current completed contracts, how many unresolved change orders resulted in claims? <small>(0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)</small>	____ Claims	____ pts.
9. Has your organization been assessed liquidated damages in the past 5 years? <small>(Yes = 0 pts., No = 5 pts.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
10. Has your organization ever had insurance terminated by a carrier in the past 5 years? <small>(Yes = 0 pts., No = 2 pts.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
11. How many OSHA citations has your firm received on your three most current completed contracts? <small>(0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)</small>	____ Citations	____ pts.
12. Does your firm currently have a safety plan, which complies with the current OSHA standards? <small>(Yes = 2 pts., No = 0 pts.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.

13. What is your current Workers' Compensation modification rate? (<1 = 5 pts., 1.1 – 1.5 = 3 pts., 1.6 – 2.0 = 2 pts., >2.1 = 0 pts.)	_____ Rate	_____ pts.
14. How many higher education projects over \$175,001 has your firm completed in the past 5 years? (>5 = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0 pts.)	_____ Projects	_____ pts.
15. List your firm's Experience Modification Rate (EMR) for each of the past three premium years. (Note: An EMR is issued to your firm annually by your workers' compensation insurance carrier.) (3 years average under 1.0: Yes = 6 pts, No = 0 pts)	____ Year ____ Rate ____ Year ____ Rate ____ Year ____ Rate	_____ pts.
16. Within the past 5 years, has any employee or entity filed a complaint against your organization with the California Contractors License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Complaints	_____ pts.
17. Within the past 5 years, has any employee filed a complaint with the Labor Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Complaints	_____ pts.
18. Has your organization or any officer of your organization been found guilty of violating any federal, state, or local law, rule or regulation regarding a construction contract? If yes, please describe on separate sheet. (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ pts.
19. Has your organization experience working near or within an active facility, which operations cannot be disturbed or shut down during construction? (Yes = 5 pts., No = 2 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ pts.
Total Score:		_____ of 90

***If you answered "Yes" to questions 7-11, and/or 16-18, you must attach an explanation for each on a separate sheet.**

SECTION 3:INSURANCE

- Do you currently have comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit per occurrence, \$3,000,000 for general aggregate?

Yes: No: Please provide a Certificate of Insurance as verification.

- Do you currently have Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California in an amount not less than One Million Dollars (\$1,000,000)?

Yes: No: Please provide a Certificate of Insurance as verification.

Amount of Insurance \$ _____ Years with Insurance Company: _____

Insurance Company Information

Name: _____

Address: _____

Phone: (____) _____

Contact: _____

District Use Only:

Certificate of Insurance attached? Yes: _____ Expiration date of insurance: _____

Verified by District: _____ on _____ by: _____

Comments: _____

Exchange this page for a current original certificate of insurance.

SECTION 4: SURETY INFORMATION

Provide a statement listing names of all surety companies, not agencies, utilized by your company in the **last five (5) years**. State whether the surety or sureties bonding your jobs have been required or requested to complete any part of bidders work during the last five (5) years. Please provide a letter stating bondability from your Surety Company.

Company	Contact & Phone #	Largest Bond	List Years Used

Has your company, any owner, or affiliated company ever:

- a. Been unable to obtain a bond or been denied a bond for a contract?
Yes: No:
- b. Defaulted on a contract forcing a Surety to suffer a loss?
Yes: No:
- c. Failed to complete a District contract within the authorized contract time?
Yes: No:
- d. Ever declared bankruptcy?
Yes: No:
- e. Been in receivership?
Yes: No:
- f. Had any arbitration (not litigation) on a contract?
Yes: No:
- g. Are there any outstanding liens/stop notices for labor and/or material filed against your company on any contracts that have been completed or are being completed by your company?
Yes: No:
- h. Is the company involved in any litigation related to construction?
Yes: No:
- i. How many projects is your company currently bonded for? _____ Total dollar value: \$ _____

If you answered YES to any of the above questions, please attach a brief explanation/description, with dates of occurrences, on a separate page.

Attach a letter of bondability to this package.

District Use Only:

Letter of Bondability attached? Yes: _____ Dated: _____ Amount: S: _____/C: _____

Verified by District: _____ on _____ by: _____

How long has contractor been a client? a) _____ b) _____ c) _____

Has the contractor ever defaulted on a contract that caused the surety to suffer a loss in the past two years? Yes: ___ No: ___

Comments: _____

Has the contractor ever failed to complete a contract? Yes: ___ No: ___

Comments: _____

Has contract ever been suspended, dismissed or declared in default from a project during past two years? Yes: ___ No: ___

Comments: _____

Has contractor ever declared bankruptcy or ever been placed in receivership within past five years?

Yes: ___ No: ___

Comments: _____

Are there any positive answers to the prior three questions?

If yes, contractor is disqualified.

Verified largest contract bonded through surety? \$ _____

Verified maximum size project surety would most likely bond for? \$ _____

Outstanding stop notices, liens currently unresolved on completed contracts? Yes: ___ No: ___

If yes, number: _____ Comments: _____

Exchange this page for a current original letter of bondability, from your surety company, which clearly shows the bonding agency's estimate of largest single bond amount most likely approvable. Letter must be on the bonding agency's letterhead.

SECTION 5: Performance (MODULE 3)

Reference Interview Questions

Highest Possible Points = 140 Points.

A score less than 120 points will disqualify you from the pre-qualification process.

"You" or "Your" refer to the Applicant listed in Section 1

Owner references: Required to submit three (3) Owner references for past projects completed.
Provide all Information.

- i. Have you performed work for the North Orange County Community College District (NOCCCD) in the past?

Yes: No:

*If you responded **Yes**, NOCCCD will automatically become one of the required three (3) references and you shall only be required to submit two (2) additional Owner references.*

Please identify all NOCCD projects. (Attach separate sheet if needed.)

1. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____
2. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____
3. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____

- ii. List three (3) Owner references/projects completed for school districts, preferably community college districts, in the last seven (7) years not listed in item #1. (Attach separate sheet if needed.)

a) Owner: _____

Contact Name & Phone #: _____ () _____

Job Description: _____

Contract Amount \$: _____ Year Completed: _____

b) Owner: _____

Contact Name & Phone #: _____ () _____

Job Description: _____

Contract Amount \$: _____ Year Completed: _____

c) Owner: _____

Contact Name & Phone #: _____ () _____

Job Description: _____

Contract Amount \$: _____ Year Completed: _____

List two (2) of the largest contracts completed in the past seven (7) years not listed in #1 or #2 above:

a) Owner: _____

Contact Name & Phone #: _____ () _____

Job Description: _____

Contract Amount \$: _____ Year Completed: _____

b) Owner: _____

Contact Name & Phone #: _____ () _____

Job Description: _____

Contract Amount \$: _____ Year Completed: _____

Subcontractor/Supplier verification

iii. List **2 current principal Suppliers** and **3 current principal Subcontractors**

Suppliers 1: Company Name: _____

Contact: _____ Phone: () _____

Material provided: _____

2: Company Name: _____

Contact: _____ Phone: () _____

Material provided: _____

Subcontract 1: Company Name: _____

Contact: _____ Phone: () _____

Services provided: _____

2: Company Name: _____
Contact: _____ Phone: (____) _____
Services provided: _____

3: Company Name: _____
Contact: _____ Phone: (____) _____
Services provided: _____

The following questions will be used by the District to interview randomly selected contacts from at least two (2) completed projects. The District will do this. ***No action on your part is necessary.*** These questions are shown for your information only. The highest possible score for these questions is 140 points. **A score less than 120 points disqualifies you from bidding on the Project proposed by North Orange County Community College District** electing to use this pre-qualification process as a condition of bidding.

