



District Consultation Council Meeting

March 24, 2025

2:00 p.m.

Anaheim Campus – Chancellor’s Conference Room (9th Floor)

Videoconferencing participation available from the Cypress College President’s Conference Room
and the Fullerton College President’s Conference Room B

AGENDA

MEETING SUMMARY

- | | |
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| 1. February 24, 2025 Summary | Action |
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STRATEGIC GOALS & PLANNING

- | | |
|--|-------------------|
| 1. One-time Funding Request: Student Advocate Program(s) | Discussion |
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OPERATIONAL REVIEW

- | | |
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| 1. Proposal to Increase Maximum Reimbursement Amounts for Applicant Reimbursement (detailed in AP 7120-10) | Action |
| 2. NOCCCD Employee Climate Survey | Information |

POLICY

- | | |
|--|-------------------|
| 1. Revised Chapter 2 Board Policies and Administrative Procedures – Review Cycle Revisions | Action |
| 2. Revised AP 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor’s Degree and AP 4100, Graduation Requirements for Degrees and Certificates | Action |
| 3. Revised BP/AP 7600, Campus Safety Officers | Discussion |

OTHER ITEMS

- | | |
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| 1. | |
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DISTRICT CONSULTATION COUNCIL
February 24, 2025

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Jennifer Carey, Ziza Delgado Noguera, Christie Diep, Karla Frizler, Kyle Hsu, Sharon Kim, Bridget Kominek, Cherry Li-Bugg, Elaine Loayza, Jaclyn Magginetti, Kathleen McAlister, Flavio Medina-Martin, Michelle Patrick Norng, Jeremy Peters, Valentina Purtell, Irma Ramos, Jeanette Rodriguez (for Cynthia Olivo) Marlo Smith, Pamela Spence, Kai Stearns, Scott Thayer, Annalisa Webber, and Fred Williams.

VISITORS: Danielle Davy, Danielle Fouquette, Craig Lee, and John Krok.

ABSENT: Geoff Hurst.

Chancellor Byron D. Clift Breland called the meeting to order at 2:05 p.m.

MEETING SUMMARY

Summary: The summary of the January 27, 2025 meeting was approved as submitted. **There was consensus to approve the summary with three abstentions** (Michelle Patrick Norng, Jeanette Rodriguez, and Ziza Delgado Noguera).

STRATEGIC GOALS & PLANNING

2025-26 Budget Assumptions for the Tentative Budget: Fred Williams, Vice Chancellor of Finance & Facilities, presented the initial budget assumptions for the Tentative Budget which included the 2025-26 early preliminary budget resource allocation model assumptions and districtwide expenses in the ongoing budget.

2025-26 Resource Allocation Model Budget Assumptions – Revenue Highlights

- Student Centered Funding Formula Revenue – \$256,207,476
- Hold Harmless Allocation – \$262,433,892
- Amount available for Backfill and Reserves – \$6,226,416
- Mandated Costs – \$1,154,664
- Interest & Investment Income – \$3,000,000
- Nonresident Tuition – \$7,702,860
- OPEB Trust Contribution – \$5,750,057
- Total Revenue (excluding OPEB Trust Contribution) – \$286,289,980

2025-26 Resource Allocation Model Budget Assumptions – Expense Highlights

- Position Control for Permanent Positions – \$188,042,777
- Health Costs for Permanent Positions – \$12,654,370
- Dependent Care Coverage – \$7,574,515
- Extended Day (Adjunct & Overload) – \$38,888,970
- Budget Center Expenses – \$18,815,794
- Districtwide Expenses – \$6,005,349
- Total Expenses (net of OPEB Trust Contribution) – \$274,373,243

Districtwide Expenses in Fund 11200

- \$650,000 for the 10000's (Sabbatical replacement costs, additional duty days for faculty)
- \$1,095,00 for the 30000's (Retiree medical costs, part-time faculty insurance premiums, fringe benefits clearing, STRS/PERS fees)
- \$3,885,349 for the 50000's (Multiple expenses including audit expenses, attorney fees, waste disposal, student insurance, life insurance, and districtwide IT expenses)
- \$250,000 for the 70000's (Fullerton College Child Care Center contribution)
- \$125,000 for the 79000's (EEO Plan implementation, student success)

Fred Williams shared that the District received information that the deficit factor for 2023-24 is zero and the District factored 1%. He reported that the deficit factor for 2024-25 is very high at 7.11% or \$18.6 million, but stated this it will drop once all of the taxes come forward. He also noted that assumptions include no growth, cautioned that the demographics don't look good for the District, and that we will remain in hold harmless based on the estimates.

Vice Chancellor Williams pointed out that costs associated with CSEA and Adjunct Faculty United negotiations, the 34 new faculty positions that are currently in recruitment, and all of the job family studies are not included in the assumptions.

Chancellor Byron D. Cliff Breland shared that a number of responses from across the State have been shared regarding the Department of Education Dear Colleague letter, and asked if the budget officers have discussed what it means for federal dollars and programs that are feeling threatened by the nature of the letter. Vice Chancellor Williams responded that none of the District's grants have been targeted and no notification has been received, but noted that other districts have been notified.

Dr. Cliff Breland emphasized that nothing has been pulled back to date, stated that the District has a great budget and the capacity to continue to support programs, and thanked Fred Williams and his team for their work.

Finance staff will provide a comprehensive budget update at the March 11 Board meeting.

OPERATIONAL

Fullerton College Accreditation Update and Planning: Fullerton College Accreditation Steering Committee Co-chair Danielle Fouquette provided an update on the recent accreditation cycle, an overview of the ongoing work on the Fullerton College Accreditation Steering Committee to understand the new ACCJC standards, and potential intradistrict collaboration to ensure alignment in meeting accreditation standards.

Danielle Fouquette noted that as part of the review process, they are looking at evidence that has been collected in the past and one piece that was relied on by both colleges was the District Function Map. She inquired about next steps to ensure ongoing maintenance so the document does not become stagnant. The Chancellor inquired about the possibility of cross-referencing responsibilities related to the District Function Map with job descriptions and members recommended having the Institutional Effectiveness Coordinating Council (which reports to DCC) take the lead. She also stated that much of the accreditation evidence comes from District board policies and administrative procedures and inquired about information outlining the policy review process. It was noted that the District subscribes to the Community College League of

California (CCLC) Policies and Procedures Service which distributes updates in the spring and fall to ensure legal compliance, that the District has a six-year review cycle to maintain current policies within the accreditation cycles, and that the Chancellor's Office can provide supporting information as needed.