1. Are there any outstanding stop notices or liens currently unresolved on contracts that have been completed? (Max. 10 points)
2. Did the contractor provide adequate personnel? (Max. 10 points)
3. Did the contractor provide adequate supervision? (Max. 10 points)
4. Was there adequate equipment provided on the job? (Max. 10 points)
5. Was the contractor timely in providing reports and other paperwork, including change order paperwork? (Max. 10 points)
6. Was the contractor timely in completing the project? (Max. 10 points)
7. Were there excessive change orders on the job that can be faulted to the contractor or subcontractors? (Max. 10 points)
8. How would you rate the quality of the installed work of the contractor / trade contractor? (Max. 10 points)
9. How has the contractor been performing in the area of taking care of warranty items? (Max. 10 points)
10. Did you have difficulty with claims? (Max. 10 points)
11. How would you rate the contractor's overall performance? (Max. 10 points)
12. Would you want to work with them again? (Max. 10 points)
13. Did the contractor provide timely and high quality submittals/shop drawings, including BIM coordination? (Max. 10 points)
14. Subcontractor / supplier questions: Does this contractor pay their bills on time? (Max. 10 points)

District Use Only:

Verification Supplier 1 & 2: Spoke with: _____ Annual Vol. \$ _____ Paid at terms Yes: No: Last usage date _____

Comments: _____
_____ Verified by: _____ date: _____

Verification Supplier 2: Spoke with: _____ Annual Vol. \$ _____ Paid at terms Yes: No: Last usage date _____

Comments: _____
_____ Verified by: _____ date: _____

SECTION 6: FINANCIAL INFORMATION

Reviewed or Audited statements will be required for the Project

Note: A compilation is not acceptable.

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize this pre-qualifying agency to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Company Name

Signature

Print Name & Title

Date

District Use Only:	Financial Capacity
The maximum dollar rating is determined by the lesser of the following:	
Ten times working capital (current assets less current liabilities) or	
Ten times net worth (assets less liabilities)	
Inability to meet this rating for a specific project will disqualify a contractor for that project.	
Based on an <input type="checkbox"/> Audit or <input type="checkbox"/> Review	Dated: _____
Circle On: Based on Working Capital / Net Worth: \$	_____
	Letter of Credit: \$ _____
	Total: \$ _____
_____ current ratio (current assets divided by current liabilities)	

The following form may be completed by your financial institution to augment your financial rating. If it prefers, your institution may issue a **Letter of Credit** on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the District and bears an original signature. A letter of credit is optional, not mandatory. It may be used to increase your financial capacity by the value of the letter of credit.

General Lines of credit are not accepted.

A letter of credit must be issued specifically to the District as outlined below.

TO: North Orange County Community College District
Awarding Agency

ATTENTION: Purchasing Department – Prequalification
Department

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the pre-qualification of _____
Name of Contractor

We certify that the above Contractor has been extended an unqualified letter of credit not to exceed \$_____ and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

Institution No. Code: _____

Name of Financial Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Print Name & Title:

Name: _____ Title: _____

FINANCIAL INSTITUTION RELEASE LETTER
(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize the pre-qualifying agency to contact our financial institution to verify our letter of credit information. I understand this information is confidential information and is not open to public inspection.

Company Name

Signature

Date

Print Name & Title:

Name: _____ Title: _____

SECTION 7: AFFIDAVITS

Sign one of the following Affidavits:

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP

I, an individual, _____ doing business as _____
this _____ day of _____, 2017 in the City of _____, County of _____, State of _____ hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

The person whose signature appears above is the individual who has authority to bind Contractor.

PARTNERSHIP AFFIDAVIT

I, a partner of, _____, this _____ day of _____, 2017, in _____ in the City of _____, County of _____, State of _____, hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

Partnership, answer this:

1. Date of organization: _____
2. State whether partnership is general, limited or association: _____

Name, Title and address of each partner:

Name	Title	Address	City, State, and Zip

(Attach a separate page if needed.)

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide evidence in a form and substance acceptable to the District (such as a Power of Attorney) that the person whose signature appears above has authority to bind Contractor.

CORPORATION AFFIDAVIT

I, the _____ of _____, this _____ day of _____, 2017, in the City of _____, County of _____, State of _____, hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

Corporation, answer this:

1. Capital paid in case, \$ _____
2. When incorporated: _____
3. In what state: _____

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide a certified copy of the minutes of the corporation indicating that the person whose signature appears above has authority to bind the corporation.

Exchange this page with the following documents:

- Provide copy of most recent certificate from the Secretary of State indicating the standing of the Corporation;***
- Provide copy of the certified minutes of corporation meeting which approved authorized signer to bind corporation;***
- Provide latest financial statement: Audit or Reviewed financials;***
- Include any additional information you wish to add.***

GENERAL CONDITIONS

1. The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of Pre-Qualification.
2. The District reserves the right to verify the information submitted by the Applicant, in any related documents, or by supplemental information or data as necessary. If it is determined that false information or data was submitted in conjunction with the Application, the District may deny Pre-Qualification, revoke previously granted approval, or, if an award has been made, terminate the contract.
3. All costs associated with completion of the Application shall be borne by the Applicant. The District shall not in any event be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.
4. The District reserves the right to extend the Application submission deadline if such action is determined to be in the best interest of the District.
5. The District's Purchasing Department has access to all information provided on the Application, related documents, and supplemental data. Should information or data provided in the Application indicate possible fraud, collusion, or intentional submission of false information, the matter may be referred to the District's Legal Counsel for further review and possible investigation independent of the Pre-Qualification process.
6. If the Applicant displays a significant lack of cooperation in facilitating verification of its information or providing data, the District, at its sole discretion, may deny the firm Pre-Qualification approval and declare the Applicant's bid or proposal to be non-responsive for the Project.
7. The financial information submitted in conjunction with the Applicant's Application is considered confidential business information and will be afforded protection by the District to the fullest extent permitted by law.
8. Any dispute arising out of this Application or relating to Pre-Qualification in general shall be heard and determined in the Superior Court of the State of California, County of Orange, or in the United States District Court for the Southern District of California. If an action is commenced against the District in jurisdictions other than the above courts, and the District is forced to compel compliance with this provision through court action, Applicant and its owners shall be liable for all expenses, including attorney's fees, incurred by the District in its effort to compel compliance.
9. The District reserves the right to revise the Application and instructions in whole or in part at any time.
10. The Pre-Qualification of a prospective Applicant shall neither limit nor preclude the District's subsequent consideration of a Pre-Qualified Applicant's responsibility on factors other than the prospective Applicant's financial qualifications. (See Public Contracts Code §20651.5)
11. A post-bid plan review will be carried out with the lowest responsible, responsive bidder and the Project Architect of Record. The District reserves the right to conduct a post-bid review with the second lowest responsible, responsive bidder if the first bidder's post-bid review results in the discovery of material clerical error(s).

PROCEDURE FOR APPEAL OF PRE-QUALIFICATION RESULTS

Any Applicant denied Pre-Qualification has a right to appeal the decision. The Applicant has five (5) business days from the date of the Denial Notification to file a written appeal with the District's Purchasing Department, at the Application submittal address shown above. The District will call to order a three-member Review Panel for appeals. None of the Review Panel members shall have participated in the prior review of the Application. Upon receipt of the written appeal, the Review Panel will meet to address the appeal. The Review Panel may consult with District counsel during its review. The Review Panel will examine the appeal and the facts surrounding the determination before making a decision. The Review Panel's decision is the final decision of the District. There are no further administrative appeals. The District's formal contract protest procedure is not applicable or available in this appeal process.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 28, 2017

SUBJECT: Cypress College, Fullerton College, North Orange Continuing Education (NOCE) 2017-2019 Integrated Plan: Basic Skills Initiative (BSI), Student Equity, and Student Success and Support Program (SSSP)

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

BACKGROUND: The BSI grant began in 2006 and is funded through the Budget Act for the Student Success for Basic Skills Program (AB 194). The goal of the BSI is to improve student access and success. This is accomplished by assisting under-prepared students with attaining the foundational skills needed to succeed in college, such as reading, writing, mathematics, and English as a Second language.

Student Equity funding was established in the 2014-15 Budget Act (SB 860) to "... ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances." While a requirement has been in place since 1996 that colleges adopt Student Equity Plans, this is the first time that dedicated state resources have been provided to support efforts to achieve the goals reflected in those plans.

The Seymour-Campbell Student Success Act of 2012 (SB 1456) established a program of intentional and funded activities to address student success in the California Community Colleges. The goal of the SSSP is to increase student access and success by providing students with core SSSP services such as orientation, assessment, educational planning and follow-up services to assist them in achieving their educational and career goals.

On February 15, 2017, the California Community Colleges Chancellor's Office issued requirements for the California Community Colleges to integrate planning for BSI, Student Equity, and SSSP. The state Chancellor's Office initiated the Integrated Plan for two primary reasons: 1) all three have the same ultimate goal of increasing student success while closing achievement gap; and 2) there is a strong potential for overlap between and among the programs."

Since February 2017, Cypress College, Fullerton College and NOCE have been engaged with their governance process to create the Integrated Plan. The Integrated Plans have now been completed and are being submitted to the Board for first reading.

How does this relate to the District-wide Strategic Plan? This item responds to District Strategic Directions 1-4. Strategic Direction 1: The District will annually improve the rates of

completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses. Strategic Direction 2: The District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups. Strategic Direction 3: The District will annually improve the success rate for students... Strategic Direction 4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 5050: Student Success and Support Program and Board Policy 5300: Student Equity.

FUNDING SOURCE AND FINANCIAL IMPACT: This item is required by the California Community Colleges Chancellor's Office as a condition of the District/Colleges receiving BSI, Student Equity, and SSSP funding.

RECOMMENDATION: It is recommended that the Board receive the 2017-2019 Integrated Plans by Cypress College, Fullerton College and NOCE and direct that they be submitted for approval at the December 12, 2017 meeting.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.a.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	November 28, 2017	Resolution	_____
SUBJECT:	Cypress College 2017-2018 Professional Development Program	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND: The mission of the Professional Development Committee (formerly Staff Development Committee) remains focused on the planning and implementation of professional development activities for all College employees. Flex activities were reintroduced beginning Fall 2017, and presently, faculty and staff are encouraged to attend the offered educational and equity opportunities. Cypress College remains supportive in making professional development a shared effort involving all employees, as a faculty and staff-driven process, where managers are included in the formation and promotion of professional development opportunities. It remains the intent of the multi-disciplinary Committee to work toward the goals of the College's Educational Master Plan, and promote and enhance our learning community in a collegial manner. The intention to expand and improve professional development opportunities collegially is also apparent in the District's progress toward a more cohesive District Professional Development Plan.

Flex Day Program

- Professional Development planned breakout sessions
- Professional Development Committee approved department and division activities

Ongoing Academies

- New Faculty Seminar
- Adjunct Workshop

Workshop Series

- Strengths Finder Workshop
- Equity Practitioner Certificate Program
- Crucial Conversations
- On Course
- Study Abroad
- Lunch Bag Series

Orientations/Trainings

- Canvas
- eLumen
- Teaching/Supporting Men of Color online certificate

Conference Attendance

- The Professional Development Committee continues to support opportunities to improve student learning and teaching strategies.
- The Professional Development Committee continues to ensure that available resources are allocated effectively to support ongoing educational opportunities and job training or retraining to the campus community. For example, to improve teaching strategies and utilize technology to connect with our students to improve their learning, the Professional Development Committee sponsored 30 faculty members to attend the Distance Education Online Teacher Training Conference June 2017. The Committee will continue to sponsor faculty to attend this training in June 2018.

This item was prepared by Michael Brydges and Ruth Gutierrez, Professional Development Coordinators.

How does this relate to the five District Strategic Directions? This item relates to District-wide Strategic Direction 1: *The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators, which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. Clearly the goals of the Professional Development program directly relate to District Objective 1.1: *NOCCCD will provide professional development and training on factors that impact student success.* If we provide transformational learning experiences focused on best practices for educators and encourage everyone at the college to consider the ways in which professional improvement contributes to the development of a true learning institution, then we will all be aware of the factors that impact student success and empowered to incorporate them into our everyday interactions with each other and the students we serve.

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

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for the Professional Development Program is \$75,000 from One-time College funds.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Cypress College 2017-2018 Professional Development Program. The program's expenditures are estimated to include, but are not limited to:

- \$40,000 for conferences, workshops and on-campus speakers and presentations
- \$ 7,000 for Adjunct Orientation, New Faculty Seminar, and other on-campus events
- \$19,000 for Professional Expert Pay for Coordinator(s)
- \$3,000 for supplies
- \$6,000 for Clerical support (2 thirteen week Adult Hourly)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	November 28, 2017	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Amendment of NOCCCD-Fullerton College Dual Enrollment Partnership Agreement with BOUSD		

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

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

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

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

The Brea Olinda Unified School District has agreed with Fullerton College to participate in this opportunity for the 2017-2018 academic school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with BOUSD at their August 22, 2017 meeting. The BOUSD Board of Trustees approved this AB 288 CCAP Partnership Agreement with Fullerton College at their July 24, 2017 Board meeting. The BOUSD Board of Trustees approved this Amendment of the AB 288 CCAP Partnership Agreement on their October 30, 2017 Board meeting.

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

As of November 28, 2017, the CCAP agreement between Fullerton College and BOUSD will be amended by the addition of one educational program. This change is only the addition of one educational program, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify the amendment of the 2017-2018 NOCCCD-Fullerton College and BOUSD CCAP Dual Enrollment Partnership Agreement.