It was suggested that the District develop a group to evaluate all of the policies that affect accreditation.

POLICY

Revised Board Policies & Administrative Procedures in Chapter 2 – Review Cycle Revisions: The following Board Policies and Administrative Procedures were reviewed and revised as part of the District's review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, to update legal citations, and legal language as provided by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

- **BP 2015, Student Members**
- **BP 2200, Board Duties and Responsibilities**
- **BP 2210, Officers**
- **BP 2220, Committees of the Board**
- **BP 2305, Annual Organizational Meeting**
- **BP 2310, Regular Meetings of the Board**
- **BP 2315, Closed Sessions**
- **BP 2320, Special and Emergency Meetings**
- **AP 2320, Special and Emergency Meetings**
- **BP 2330, Quorum and Voting**
- **BP 2340, Agendas**
- **AP 2340, Agendas**
- **BP 2345, Public Participation at Board Meetings**
- **AP 2345, Public Participation at Board Meetings**
- **BP 2350, Speakers**
- **AP 2350, Speakers**
- **BP 2355, Decorum**
- **BP 2360, Minutes**
- **AP 2360, Minutes**
- **BP 2365, Recording**
- **AP 2365, Recording**

During the discussion, members recommended adding “inclusive and” to BP 2200 section 2.10 so it reads, “...welcoming spirit, and maintains an inclusive and anti-racist culture”; requested clarification on why “disturbing” was added to BP 2355 section 1.1.

Subsequent to the discussion, **there was consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

New Administrative Procedure 3415, Immigration Enforcement Activities: AP 3415, Immigration Enforcement Activities, a legally required policy, was presented for a second reading. Recommended revisions from the January 27 DCC meeting have been incorporated regarding use of the term campus safety (instead of campus police) and citing the Vice Chancellor of Administrative Services as one of the two designated administrators that should be notified when immigration enforcement officers are on campus. Further revisions to sections 1.0, 1.1, 1.2, and 3.0 were made after consultation with legal counsel regarding student residences and designation of private/restricted spaces.

Bridget Kominek expressed concern from the Fullerton College Faculty Senate regarding use of “exigent circumstances” in section 5.0 which creates a huge loophole and noted that the Senate had a split endorsement vote due to that language. In response, DCC members agreed to add a new section 5.1 to include the following definition, “Exigent circumstances are defined as circumstances that would cause a reasonable person to believe that entry (or other relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.”

Members also changed “a staff” to “an employee” in section 12.0.

With the two noted revisions, **there was consensus to approve the new Administrative Procedure 3415 and post it on the District website with two abstentions** (Kathleen McAlister and Jaclyn Magginiti).

Revised BP/AP 7600, Campus Safety Officers – Original Revisions: The Council received a seventh reading of the proposed revisions to BP/AP 7600, Campus Safety Officers which were originally introduced at the February 23, 2022 DCC meeting.

As part of the discussion, it was noted that the NOCE Academic Senate unanimously voted to approve draft BP 7600 as presented; passed a motion to support community-oriented safety principles versus traditional law enforcement with an 18-5 vote; and passed a motion to support the addition of an collapsible baton for Campus Safety Officers with 12-6-5 vote.

The Cypress College Academic Senate discussion resulted in a 10-8 vote with an abstention in favor of a community-oriented approach. It was also noted that the Senate refused to vote on the use of an asp for Campus Safety Officers.

Vice Chancellor Fred Williams reported that the DCC workgroup tasked with revising the drafts of BP/AP 7600 had met three times since the last DCC reading. The workgroup felt there was too much baggage with the initial drafts and opted to start over. He requested that DCC strike down the proposed revisions and separately consider the use of the asp.

There was consensus to strike down the proposed original revisions to BP/AP 7600.

Revised BP/AP 7600, Campus Safety Officers – Newly Proposed: The Council received a first reading of the proposed revisions to BP/AP 7600, Campus Safety Officers developed by the workgroup—Fred Williams, Kai Stearns, Bridget Kominek, Elaine Loayza, and Sharon Kim—and a proposed schedule for review and DCC consideration.

Vice Chancellor Fred Williams shared that the workgroup has met three times and reviewed the original revisions, the information provided by constituent group representatives, and the State Chancellor report on community policing.

Bridget Kominek noted that there has been a significant amount of information from the community since the original draft policies have been discussed, including the State Chancellor report and CCLC community policing draft language, and now there will be opportunities to hear from students in a meaningful way and get feedback from the Campus Safety Officers. She noted that it would be helpful to hear concerns about language now.

Fred Williams and Kai Stearns led a step-by-step discussion of the proposed revisions and where the language was developed. In the ensuing discussion, the following was shared:

- BP 7600 now includes new legislation from Title 5 in sections 7.0 and 8.0.
- The applicable Title 5 sections from the new language should be added to the reference section in BP 7600.
- The last sentence in section 8.0 of BP 7600 should be revised to read, "...historically underserved groups in the community."
- Campus Safety Officers should attend the next DCC meeting.
- Changes to job descriptions with a new style of campus safety is a working condition that will need to be negotiated.
- Change "personnel" to "officers" in section 3.1.4 of AP 7600.
- Is "probable" necessary in section 3.2 of AP 7600.
- Revise language in section 3.2.3 in AP 7600 because Section 490.5 of the California Penal Code would only apply to a district-owned bookstore and the College bookstores are owned and operated by Follett. The language in sections 3.2.4.1 and 3.2.4.2 also needs to be reviewed for the same reason.

The proposed revisions to BP/AP 7600 will return to next meeting for further discussion.