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

As of October 20, 2017, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD) and Brea Olinda Unified School District (“SCHOOL DISTRICT”) will be amended by adding one educational program (ADDENDUM A).

This change is only the addition of one educational program; the entire remainder of the original agreement remains in full force.

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

Executed on October 20, 2017

By: _____
Brea Olinda Unified School District
Dr. Brad Mason
Superintendent of Schools

By: _____
Fullerton College
José Ramón Núñez, Ph.D.
Vice President, Instruction

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

ADDENDUM A

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

PROGRAM YEAR: 2017-2018

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: ____Music Appreciation____

SCHOOL DISTRICT: Brea Olinda Unified School District

HIGH SCHOOL: Brea Olinda HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 35 students	TOTAL PROJECTED FTES: 3.5 FTES
--	--------------------------------

COURSE NAME	COURSE NUMBER	TERM	TIME
1. Music Appreciation	MUS 116 F	Spring 2018	3:00pm-4:50pm

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

College credit courses have been offered previously to college bound AUHSD students. The courses helped those students to access college and be successful as they begin their college career.
--

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Music Appreciation	<i>Music: An Appreciation.</i> Roger Kamien. McGraw-Hill Professional Publishing. 10 th ed. 2010. ISBN: 0078025087	\$88.28	N/A	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: November 28, 2017 Information _____
Enclosure(s) _____
SUBJECT: Fullerton College
Technology Engineering Division
Fashion Department
Optional Out of Country Field Trip

BACKGROUND: The Fullerton College Fashion Department proposes to offer a field trip June 19-27, 2018, to Milan and Florence, Italy. Students from Fullerton College Fashion Department will spend time in Italy experiencing its history, famous landmarks, culture, museums, fashion houses, boutiques, schools and department stores. The field trip will include a guided tour by transportation between cities, by bus, van or train as well as walking tours with a professional fashion guide.

MILAN: Quadrilatero Couture the Golden Triangle where all the name designers are. "The Last Supper" appointment at Santa Maria delle Grazie, La Scala Museum with historic costumes, Galleria Vittorio Emanuele II areas and walking tour throughout the city.

FLORENCE: Gucci Museum, Salvatore Ferragamo Museum, Leather School at the Santa Croce Church. Emilio Pucci, San Lorenzo Market, Silk Market, Galleria del Costume in the Pitti Palace and walking tour throughout the city

This is a valuable learning experience for Fashion students. This field trip is under the direction of Renee Young, Professor at Fullerton College and Pamela Sexton, owner/tour guide of Fashion Perspective Tours.

How does this relate to the five District Strategic Directions? This item responds to the District Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is in compliance with Board Policy/Administrative Procedure 4300 Field Trips and Excursions.

FUNDING SOURCE AND FINANCIAL IMPACT: The students will pay their own expenses. The instructor's expenses will be paid by Fashion Perspective Tours.

RECOMMENDATION: Authorization is requested for the Fullerton College Technology and Engineering Division/Fashion Department to conduct an optional, out-of-country field trip coinciding with approved summer curriculum, FASH 196 International Fashion Studies. The cost is \$3,500, to be paid by each student, includes air, hotel, and ground transportation. The instructor's trip will be paid by Fashion Perspective Tours.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 28, 2017 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

LEAVE OF ABSENCE

Hormel, James	CC	Theater Arts Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/28/2017-11/13/2017
Li-Bugg, Wenying Cherry	AC	Vice Chancellor, Ed. Services/Technology Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/02/2017-10/27/2017
St. John, Paul	FC	Accounting Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/02/2017-10/16/2017

ADDITIONAL DUTY DAYS @ PER DIEM

Foster, Marcia	FC	Head Coach, Women's Basketball	15 days
Nielson, Tony	FC	Forensics Coach	11 days
Rodriguez, Jeanette	FC	Forensics Coach	11 days
Samano, Jeffrey	FC	Forensics Coach	11 days
Webster, Perry	FC	Head Coach, Men's Basketball	15 days

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 28, 2017 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 28, 2017

RETIREMENT

Stokes, Beth AC Human Resources Specialist
12-month position (100%)
Eff. 06/01/2018
PN DEN993

RESIGNATION

Cho, Eunice FC Financial Aid Coordinator
12-month position (100%)
Eff. 11/14/2017
PN FCC600

PROBATIONARY RELEASE

@01682584 FC 12-month position (100%)
Eff. 11/17/2017
PN FCC775

@01306727 FC 12-month position (100%)
Eff. 11/18/2017
PN FCC818

NEW PERSONNEL

Bulone, Anne-Marie CC Campus Safety Officer
12-month position (100%)
Range 31, Step A + 5% Shift
Classified Salary Schedule
Eff. 12/02/2017
PN CCC778

Madrigal, Rodrigo CC Driver/Skilled Mechanic Assistant
12-month position (100%)
Range 34, Step A
Classified Salary Schedule
Eff. 12/11/2017
PN CCC697

Simper, Brett FC Facilities Custodial Coordinator II
12-month position (100%)
Range 34, Step A + 10% Shift
Classified Salary Schedule
Eff. 11/29/2017
PN FCC931

Classified Personnel
November 28, 2017

Sixtos, Danielle FC Admissions & Records Technician
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 11/29/2017
PN FCC982

PROMOTION

O'Daniel, Christi FC Administrative Assistant I
12-month position (100%)
PN FCC986

To: FC Administrative Assistant II
12-month position (100%)
Range 36, Step E + 5% Longevity
Classified Salary Schedule
Eff. 11/29/2017
PN FCC925

VOLUNTARY CHANGES IN ASSIGNMENT

Alfajora, Jonette AC Risk Management Technician (75%)

Temporary Change in Assignment
To: AC Account Clerk II (25%)
Range 33, Step C
AC Risk Management Technician (75%)
Range 36, Step B
Classified Salary Schedule
Eff. 11/02/2017 -06/30/2017

Felipe, Victoria CC Administrative Assistant II (50%)

Extension of Temporary Change in Assignment
To: CC Administrative Assistant III (30%)
Range 41, Step B
CC Administrative Assistant II (20%)
Range 36, Step C
Classified Salary Schedule
Eff. 01/01/2018 – 06/30/2018

Classified Personnel
November 28, 2017

Marquardt, Summer FC Account Clerk II (100%)

Temporary Change in Assignment
To: FC Account Clerk II (25%)
 Range 33, Step E + 15% Longevity + PG&D
 FC Administrative Assistant II (75%)
 Range 36, Step E + 15% Longevity + PG&D
 Classified Salary Schedule
 Eff. 11/13/2017 – 06/30/2018

Zerue, Adam FC Facilities Custodian II (100%)

Return to Regular Assignment
Eff. 12/04/2017

LEAVES OF ABSENCE

Coggi, Anita FC Administrative Assistant II (100%)
Military Leave With Pay
Eff. 11/02/2017

Diaz, Angela NOCE Instructional Assistant (100%)
Family Medical Leave (FMLA/CFRA) and Parental
Leave (AB 2393)
Paid Leave Using Sick Leave and Bonding Leave
Until Exhausted; Unpaid Thereafter
Eff. 11/13/2017 – 02/09/2018 (Consecutive Leave)