Inclusive Restrooms for District Facilities: NOCE's LGBTQ+ Coordinator, Christian Garcia, contacted NOCE Academic Senate President Michelle Patrick-Norng regarding the process for proposing a new Administrative Procedure (AP) that would require new construction or renovation to have all-gender inclusive restrooms. Fullerton College recently had a new building constructed that did not include an all-gender restroom. Upon discovering this situation, it was determined that there is nothing in written policy that made the inclusion of an all-gender restroom a requirement. On behalf of the three LGBTQ+ Coordinators, Mr. Garcia shared that having access to a single stall gender inclusive restroom would benefit trans people, nonbinary people, people with disabilities that have a different gender caretaker, students with children, and even faculty looking for more private restroom options. Mr. Garcia met with President Purtell and Vice President of Student Services, Martha Gutierrez, who expressed support for the initiative. It is recommended that members discuss proposals for a new or revised administrative procedure that makes inclusive restrooms for district buildings/facilities a priority and/or requirement.

Michelle Patrick Norng shared that the LGBTQ+ coordinators meet regularly and wondered if there was an existing policy in place after they learned of the new Fullerton College building that did not include an inclusive restroom.

Vice Chancellor Fred Williams responded that there has been legislation since 2017 regarding restrooms and that in 2024 the law was reinterpreted and the Department of State Architects (DSA) now requires inclusive restrooms. He listed all of the District projects that include them in their plans and wondered if a policy was necessary since it is already a DSA requirement. He also shared that he requested a districtwide listing of inclusive restrooms and will share it.

Chancellor Byron D. Clift Breland noted that it is a practice the District needs to be in-tune with, and Jaclyn Magginiti recommended having infographics outlined on all campus maps.

Next DCC Meeting: The next DCC meeting will take place on Monday, March 24, 2025 in the Chancellors Conference Room at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 4:05 p.m.

DRAFT

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 20, 2025

From: Henry Hua, Fullerton College Vice President, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

One-time Funding Request: Student Advocate Program(s)

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At its March 10, 2025, meeting, CBF members approved the request to allocate \$1.4 million of one-time funding to the campuses to support the Student Advocates program and advance the request to DCC for further discussion and review.

Each site/campus has utilized a comprehensive program of Student Advocates to help reduce attrition, increase persistence and enrollments, and thereby increasing FTES to meet the needs of each campus/District. The campuses have seen positive increases in persistence at all 3 sites/campuses from Fall to Spring with the support of the Student Advocates. The momentum is just beginning, and the campuses would like to increase the support of the Student Advocates program by \$1.4 million to help with continuity through fiscal year 2025-26, and proof of concept for possible institutionalization of this program that is producing positive outcomes for our students while advancing the mission of the District.

5. RECOMMENDATION:

Approve the requested \$1.4 million in total to all 3 sites/campuses to continue the Student Advocate Program. The breakdown of the allocation is as follows:

- Cypress College – 37% (\$518,000)
- Fullerton College – 45% (\$630,000)
- NOCE – 18% (\$252,000)

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Council on Budget and Facilities members, campus representatives from NOCE, Henry Hua and Nichole Crockrom from Fullerton College, and Brittany Hamer and Bryan Ventura from Cypress College.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

SUMMARY REPORT

Term-to-Term Persistence and Student Success Advocates



Cypress College

Institutional Research & Planning

This report provides an overview of term-to-term persistence and a preliminary evaluation of the impact of Student Success Advocates' (SSA) efforts in supporting continuous enrollment and student success.

Key Findings

- **Persistence rates increased across all student types, with the most significant gains among returning students (47.3% to 54.9%) and first-time students (71.9% to 77.2%).**
- **Overall, the 4.3% increase in persistence translates into approximately 592 additional students enrolling in Winter/Spring 2025¹.**
- **SSA Call Campaigns resulted in 325 students enrolling in additional courses in the Fall or enrolling in an English requirement for Spring 2025.**
- **SSA engages students through registration-specific workshops, which 532 attended via Zoom (134) and in-person (398) in Fall 2024. Additional workshops are planned for the Spring Semester.**
- **Conservative estimates of FTES based on 592 additional students persisting to Spring 2025 and enrolling in one 3-unit course for Spring 2025:**
 - **$(592 * 54.5^2 \text{ contact hours})/525 = 61.4 \text{ FTES}$ or $\$349,980^3$ in additional revenue**
 - **The average Spring 2025 unit load is nine units per student, which would equate to approximately \$1 million in additional revenues from FTES**
- **Conservative estimates of FTES based on 325 students enrolling in additional courses in the Fall or in an English requirement for Spring 2025:**
 - **$(325 * 54.5 \text{ contact hours})/525 = 33.7 \text{ FTES}$ or $\$192,307^4$ in additional revenue**

¹ Based on calculating the difference between the actual number of students who persisted in Fall 2024 (9,529) and expected number of persisting students in Fall 2024 if the persistence rate had remained at the Fall 2023 rate of 65% (8,936).

² A 3-unit course is approximately 54.5 contact hours given our compressed calendar

³ Dollar amount based on \$5,700 from state per FTES.

⁴ See above

Term-to-Term Persistence

A student's term-to-term persistence is a critical momentum point in their academic journey, indicating whether they are on track to achieve their educational and career goals. Consistent enrollment ensures continued access to campus resources, supports academic progress, and minimizes certificate or degree completion delays.

Tables 1 and 2 show the term-to-term persistence from Fall 2023 to Winter/Spring 2024 and Fall 2024 to Winter/Spring 2025, respectively. Table 3 compares the persistence rates across the two academic years. In these tables, persistence is defined as a Fall student who enrolled in at least 0.5 units at Cypress College in the subsequent winter/spring term. This rate excludes special admit/dual enrollment students and any student who completed a degree or certificate within the district.