Ebright, Jami FC Accounting Technician (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Family Illness Leave and
Personal Necessity Leave Until Exhausted;
Unpaid Thereafter
Eff. 11/07/2017 -- 02/04/2018 (Intermittent Leave)

Hoang, Christine AC Administrative Assistant/Purchasing (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Family Illness Leave and
Personal Necessity Leave Until Exhausted;
Unpaid Thereafter
Eff. 11/01/2017 -- 12/08/2017 (Intermittent Leave)

Classified Personnel
November 28, 2017

Hoang, Elizabeth	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/21/2017 – 01/05/2018 (Consecutive Leave)
Jenkins, Jana	FC	Health Services Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/24/2017 -- 03/23/2018 (Intermittent Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 28, 2017 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
November 28, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Brown, Jessica	NOCE	Technical Expert I	CTE Technical Expert	26	11/15/2017	11/17/2017
Fitzgerald, Patrick	FC	Project Expert	Electrician	26	11/13/2017	06/30/2018
Ghatikar, Rachel	CC	Project Expert	Foundation Donor Support	26	11/01/2017	12/21/2017
Ghatikar, Rachel	CC	Project Expert	Foundation Donor Support	26	01/02/2018	06/30/2018
Gonzalez Solis, Veronica	CC	Project Expert	Cyberpatriot Program Lead	26	11/15/2017	05/24/2018
Hattabaugh, Jon M	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/16/2017	12/15/2017
Johnstone, Deborah	NOCE	Project Coordinator	SoCal Sheet Metal JATC	26	11/15/2017	11/29/2017
Keri, Stela	AC	Not-for-Credit Instr. I	Adjunct Faculty In-processing	26	12/01/2017	03/28/2018
Loney, Laura	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	01/02/2018	06/08/2018
Maldonado, Marcela	CC	Project Expert	Dual Enrollment, Summer Connect, and College Days	26	11/15/2017	06/30/2018
Mangan, Michael	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	01/02/2018	06/08/2018
O'Rourke, Margaret	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	01/02/2018	06/08/2018
Valdez Nava, Brenda	FC	Project Expert	Certified Assistant Athletic Trainer	26	11/08/2017	06/30/2018
Webster, Perry	FC	Project Expert	Incite – Academic Support for Student Athletes	12	10/18/2017	06/30/2018

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
O'Toole, Danielle	Tuition Rate	Fall, Winter, Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 28, 2017 Resolution _____
Information _____
SUBJECT: Hourly Personnel Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
November 28, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Agredano, Magaly	FC	Clerical/Secretarial - Assist in campus Cadena Cultural & Transfer Center	01/29/18	04/27/18	TE A 2
Banacky, Michael	FC	Tech/Paraprof - Art Model for Art Department classes	11/29/17	06/30/18	TE F 3
Camparan Montes, T.	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Contreras, Jesse	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Davila, Jessica	FC	Clerical/Secretarial - Assist in the campus Bookstore	11/29/17	02/28/18	TE A 1
Foley, Alexandra	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Francis, Chandre	FC	Clerical/Secretarial - Assist in the campus Bookstore	11/29/17	02/28/18	TE A 1
Gomez, Christopher	CC	Direct Instr Support - Athletic Program Assistsant - Womens Volleyball	10/16/17	05/26/18	TE H 3
Gomez, Giannina	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Goodbeau, Jacqueline	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Harris, Samantha	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Hood, Emma	CC	Tech/Paraprof - On-call theater crew for campus productions	11/29/17	06/30/18	TE A 1
Howe, Jeremiah	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Jamorabon, Erin	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	01/02/18	03/23/18	TE A 2
Jimenez, Cassandra	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
King, Elliott	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	01/02/18	03/23/18	TE A 2
Le, Thomas-James	FC	Tech/Paraprof - Assist in ACT computer lab	11/29/17	02/24/18	TE A 2
Le, Thomas-James	FC	Direct Instr Support - Assist in ACT computer lab	11/29/17	02/24/18	TE A 1
Mancilla, Yesenia	NOCE	Clerical/Secretarial - Assist with registration for Anaheim NOCE	01/08/18	04/06/18	TE A 4
Mancilla, Yesenia	NOCE	Clerical/Secretarial - Assist with registration for Anaheim NOCE	06/11/18	06/30/18	TE A 4
Marinez, Marcus	FC	Clerical/Secretarial - Assist in the campus Bookstore	11/29/17	02/28/18	TE A 1
Marino, Anthony	CC	Tech/Paraprof - Outreach media production and classroom presentation	10/25/17	12/15/17	TE A 1
Marino, Anthony	CC	Tech/Paraprof - Outreach media production and classroom presentation	04/02/18	06/30/18	TE A 1
Mehta, Asheesh	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Mendoza Nandi, G.	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Murakami, Brittani	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1

Hourly Personnel
November 28, 2017

Naslund, Mark	FC	Tech/Paraprof - Athletic Program Assistant - Tennis	01/02/18	05/29/18	TE H 3
Orozco, Tereza	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/02/18	TE A 1
Pulido, Geovanny	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	11/29/17	06/30/18	TE B 2
Reese, Lakiesha	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Reyes, Maria	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Salas, Samantha	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1
Summerlin, Taylor	FC	Clerical/Secretarial - Assist in campus Bookstore	01/17/18	04/13/18	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Macias, Kimberly	FC	Direct Instr Support - Tutor for the Incite Program	12/13/17	06/30/18	TE B 3

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hernandez, Carolina	NOCE	Clerical/Secretarial - Substitute for vacant A&R Tech PN SCC928	11/13/17	12/22/17	TE B 3
Legaspi, Connie	CC	Clerical/Secretarial - Substitute for Classified employee on leave	11/22/17	12/15/17	TE B 4
Siegmund, Gregory	FC	Technical/Paraprofessional - Substitute for Classified employee on leave	11/15/17	06/30/18	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Dominguez, Noel	FC	Full-time Student - Assist Campus Safety with various duties	11/16/17	06/30/18	TE B 1
Duran, Alyssa	CC	Work Study Student - Assist in the English Success Center	11/20/17	06/30/18	TE A 1
Gutierrez, Geziel	CC	Full-time Student - Assist with Outreach and dual enrollment program	11/06/17	06/30/18	TE A 1
Lopez, Geraldine	CC	Work Study Student - Assist in the Financial Aid Office	11/13/17	06/30/18	TE A 1
Patrick, Chloe	FC	Work Study Student - Assist in the campus Art Gallery	11/03/17	06/30/18	TE A 1
Taylor, Zaeem	CC	Work Study Student - Assist in the Financial Aid Office	11/13/17	06/30/18	TE A 1

Hourly Personnel
November 28, 2017

Thomsen, Melody	FC	Work Study Student - Assist in the Wellness Center	11/03/17	06/30/18	TE A 1
Velasco, Jorge	FC	Full-time Student - Tutor for the Student Diversity Success Initiative	11/13/18	06/30/18	TEA 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 28, 2017

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
November 28, 2017

Name	Site	Program	Begin	End
Baker, Deborah	FC	Tutoring Center	10/23/2017	12/15/2017
Harris, Valeri	FC	Tutoring Center	08/30/2017	12/15/2017
Le, Tami	FC	Tutoring Center	10/09/2017	12/15/2017
Lee, Wendy	CC	Internship - Counseling & Student Dev	11/29/2017	05/31/2018
Metchikoff, Allison	FC	Tutoring Center	10/31/2017	12/15/2017
Nishihira, Linda	FC	Tutoring Center	10/18/2017	12/15/2017
Rikard, Cory	CC	Internship - Counseling & Student Dev	11/15/2017	05/31/2018
Silva, Bianca	CC	Physical Education - Women's Basketball	11/29/2017	12/29/2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 28, 2017	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Organizational Meeting and 2018 Board Calendar	Enclosure(s)	<u> X </u>

BACKGROUND: The yearly Organizational Meeting of the Board must be held between December 1 and December 15, 2017. The County Superintendent of Schools must be informed of the date and time immediately after the meeting date has been established.

The Board is asked to establish Tuesday, December 12, 2017, as the date of its Organizational Meeting. At the Organizational Meeting, the Board must establish its meeting calendar for 2018. The second and fourth Tuesdays of each month in 2018 have been listed as the tentative dates for the meetings. At its November 14, 2017, 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 dates. Where 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 #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board establish Tuesday, December 12, 2017 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 2018 meeting calendar.

Cheryl Marshall
Recommended by

Approved for Submittal

6.a.1
Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
2018 BOARD MEETING CALENDAR**

**Board Room at the Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801**

~~First Regular Meeting in January~~
~~Second Only Regular Meeting in January~~

~~Second Tuesday, January 9, 2018~~
Fourth Tuesday, January 23, 2018

**CCLC Effective Trustee Workshop in
Sacramento, January 26-28, 2018**

**CCLC Annual Legislative Conference
in Sacramento, January 28-29, 2018**

First Regular Meeting in February

Second Tuesday, February 13, 2018

**ACCT National Legislative Summit in
Washington, DC, February 11-14, 2018**

**ACCCA Annual Conference in Santa
Rosa, February 21-23, 2018**

Second Regular Meeting in February

Fourth Tuesday, February 27, 2018

First Regular Meeting in March
Second Regular Meeting in March

Second Tuesday, March 13, 2018
Fourth Tuesday, March 27, 2018

Spring Recess, March 26-28, 2018

First Regular Meeting in April
Second Regular Meeting in April

Second Tuesday, April 10, 2018
Fourth Tuesday, April 24, 2018

**CCCT Annual Trustees Conference in
Valencia, May 3-6, 2018**

First Regular Meeting in May
Second Regular Meeting in May

Second Tuesday, May 8, 2018
Fourth Tuesday, May 22, 2018

First Regular Meeting in June
Second Regular Meeting in June

Second Tuesday, June 12, 2018
Fourth Tuesday, June 26, 2018

~~First Regular Meeting in July~~
~~Second Only Regular Meeting in July~~

~~Second Tuesday, July 10, 2018~~
Fourth Tuesday, July 24, 2018

First Regular Meeting in August

Second Tuesday, August 14, 2018*
**Tentative Meeting – Only if deemed necessary*

Second Regular Meeting in August

Fourth Tuesday, August 28, 2018

First Regular Meeting in September
Second Regular Meeting in September

Second Tuesday, September 11, 2018
Fourth Tuesday, September 25, 2018

First Regular Meeting in October
Second Regular Meeting in October

Second Tuesday, October 9, 2018
Fourth Tuesday, October 23, 2018

ACCT Leadership Congress in New York, October 24-27, 2018

First Regular Meeting in November

Second Tuesday, November 13, 2018

CCLC Annual Convention in Rancho Mirage, November 15-17, 2018

Second Regular Meeting in November

Fourth Tuesday, November 27, 2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 28, 2017	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u>X</u>

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

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on September 25, 2017. The proposed, revised policies were presented to the Board of Trustees on October 24, 2017 for a first reading and are now presented for action.

Chapter 1, The District

BP 1000, The North Orange County Community College District: This policy was revised to reflect the NOCE name change.

BP 1001, District Mission, Vision, & Values Statements: This policy was revised to reflect the NOCE name change.

Chapter 2, Board of Trustees

BP 2340, Agendas: This policy was revised to update Section 1.0 to address new requirements that districts must post board meeting agendas on their district homepage (effective January 1, 2019) per Legal Update #30, and to reflect the NOCE name change.

BP 2350, Speakers: This policy was revised to add Section 4.7.1 in order to address a new Government Code requirement that if districts have a time limit for public speakers, double the amount of time must be provided to those speakers who use a translator per Legal Update #30.

Chapter 3, General Institution

BP 3740, Web Sites: This policy was revised to reflect the NOCE name change.

Chapter 4, Academic Affairs

BP 4020, Program and Curriculum Development: This policy was revised to reflect the NOCE name change.

BP 4225, Course Repetition: This policy was revised to correct a spelling error in Section 5.0 per Legal Update #29.

BP 4250, Probation, Dismissal, and Readmission: This policy was revised to reflect the NOCE name change.

Chapter 5, Student Services

BP 5040, Student Records, Directory Information, and Privacy: This policy was revised to reflect the NOCE name change.

BP 5140, Disabled Student Programs and Services: This policy was revised to correct a typographical error in Section 4.0 per Legal Update #29.

BP 5500, Standards of Student Conduct and Discipline: This policy was revised to reflect the NOCE name change.

Chapter 6, Business and Fiscal Affairs

BP 6300, Fiscal Management: This policy was revised to update the “Reference” section to add a citation to address federal regulations under US Education Department General Administrative Regulations (EDGAR) Second Edition and add Section 2.0 to establish procedures to satisfy EDGAR for any federal funds received by the District per Legal Update #29. The policy was also renumbered as a result of the new Section 2.0.

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

BP 6620, Naming Facilities and Properties: This policy was revised to reflect the NOCE name change.

BP 6700, Civic Center and Other Facilities Use: This policy was revised to cite the correct Education Code Section noted in Section 4.0.

Chapter 7, Human Resources

BP 7240, Management Employees: This policy was revised to reflect the NOCE name change.

BP 7310, Nepotism: This policy was revised to add discipline to the list of items that constitute a personnel decision in Section 2.0 per Legal Update #29.