Table 1. Fall 2023 to Winter/Spring 2024 Persistence at Cypress College by Student Type

Student Type	Cohort	Persisted to Winter/Spring	Persistence Rate
<i>Continuing student</i>	6,996	4,721	67.5%
<i>First-time student</i>	2,736	1,966	71.9%
<i>First-time transfer student</i>	1,327	728	54.9%
<i>Returning student</i>	1,308	619	47.3%
Overall	12,367	8,034	65.0%

Table 2. Fall 2024 to Winter/Spring 2025 Persistence at Cypress College by Student Type

Student Type	Cohort	Persisted to Winter/Spring	Persistence Rate
<i>Continuing student</i>	7,560	5,368	71.0%
<i>First-time student</i>	3,301	2,550	77.2%
<i>First-time transfer student</i>	1,624	918	56.5%
<i>Returning student</i>	1,263	693	54.9%
Overall	13,748	9,529	69.3%

Table 3. Academic Year Persistence Rate Comparison

Student Type	Fall 2023 to Winter/Spring 2024 Persistence Rate	Fall 2024 to Winter/Spring 2025 Persistence Rate	Difference
<i>Continuing student</i>	67.5%	71.0%	3.5%
<i>First-time student</i>	71.9%	77.2%	5.4%
<i>First-time transfer student</i>	54.9%	56.5%	1.7%
<i>Returning student</i>	47.3%	54.9%	7.5%
Overall	65.0%	69.3%	4.3%

The data shows an overall improvement in term-to-term persistence from Fall 2023 to Winter/Spring 2024 (65.0%) to Fall 2024 to Winter/Spring 2025 (69.3%), a 4.3% increase from 2023-2024 to 2024-2025. Persistence rates increased across all student types, with the most significant gains among returning students (47.3% to 54.9%) and first-time students (71.9% to 77.2%). Overall, the 4.3% increase in persistence translates into approximately 592 additional students enrolling in Winter/Spring 2025⁵.

The Student Success Advocates

In Summer 2024, the Student Success Advocates (SSA) initiative was implemented to improve persistence rates by providing proactive, personalized student support. Through a series of strategic interventions—including targeted call campaigns encouraging enrollment, personalized messages through Starfish, a student success technology platform, celebrating student achievements and providing enrollment guidance, and interactive workshops—the SSA team worked to ensure students remained engaged and supported throughout their academic journey.

Call Campaigns

The SSA completed 10 call campaigns with nearly 9,000 calls made. These campaigns focus on a range of students, including students who applied to enroll, dropped below full-time units, dropped a course early in the Fall, or needed an English or Math course for Spring 2025. Three of the most successful call campaigns are as follows:

- Campaign: CEP Full-Time to Not Full-Time Fall 2024
 - Focused on Charger Experience Programs (CEP) students who were previously full-time but dropped units and were at risk of losing their free tuition benefit
 - **69 of 247 students contacted enrolled back to full-time status**
- Campaign: Late Start Dropped Course Fall 2024
 - Focused on students who dropped a course early into the fall semester and had a late-start option
 - **29 of 111 students contacted enrolled in a late-start course**
- Campaign: English Call Campaign Fall 2024
 - Focused on students who were not yet enrolled or needed to complete the required GE English course, sharing options available for the spring semester.
 - **227 of the students contacted enrolled in an English course for Spring 2025**

⁵ Based on calculating the difference between the actual number of students who persisted in Fall 2024 (9,529) and expected number of persisting students in Fall 2024 if the persistence rate had remained at the Fall 2023 rate of 65% (8,936).

In these three campaigns alone, the SSA efforts contributed to over 300 students enrolling in additional courses in the Fall or enrolling in an English requirement for Spring 2025.

Starfish Emails

The Student Advocates sent out various emails via Starfish that validated first-year students' experiences and encouraged students throughout the semester. The messages sent were as follows:

Date	Topic	Number of Emails Sent
9/23/2024	Congrats 1st Month: You completed the first month	1,989
10/15/2024	Congrats Week 7: Congrats on making it 2 months	2,865
11/13/2024	Spring 25 Registration	2,623
1/14/2025	45 or More Units Completed	2,437
Total		9,914

Fall Workshop Engagement

The Student Success Advocates hosted various workshops throughout the term, providing students with a "one-stop, non-stop" experience. The workshops and the number of students attending include:

- Recharge Stress Less: 54
- Campus Quest: Navigating your Resources: 16
- Exploring Majors: 15
- Paint Away Anxiety: 24
- Time Management: 40
- Vision Board to Graduation: 46

The SSA also held registration-specific workshops, which 532 students attended via Zoom (134) and in-person (398). Additional workshops are planned for Spring 2025 on stress management, study habits, self-efficacy, and wellness.

RESEARCH MEMO

OFFICE OF INSTITUTIONAL EFFECTIVENESS AT FULLERTON COLLEGE



MARCH 2025

Preliminary Fall 2024 to Spring 2025 Persistence Rates

By: Daniel Javier Berumen

The following memo provides different data points related to the persistence of students who were enrolled in the fall 2023 and fall 2024 terms.

Table 1 below breaks out students enrolled in the last two spring terms by their enrollment status. The data are collected from Banner, which runs a process to recategorize students each semester. The statuses are based on [statewide MIS categories](#). The category “continuing student” is used to tag students who had an enrollment in the previous primary term. As of 2/25/25, there are 473 more “continuing students” in spring 2025 than the final numbers for spring 2024.

Table 1. Spring 2024 and 2025 Students by Enrollment Status

Enrollment Status	Spring 2024 Final	Spring 2025 (2-25-2025)	Difference	Percent Change
First-time student	932	944	+12	+1%
First-time transfer student	1,121	1,119	-2	0%
Returning student	1,441	1,340	-101	-7%
Continuing student	13,135	13,608	+473	+4%
Special Admit	1,214	1,752	+538	+44%
Total*	17,843	18,763	+920	+5%

Identifying the number of students who “persisted” is calculated differently. The rate is calculated by taking a cohort of fall students¹ and identifying those who enrolled in at least 0.5 units in the subsequent spring term. The persistence rates on the next page exclude special admit/dual enrollment students from the calculation. They also exclude any students that earned a degree or certificate within the district. While some of these students may continue enrolling at the College, historically the majority do not. Since the Winter intersession is still categorized as part of the spring term for state reporting purposes, winter enrollments are included in the counts.

¹ An earlier version of this memo included only fall students who stayed enrolled/completed at least 0.5 units in the term. The current version of this memo now includes students who dropped all their fall classes prior to the end of the term.

For fall 2024, the persistence rate was 74%, an increase of 4 percentage points compared to fall 2023 (Table 2 below). For context, had the persistence rate stayed at 70%, there would have been 703 less students enrolled at the district.

Table 2. Fall 2023 and Fall 2024 Persistence to Winter/Spring

Term	Cohort Count	Persisted to Winter/Spring (Districtwide)	Persistence Rate
Fall 2023	16,915	11,770	70%
Fall 2024	17,570	12,929	74%

In tables 3 and 4, the data is broken out by whether students were enrolled exclusively at Fullerton College (FC) or were concurrently enrolled at Cypress. In addition, the columns include how many persisted just at FC or persisted at either FC or Cypress (Districtwide). In all categories, persistence rates are higher for the fall 2024 cohort (Table 3) than for the fall 2023 cohort (Table 4).