BP 7330, Certification of Freedom From Communicable Disease: This policy was revised to update the “Reference” section and update Section 2.0 to reflect changes to the tuberculosis screening requirements for newly hired academic and classified employees.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

- **BP 1000, The North Orange County Community College District**
- **BP 1001, District Mission, Vision, & Values Statement**
- **BP 2340, Agendas**
- **BP 2350, Speakers**
- **BP 3740, Web Sites**
- **BP 4020, Program and Curriculum Development**
- **BP 4225, Course Repetition**
- **BP 4250, Probation, Dismissal, and Readmission**
- **BP 5040, Student Records, Directory Information, and Privacy**
- **BP 5140, Disabled Student Programs and Services**
- **BP 5500, Standards of Student Conduct and Discipline**
- **BP 6300, Fiscal Management**
- **BP 6350, Hospitality**
- **BP 6620, Naming Facilities and Properties**
- **BP 6700, Civic Center and Other Facilities Use**
- **BP 7240, Management Employees**
- **BP 7310, Nepotism**
- **BP 7330, Certification of Freedom From Communicable Disease**

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

BP 1000 The North Orange County Community College District

Reference:

Education Code Section 72000(b)

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

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

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

2.1 Anaheim Campus

2.2 Cypress College

2.3 Fullerton College

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

2.4.1 Anaheim Campus

2.4.2 Cypress College Continuing Education Center

2.4.3 Wilshire Continuing Education Center

Date of Adoption: June 12, 2001

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

BP 1001 District Mission, Vision, & Values Statements

Reference:

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

1.0 Mission:

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

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

1.3 The mission is evaluated and revised every three years.

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

3.0 Values – Shared Beliefs:

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

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

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

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

3.5 Stewardship: We uphold the responsibility for public trust of our mission and resources.

3.6 Respect: We cultivate an atmosphere of courtesy, civility, and collegiality with all students and employees in the District by promoting a willingness to collaborate

BP 1001 District Mission, Vision, & Values Statements

and a responsibility for all to be engaged and collegial partners in carrying out the District's mission.

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

Date of Adoption: June 12, 2001

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

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

BP 2340 Agendas

Reference:

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

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

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

BP 2340 Agendas

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

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

See Administrative Procedure 2340.

Date of Adoption: June 24, 2003

Date of Last Revision: November 23, 2004

BP 2350 Speakers

Reference:

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

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

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

BP 2350 Speakers

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

See Administrative Procedures 2350

Date of Adoption: June 24, 2003

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

BP 3740 Web Sites

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

BP 3740 Web Sites

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

See Administrative Procedure 3740.

Date of Adoption: March 23, 2004

BP 4020 Program and Curriculum Development

Reference:

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

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

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

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

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

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

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

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

BP 4020 Program and Curriculum Development

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

See Administrative Procedure AP 4020

Date of Adoption: June 22, 2004

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

BP 4225 Course Repetition

Reference:

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

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

BP 4225 Course Repetition

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

BP 4225 Course Repetition

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

See Administrative Procedure 4225.

Date of Adoption: June 22, 2004

Date of Last Revision: March 8, 2011

BP 4250 Probation, Dismissal, and Readmission

Reference:

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

1.0 Credit Program Students

1.1 Probation and Dismissal

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

BP 4250 Probation, Dismissal, and Readmission

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

1.1.6 Standards for Scholastic Dismissal:

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

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

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

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

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

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

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

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

2.0 **Non-Credit Program Students**

2.1 **Probation and Dismissal**

BP 4250 Probation, Dismissal, and Readmission

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

See Administrative Procedure 4250.

Date of Adoption: June 14, 2005

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

BP 5040 Student Records, Directory Information, and Privacy

Reference:

Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.;
20 U.S. Code Section 1232g(i)
ACCJC Accreditation Standard II.C.8;
WASC/ACS Criterion 7, Indicator 7.5

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

See Administrative Procedures 5040

Date of Adoption: June 14, 2005

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

BP 5140 Disabled Student Programs and Services

Reference:

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

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

Date of Adoption: June 14, 2005

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

BP 5500 Standards of Student Conduct and Discipline

Reference:

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

1.0 Standards of Student Conduct

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

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

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

BP 5500 Standards of Student Conduct and Discipline

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

BP 5500 Standards of Student Conduct and Discipline

orientation, or any other status protected by law.

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

BP 5500 Standards of Student Conduct and Discipline

See Administrative Procedure 5500

Date of Adoption: January 28, 2003

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

BP 6300 Fiscal Management

Reference:

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

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

See Administrative Procedure 6300.

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

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

BP 6350 Hospitality

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

BP 6350 Hospitality

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

Date of Adoption: February 12, 2002

BP 6620 Naming Facilities & Properties

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

BP 6620 Naming Facilities & Properties

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

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

See Administrative Procedure 6620.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2006

BP 6700 Civic Center and Other Facilities Use

Reference:

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

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

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

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

See Administrative Procedures 6700.

Date of Adoption: February 12, 2002

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

BP 7240 Management Employees

Reference:

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

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

BP 7240 Management Employees

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

5.0 District Reorganization and Reassignment Rights

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

See Administrative Procedures:

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

BP 7240 Management Employees

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

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

Date of Adoption: May 27, 2008

BP 7310 Nepotism

Reference:

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

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

Date of Adoption: June 26, 2007

BP 7330 Certification of Freedom From Communicable Disease

Reference:

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

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

See Administrative Procedure 7330

Date of Adoption: October 23, 2007

Date of Last Revision: October 25, 2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 28, 2017	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	New Board Policy and Administrative Procedure, Whistleblower Protection	Enclosure(s)	<u> X </u>

BACKGROUND: Board Policy and Administrative Procedure 7700 are legally advised by the Community College League of California to address the reporting and investigation of improper governmental activities by District employees, and the protection from retaliation of those who make those reports. Prior to implementing a District fraud hotline, BP 7700 must be adopted.

The District Consultation Council reviewed, discussed, and reached consensus on new BP/AP 7700 on October 23, 2017. Proposed BP/AP7700 were presented to the Board of Trustees on November 14, 2017 for a first reading and are now presented for action.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the proposed, new Board Policy 7700, Whistleblower Protection.

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

Cheryl Marshall
Recommended by

Approved for Submittal

6.c.1
Item No.

BP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 The Chancellor shall establish procedures regarding the reporting and investigation of suspected improper governmental activities by District employees, and the protection from retaliation of those District employees who make such reports in good faith and/or to assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, an “improper governmental activities by a District employee” is defined as any activity by a District ~~department, or by an~~ employee that is undertaken in the performance of the employee’s official duties, whether or not such action is within the scope of his or her employment, or by an individual or company ~~conducting or performing work for the District,~~ and ~~which~~ that is:
- 1.1 In violation of any Federal or State law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of a District’s property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of a District’s property and facilities, or willful omission to perform duty.
 - 1.2 In violation of the District’s policies and administrative procedures including but not limited to harassment, discrimination, and conflict of interest.
 - 1.3 ~~is economically~~ Economically wasteful, or involve gross misconduct, incompetence, or inefficiency.
 - 1.4 ~~is a~~ A substantial and specific danger to public health or safety.
- 2.0 Individuals are encouraged to report suspected incidents of improper governmental activities without fear of retaliation, and such reports will be investigated thoroughly and promptly. Remedies may be applied for any improper governmental activity and protection provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.
- 3.0 District employees shall not:
- 3.1 Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.2 Retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.3 Directly or indirectly use or attempt to use the official authority or influence of their

BP 7700 Whistleblower Protection

position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. ~~The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.~~

4.0 **The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.**

See Administrative Procedure 7700.

Date of Adoption:

AP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 Individuals are encouraged to report, in good faith, suspected incidents of improper governmental activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, report such activities and/or assist the District in the investigation will be protected from retaliation. This procedure sets out the processes for responding to and investigating reports of improper governmental activities, as defined in Board Policy 7700, and addressing complaints of retaliation for making such reports.