Table 3. Fall 2024 Students' Persistence to Winter/Spring 2025 by College Enrollment

Student Type	Count	Persisted to FC Only	Percent	Persisted Districtwide	Percent
FC Only	15,831	11,363	72%	11,580	73%
FC + Cypress	1,739	905	52%	1,349	78%
Total	17,570	12,268	70%	12,929	74%

Table 4. Fall 2023 Students' Persistence to Winter/Spring 2024 by College Enrollment

Student Type	Count	Persisted to FC Only	Percent	Persisted at Districtwide	Percent
FC Only	15,332	10,410	68%	10,605	69%
FC + Cypress	1,583	790	50%	1,165	74%
Total	16,915	11,200	66%	11,770	70%



NOCE Student Navigator Impact Report

Office of Institutional Research and Planning, NOCE

March 2025

Program Overview

NOCE's Student Success Navigator Program is being implemented under the Counseling and Student Services department and includes a Student Services Coordinator (30%), a Student Services Specialist (100%), and 10 Student Success Navigators (PE positions). The Student Services Coordinator acts as the project lead and provides overall program coordination, oversight and training of the Student Success Navigators, collaborates with the Student Services Specialist for Starfish implementation, and works with the department liaisons from the instructional programs who provide department-level updates and support. The Student Services Specialist provides oversight of the Starfish platform, oversees the cohorts, and provides hands-on and technical training for the Navigators. The Student Success Navigators are assigned to cohorts of students in the High School Diploma Program, ESL, CTE, and Special Populations (i.e. United Domestic Workers cohort). Student Success Navigators provide case management with their identified cohorts through engagement activities, direct contact, and promotion of workshops, important dates, and hands-on support. The goal is to help our current students remain enrolled, achieve their goals, and receive NOCE student support services.

Purpose of Report

The NOCE Student Navigator Impact Report provides **preliminary analysis** of student retention rates across NOCE programs that have implemented the Student Navigator program beginning in the 2024-25 academic year. This report highlights the role of the NOCE Student Navigator Program in supporting student engagement and persistence, with a particular focus on the High School Diploma Program, Career Technical Education (CTE), and English as a Second Language (ESL).

Retention is measured by tracking students who were enrolled in Fall and subsequently re-enrolled in Spring. Given NOCE's predominantly open-entry/open-exit model—this methodology provides a broad perspective on student continuation patterns rather than a strict persistence measure. The open-entry structure allows students to enroll and complete courses on a flexible schedule, making retention analysis more complex than in traditional credit-based institutions.




The following sections present the preliminary retention rates for Fall 2024 to Spring 2025, broken down by program, alongside data on student engagement activities facilitated by the NOCE Student Navigator Program. This report aims to provide valuable insights into student enrollment behaviors, highlight trends in retention, and measure the impact of student navigation efforts in helping students continue their educational journeys at NOCE.

Preliminary Retention Analysis

The tables below compare NOCE retention rates for Fall 2024 to Spring 2025 against Fall 2023 to Spring 2024. The data illustrates changes in student retention across key programs and provide insight into the effectiveness of student support initiatives.

- **CTE programs experienced an increase in retention**, with a 10% rise from 46% in 2023-24 to 56% in 2024-25. This improvement suggests that interventions and outreach efforts have positively impacted student continuation rates.
- **Basic Skills Program (BSP) retention also improved**, increasing from 35% in 2023-24 to 44% in 2024-25. This increase highlights the effectiveness of targeted student support services.
- **ESL program retention remained stable**, with a consistent retention rate of 52% across both academic years. This consistency may indicate steady enrollment trends and the importance of ongoing student engagement efforts.
- **The United Domestic Workers (UDW) cohort showed a retention rate of 57%**, though prior year comparisons are not available because this program began in the 2024-25 academic year.

Table 1: Comparison of Fall 2024 to Spring 2025 vs. Fall 2023 to Spring 2024 Retention by Program

Program	Student HC Fall 2024	Retained Spring 2025	Percent Retained (2024-25)	Student HC Fall 2023	Retained Spring 2024	Percent Retained (2023-24)
CTE	2,279	1,280	 56%	1,696	921	46%
BSP	726	321	 44%	527	186	35%
ESL	4,125	2,157	 52%	3,545	1,968	52%
UDW	21	12	57%	N/A	N/A	N/A

Additionally, the following table provides insight into retention rates both overall and within the same program. While some students continue their education at NOCE, they may shift to a different program.

- The within-program retention rate for CTE is 44%, meaning a notable portion of students continued within the same CTE pathway.
- BSP within-program retention is lower at 37%, suggesting that some students transition to other programs or complete their intended coursework before the spring term.
- ESL within-program retention remains high at 50%, reinforcing the stability of this student population within NOCE.

Table 2: Fall 2024 to Spring 2025 Retention Rates – Overall and Within Program

Program	Student HC Fall 2024	Retained Spring 2025	Percent Retrained	Retained In Program	Percent Retained in Program
CTE	2,279	1,280	56%	1,002	44%
BSP	726	321	44%	271	37%
ESL	4,125	2,157	52%	2,070	50%
UDW	21	12	57%	N/A	N/A

Student Navigator Program Impact

The NOCE Student Navigator Program aims to ensure students have access to the necessary resources, information, and guidance to continue their educational journey. The program focuses on retention efforts within NOCE's High School Diploma, CTE, and ESL programs.

Table 3: Count of Students Served by Student Navigator Program

Program	Fall 2024 Students Engaged	Spring 2025 Students Engaged	Total Engagements
High School Diploma	N/A	150	150
CTE	N/A	33	33
ESL	2,853	321	3,174
Total	2,853	504	3,357

Table 4: Number of Events and Student Engagements

Event Type	Fall 2024	Spring 2025	Total
Workshops / Classroom Presentations	1	8	9
Tabling	18	11	29
Events	7	2	9
Program Support	15	0	15
Total	41	21	62

Disclaimer on Retention Data

It is important to note that NOCE operates primarily as an open-entry/open-exit institution, which significantly affects retention calculations. The methodology used in this report tracks students who were enrolled in Fall 2024 and re-enrolled in Spring 2025. However, given that many NOCE students enroll for short-term courses or intermittent study periods, term-to-term retention calculated prior to the semester ending does not fully capture student success or program effectiveness. Controlled enrollment programs, primarily in CTE, are less affected by this issue, but the data should still be interpreted with context.

This report is intended to provide insights into the work of NOCE Student Navigators in supporting student retention and success.

Program Cost

The NOCE Student Navigator Program requires ongoing financial support to sustain its operations and effectiveness in supporting student retention. Below is an overview of the projected program costs for the 2024-2025 and 2025-2026 academic years.

Table 5: NOCE Student Navigator Program Costs

Academic Year	Salaries	Benefits	Total Cost
2024-2025*	\$259,908.90	\$58,743.63	\$318,657.53
2025-2026	\$304,442.60	\$85,602.13	\$390,044.73

*Delays in filling temporary reassignment and PE positions occurred.

2025-2026 Projected Cost: \$390,044.73

- Student Services Coordinator (30%): \$27,604.80 (salary) + \$16,110.12 (benefits) = \$43,716.90
- Student Services Specialist (100%): \$86,983.90 (salary) + \$53,707.01 (benefits) = \$140,690.91
- Student Success Navigators (25 hours/week X \$20/hour X 38.5 weeks) = \$19,250 (salary) + \$1,578.50 (benefits) = \$20,828.50/Navigator
 - 10 Navigators = \$192,500 (salary) + \$15,785 (benefits) = \$208,285
- Total (all positions): \$304,442.60 (salary) + \$85,602.13 (benefits) = \$390,044.73

Conclusion

The NOCE Student Navigator Program continues to play a critical role in increasing student engagement and retention. The data in this report provides a foundation for evaluating program effectiveness and identifying areas for improvement in student support services. Further refinement in retention tracking methodologies and expanded engagement efforts will be essential for strengthening NOCE's student success initiatives.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 13, 2025

From: Bridget Kominek, Associate Professor and Acting Fullerton College Faculty Senate President

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

Proposal to increase maximum reimbursement amounts detailed in AP 7120-10 Applicant Reimbursement

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the March 6, 2025 Fullerton College Faculty Senate meeting, a motion was unanimously adopted to request that the maximum reimbursement amounts detailed in AP 7120-10 Applicant Reimbursement be reviewed and that the total maximum and travel and lodging amounts be increased to reflect contemporary costs of travel and lodging, as this AP was last revised in 2015. [AP 7120-10 is enclosed for reference.]

5. RECOMMENDATION:

It is recommended that the District Consultation Council (DCC) direct Human Resources to research what the current average or median price of airfare, rental car, shuttle fares, taxi fares, and parking fees as well as the current average price of local lodging for one night and return to the April 28 DCC meeting with suggested revisions to AP 7120-10 if it is found that the amounts currently listed in the AP fall below the average or median prices.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Fullerton College Faculty Senate

AP 7120-10 Applicant Reimbursement

1.1 Eligibility and Maximum Reimbursement Amount

- 1.2 To the extent funding is available the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty positions and regular management positions, up to the limits allowed.
- 1.3 Expenses for travel from outside a 150-mile radius of the District and expenses for videoconferencing are eligible for reimbursement.
- 1.4 The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed eight hundred dollars (\$800). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand five hundred dollars (\$1,500).
- 1.5 Authorization for reimbursement must be granted by the Chancellor, President, or Provost, as applicable, prior to the expenses being incurred.

2.1 Allowable Transportation Expenses

- 2.2 Common Carrier: Reimbursement is authorized for round-trip economy or coach fare.
- 2.3 Private Automobile
 - 2.3.1 Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.
 - 2.3.2 For automobile trips over 400 miles, the actual mileage or round-trip economy airfare, whichever is lower, shall be the maximum amount reimbursed.
- 2.4 Local Transportation Expenses
 - 2.4.1 Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fares, and parking fees.
 - 2.4.2 Reimbursement for local rental car expense is authorized for up to two days, not to exceed sixty dollars (\$60) per day.
 - 2.4.3 The maximum reimbursement for all local transportation expenses shall not exceed one hundred twenty dollars (\$120).

3.1 Allowable Lodging Expenses

- 3.2 Reimbursement for local lodging expense is authorized for one night, not to exceed one hundred fifty dollars (\$150).

AP 7120-10 Applicant Reimbursement

3.3 No reimbursement will be made for noncommercial lodging in a private dwelling.

4.1 Procedure for Reimbursement

4.2 All travel expenses shall be paid by the candidate and submitted for reimbursement through the Chancellor/President/Provost or designee.

4.3 Requests for reimbursement shall require the submission of original receipts and such other documentation as may be required by the District.

5.0 Exceptions: Exception to the maximum reimbursement limits may be authorized by the Chancellor/President/Provost for an allowable expense with the understanding that the exception must satisfy the requirement that the amount of the expense was actual, necessary, and reasonable under the circumstances.

Date of Adoption: February 12, 2008

Date of Last Revision: August 24, 2015 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 24, 2025

From: Gabrielle Stanco, District Director, Research, Planning and Data Management and
Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

NOCCCD Employee Climate Survey

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	<input checked="" type="checkbox"/>	Second Reading	<input type="checkbox"/>
Review/Discussion	<input type="checkbox"/>	Action	<input type="checkbox"/>
First Reading	<input type="checkbox"/>	Consent Agenda Item	<input type="checkbox"/>

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Presenters will discuss the NOCCCD employee climate survey including its purpose, content, distribution, and ideas for using results. The survey was locally developed (originally based on the Cypress College Employee Climate Survey) and will help our District gather employee feedback about employee satisfaction with the following areas:

- **General job satisfaction**
- **Campus climate**
- **Diversity, equity, inclusion, and accessibility**
- **Decision-making processes**
- **Planning and program review processes**

NOCCCD is planning to administer the survey to all employees in April 2025. Results will be analyzed and shared in fall 2025. Members of the Institutional Effectiveness Coordinating Council (IECC) and the Equal Employment Opportunity Advisory Committee (EEOAC) as well as campus leadership will review the results to make recommendations about actions the district can take for improvement.