- 2.0 A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:
 - 2.1 A violation of a state or federal statute.
 - 2.2 A violation or noncompliance with a local, state or federal rule or regulation.
 - 2.3 A danger to public health or safety.
 - 2.4 An economically wasteful, inefficient, or incompetent operations, or involve gross misconduct.

- 3.0 **Filing a Report of Suspected Improper Governmental Activities**
 - 3.1 Any person may report allegations of suspected improper governmental activities. Knowledge or suspicion of such improper governmental activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.
 - 3.2 Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond

North Orange County Community College District
ADMINISTRATIVE PROCEDURE

Chapter 7
Human Resources

AP 7700 Whistleblower Protection

effectively to the complaint. As set forth fully below, retaliation against individuals who report suspected improper governmental activities will not be tolerated.

- 3.3 Normally, a report by a district employee of allegations of a suspected improper governmental activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
- 3.3.1 However, if the report involves or implicates the employee's direct supervisor or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged improper governmental activity on behalf of the District.
- 3.3.2 When the alleged improper governmental activity involves a college president, provost, or a vice chancellor, the report should be made directly to the Chancellor.
- 3.3.3 When the alleged improper governmental activity involves the Chancellor, the report should be made to the President of the Board of Trustees.
- 3.3.4 When the alleged improper governmental activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.
- 3.4 Allegations of suspected improper governmental activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally.
- 3.4.1 Such reports should be factual and contain as much specific information as possible.
- 3.4.2 The receiving supervisor or administrator should elicit as much information as possible.
- 3.4.3 If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to review and confirm by his or her signature that it is accurate and complete.
- 3.5 Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged improper governmental activity, he or she must immediately forward the written report to the President or Provost of the college

AP 7700 Whistleblower Protection

where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is district-wide.

3.5.1 However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined in Section 3.3.1.

3.5.2 The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation and that the assistance of legal counsel and/or an outside investigator is secured if deemed necessary.

3.6 In the course of investigating allegations of improper governmental activity, all individuals who are contacted and/or interviewed shall be advised of the following:

3.6.1 Retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination.

3.6.2 If he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

3.6.3 Must maintain strict confidentiality.

3.7 In the event that an investigation into alleged improper governmental activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

4.0 Protection from Retaliation

4.1 When a person makes a good-faith report of suspected improper governmental activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

4.2 Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected improper governmental activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

4.2.1 Any supervisory employee who receives such a report or who otherwise is aware of retaliatory conduct is required to inform their college president, provost, or Chancellor or the Chancellor's designee.

North Orange County Community College District
ADMINISTRATIVE PROCEDURE

Chapter 7
Human Resources

AP 7700 Whistleblower Protection

4.2.2 If the allegations of retaliation or the underlying allegations of improper governmental activity involves a President, the Provost, or the Chancellor, the supervisor shall report to the highest-level administrator and/or trustee who is not implicated in the reports of improper governmental activity and retaliation.

4.3 All allegations of retaliation shall be investigated promptly and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated by preponderance of evidence.

5.0 Internal Reporting

5.1 Improper Governmental Activity: To report an alleged improper governmental activity, contact the immediate supervisor or other appropriate administrator or supervisor within the operating unit as outlined in Section 3.0.

5.2 Alleged Fraud, Waste or Abuse: To report an alleged fraud, waste or abuse, visit the webpage of the Office of the Internal Audit for the Fraud Hotline (<https://www.nocccd.edu/internal-audit>).

6.0 External Reporting

6.1 In addition to the internal reporting process set forth above, any employee who has information regarding possible violations of state or federal statutes, rules, or regulations, may contact any one of the following government agencies:

6.1.1 The California Community College Chancellors Office (916) 445-8752

6.1.2 The State Personnel Board Hotline (916) 653-1403 (for complaints of retaliation resulting from whistleblower activities)

6.1.3 The State Auditor’s Whistle-Blower Hotline (800) 952-5665.

6.1.4 Investigations, Bureau of State Audits, 555 Capitol Mall #300, Sacramento, CA 95814

6.1.5 The State of California Department of Insurance Fraud Division (619) 645-2485, 1495 Pacific Highway., Suite 300, San Diego, CA 92101

6.1.6 WeTip Corporate Ethics Hotline (800) 873-7283, P.O. Box 1296, Rancho Cucamonga, CA 91729-1296 www.wetip.com

6.1.7 California State Attorney General Whistleblower Hotline (800) 952-5225 or (916) 322-3360

AP 7700 Whistleblower Protection

7.0 This administrative procedure will not supersede the Collective Bargaining agreement(s) unless contrary to any applicable rule of law.

See Board Policy 7700.

Date of Adoption:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 28, 2017	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u> X </u>

BACKGROUND: Board Policy 4025, Philosophy and Criteria for Associate Degree and General Education and Board Policy 4100, Graduation Requirements for Degrees and Certificates were revised by the District Curriculum Coordinating Committee to include new bachelor's degree language in order to meet ACCJC requirements related to the Cypress College Funeral Services bachelor's degree.

The District Consultation Council reviewed, discussed, and reached consensus on BP 4025 and BP 4100 on October 23, 2017. The proposed, revised policies were presented to the Board of Trustees on November 14, 2017 for a first reading and are now presented for action.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

- **BP 4025, Philosophy and Criteria for Associate Degree, ~~and~~ General Education, and Bachelor's Degree**
- **BP 4100, Graduation Requirements for Degrees and Certificates**

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

**BP 4025 Philosophy and Criteria for Associate Degree, ~~and~~
General Education, and Bachelor's Degree**

Reference:

Title 5 Section 55061;
ACCJC Accreditation Standard II.A;
WASC/ACS Criterion 1, Indicator 1.4; Criterion 4, Indicator 4.1

- 1.0 Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:
- 1.1 The awarding of an Associate degree and/or a Bachelor's degree is intended to represent more than an accumulation of units. It is to facilitate measurable student learning outcomes in vocational and liberal arts education. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to adequately utilize mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and, to develop the capacity of self-understanding.
- 2.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510, shall establish procedures to assure that courses used to meet general education, ~~and~~ Associate degree, and Bachelor's degree requirements meet the standards in this policy.

See Administrative Procedure 4025.

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
August 20, 2008 Chancellor's Staff

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

BP 4100 Graduation Requirements for Degrees & Certificates

Reference:

**Education Code Section 70902(b)(3);
Title 5, Sections 55800, et seq.**

- 1.0 The District grants the degrees of Associate in Arts, ~~and~~ Associate in Science, and Bachelor's degree to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in courses completed. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.
- 2.0 Students may be awarded a Certificate of Achievement upon successful completion of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency.
- 3.0 The Chancellor, in consultation with the faculty, as stated in BP/AP2510 shall establish procedures to determine degree and certificate requirements and to assure that graduation requirements are published in the District's catalog(s) and included in other resources that are convenient for students.

See Administrative Procedure AP4100.

Date of Adoption: June 22, 2004