5. RECOMMENDATION:

None

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Institutional Effectiveness Coordinating Council Members; Equal Employment Opportunity Advisory Committee Members; and the Directors of Institutional Research and Planning at Cypress College, Fullerton College, and NOCE

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

NOCCCD Employee Campus Climate Survey

Campus climate refers to the way that the institution is perceived by its constituents. This survey represents one major component of the district's effort to assess campus climate districtwide. We are interested in your sincere responses to the survey so we can identify areas of strength as well as opportunities for improvement as we work to better our campus climate.

Please know that your responses will remain anonymous, cannot be traced back to you, and will not be used in employee evaluative processes.

Where are you currently employed? (Select primary institution).

NOTE: This question will be used to identify institution in the questions below where <Cypress /Fullerton/ NOCE/ District Services> is noted.

- a. Cypress College
- b. Fullerton College
- c. North Orange Continuing Education
- d. NOCCCD District Services

I. General Job Satisfaction

Please indicate the extent to which you agree or disagree with the following statements regarding general job satisfaction.

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

1. <Cypress/Fullerton/NOCE/District Services> provides opportunities for professional development to enhance employees' skills in their current roles.
2. At this point in my career, I feel my present position satisfies my professional goals and aspirations.
3. My ideas for improving my area are taken into consideration.
4. My role at <Cypress/Fullerton/NOCE/District Services> has evolved into something more than my job description.
5. There is too much pressure on me to accomplish the tasks and goals related to my position.
6. I am able to accomplish my tasks and goals at work within a reasonable timeframe.

Please indicate your level of satisfaction with the following statements related to salaries and benefits.

(1-Extremely dissatisfied, 2-Somewhat dissatisfied, 3-Neutral, 4-Somewhat satisfied, 5-Extremely satisfied, 6-I don't know)

7. Cost of health benefits
8. Quality of health benefits
9. Compensation
10. Leave policies (e.g., Pregnancy Disability Leave (PDL), CFRA/FMLA, Bonding Leave, etc.)
11. Remote/Hybrid work program

II. Campus Climate

Please indicate the extent to which you agree or disagree with the following statements about the campus climate.

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

12. A sense of collegiality exists at <Cypress/Fullerton/NOCE/District Services>.
13. Employees are respectful toward each other in words and action.
14. I feel safe at <Cypress/Fullerton/NOCE/District Services>.
15. I feel comfortable and safe sharing my opinions with others at <Cypress/Fullerton/NOCE/District Services>.
16. I feel comfortable and accepted as an individual at <Cypress/Fullerton/NOCE/District Services>.
17. Administrative response to campus-wide safety concerns are timely and appropriate.
18. Administrative response to personal safety concerns (e.g., discrimination, harassment, assault) are timely and appropriate.

III. Diversity, Equity, and Inclusion, and Accessibility

Based on your experiences as an employee, please indicate the extent to which you agree or disagree with the following statements related to diversity, equity, and inclusion.

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

19. Policies and practices of <Cypress/Fullerton/NOCE/District Services> clearly demonstrate a commitment to employee equity.
20. I feel like I belong at <Cypress/Fullerton/NOCE/District Services>.
21. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of gender, gender identity, or gender expression.
22. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of race and ethnicity.
23. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of sexual orientation.
24. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of religious affiliation.
25. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of language(s) spoken.
26. <Cypress/Fullerton/NOCE/District Services> is equally supportive and welcoming of all employees regardless of disability status and/or medical conditions.

At <Cypress/Fullerton/NOCE/District Services>, I hear employees make insensitive or negative remarks, including stereotypes about others based on the following identities.

(1-Never, 2-Rarely, 3-Sometimes, 4-Often, 5-Always, 6-I don't know)

27. Age
28. Race/Ethnicity
29. Gender/Gender Identity
30. Sexual Orientation
31. Language(s) Spoken
32. Religious Affiliation
33. Disability/Medical Condition

At <Cypress/Fullerton/NOCE/District Services>, employees have equal opportunities for recognition, respect, and career advancement regardless of their:

(1-Never, 2-Rarely, 3-Sometimes, 4-Often, 5-Always, 6-I don't know)

34. Age
35. Race/Ethnicity
36. Gender/Gender Identity
37. Sexual Orientation
38. Language(s) Spoken
39. Religious Affiliation
40. Disability/Medical Condition

IV. Decision-Making Processes

Please indicate the extent to which you agree or disagree with the following statements regarding decision-making.

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

41. I have the opportunity to meaningfully participate in participatory governance at <Cypress/Fullerton/NOCE/District Services>.
42. The opinions of employees are given appropriate weight in matters of institutional importance.
43. The decision-making processes at <Cypress/Fullerton/NOCE/District Services> are transparent.
44. Communications regarding decision-making processes are clear, current, and understandable.

45. Communications regarding decision-making processes are widely available and easily accessible.
46. My contributions to decision-making processes are valued and considered.
47. Decision-making processes at <Cypress/Fullerton/NOCE/District Services> are effective.
48. I am interested in learning more about the District's Employee Mediation & Conflict Resolution Program.

V. Planning & Program Review Processes

Please indicate the extent to which you agree or disagree with the following statements related to planning and program review processes. [NOTE: District Services will use the term "Administrative Review" and NOCE will not include this set of questions]

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

49. I am aware of the planning and program review processes.
50. I participate in the planning and program review process.
51. I receive communications related to planning and program review (e.g. Strategic Plan, Education and Facilities Master Plan, Program Review)
52. The communications I receive on the planning and program review processes are complex and not easily understood.
53. My participation influences the outcome of the planning and program review process.
54. The planning and program review process is overwhelming.
55. The planning and program review process helps <Cypress/Fullerton/NOCE/District Services> achieve its desired goals.
56. I would like to participate in the planning and program review process but am unsure of how to get involved.
57. My contributions to planning and program review processes are valued and considered.

VI. Districtwide Climate

Please indicate the extent to which you agree or disagree with the following statements related to districtwide climate.

(1-Strongly disagree, 2-Somewhat disagree, 3-Neutral, 4-Somewhat agree, 5-Strongly agree, 6-I don't know)

58. Districtwide leadership considers employee feedback in decision-making.
59. Districtwide leadership communicates a clear intent to support the mission.
60. Districtwide leadership shares important districtwide information in a timely manner.
61. Districtwide leadership supports and advocates for diversity, equity, inclusion, accessibility, and antiracism.
62. NOCCCD's District Services effectively supports organizational and campus-based functions that prioritize student needs.
63. NOCCCD's District Services effectively responds to employee inquiries and requests for service.
64. NOCCCD's Board of Trustees demonstrates support for the missions of each institution.
65. NOCCCD's Board of Trustees considers employee feedback in decision-making.

IV. Open-Ended Questions

66. What is working well at <Cypress/Fullerton/NOCE/District Services>?
67. What do you think needs the most improvement at <Cypress/Fullerton/NOCE/District Services>? Please offer any possible solutions.
68. Do you have any other suggestions, comments, or concerns you would like to share that you were not able to express in this survey?

V. Demographics

Demographic information is collected to better understand and serve our employees by ensuring equitable experiences across groups.

69. Please select your employee category:

- a. Adjunct Faculty
- b. Administrator/Manager
- c. Classified/Confidential
- d. Full-Time Faculty
- e. Hourly/Professional Expert/Special Project Administrator
- f. Student Worker
- g. Other (please specify):

70. What is your gender?

- h. Man
- i. Woman
- j. Non-binary
- k. My gender is not listed above
- l. Prefer not to disclose

71. What is your race/ethnicity? (Please select all that apply.)

- a. Arab or Arab American
- b. Asian or Asian American or South Asian/Desi American
- c. Black or African American
- d. Caucasian or White
- e. Hispanic or Latinx or Latiné
- f. Middle Eastern or North African
- g. Native American or Alaska Native
- h. Native Hawaiian and/or Pacific Islander
- i. Other (please specify)
- j. Prefer not to disclose

72. What is your age group?

- a. Under 18 years old
- b. 18 to 34 years old
- c. 35 to 39 years old
- d. 40 to 44 years old
- e. 45 to 49 years old
- f. 50 to 54 years old
- g. 55 to 59 years old
- h. 60+ years old
- i. Prefer not to disclose

73. What is your sexual orientation?

- a. Asexual
- b. Bisexual
- c. Gay or Lesbian
- d. Pansexual
- e. Straight or Heterosexual
- f. My sexual orientation is not listed above
- g. Prefer not to disclose

74. Does any part of your identity affect your experience at <Cypress/Fullerton/NOCE/District Services>?

- a. No
- b. Yes. If yes, please feel free to share your experience:

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 19, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures – Review Cycle Revisions

- **BP 2410, Board Policies & Administrative Procedures**
- **AP 2410, Board Policies & Administrative Procedures**
- **BP 2430, Delegation of Authority to the Chancellor**
- **AP 2430, Delegation of Authority to the Chancellor**
- **BP 2431, Chancellor Selection**
- **AP 2431, Chancellor Selection**
- **BP 2432, Chancellor Succession**
- **BP 2435, Evaluation of the Chancellor**
- **AP 2435, Evaluation of the Chancellor**
- **BP 2510, Participation in Local Decision-making**
- **AP 2510, Participation in Local Decision-making**
- **BP 2610, Presentation of Initial Collective Bargaining Proposals**
- **AP 2610, Presentation of Initial Collective Bargaining Proposals**
- **BP 2710, Conflict of Interest**
- **AP 2710, Conflict of Interest**
- **AP 2714, Distribution of Tickets or Passes**
- **BP 2715, Code of Ethics/Standards of Practice**
- **AP 2715, Code of Ethics/Standards of Practice**
- **BP 2716, Political Activity**
- **BP 2717, Personal Use of Resources**
- **BP 2720, Communications Among Board Members**
- **BP 2725, Board Member Compensation**
- **BP 2730, Board Member Health Benefits**
- **BP 2735, Board Member Travel**
- **AP 2735, Board Member Travel**
- **BP 2740, Board Professional Development**
- **AP 2740, Board Education**
- **BP 2745, Board Self-Evaluation**
- **AP 2745, Board Self-Evaluation**
- **BP 2750, Board Member Absence from the State**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	
Review/Discussion	
First Reading	X

Second Reading	
Action	X
Consent Agenda Item	

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: 25 minutes

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The BPs and AP were reviewed as part of the District's review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, to update legal citations, and legal language as provided by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices. [Refer to the enclosed revision summary.]

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the revised Administrative Procedure be posted on the District website and the revised Board Policies be forwarded to the Board for their consideration.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

CCLC Legal Updates Service



Board Policy/Administrative Procedures Revision Summary
DCC Meeting – March 24, 2025

Policy/Procedure	Proposed Changes
BP 2410, Board Policies & Administrative Procedures	Update the reference section to reflect the new ACCJC standards.
AP 2410, Board Policies & Administrative Procedures	Update the reference section to reflect the new ACCJC standards.
BP 2430, Delegation of Authority to the Chancellor	Update the reference section to reflect the new ACCJC standards and add supporting language to section 1.0 to address the new standard's expectation that the Board will delegate authority to the Chancellor as recommended by CCLC.
AP 2430, Delegation of Authority to the Chancellor	Update the reference section to reflect the new ACCJC standards.
BP 2431, Chancellor Selection	Update the reference section to reflect the new ACCJC standards.
AP 2431, Chancellor Selection	Update the reference section to reflect the new ACCJC standards, make grammar corrections, and cite the correct title in sections 4.3.3.2 and 4.4.2. (Confirm the title is correct.)
BP 2432, Chancellor Succession	A grammar correction and update the titles of the Vice Chancellors.
BP 2435, Evaluation of the Chancellor	Update the reference section to reflect the new ACCJC standards and add optional CCLC recommended language to highlight DEIA issues.
AP 2435, Evaluation of the Chancellor	Update the reference section to reflect the new ACCJC standards and make grammar corrections.
BP 2510, Participation in Local Decision-making	Update the reference section to reflect the new ACCJC standards.
AP 2510, Participation in Local Decision-making	Update the reference section to reflect the new ACCJC standards.
BP 2610, Presentation of Initial Collective Bargaining Proposals	No revisions.
AP 2610, Presentation of Initial Collective Bargaining Proposals	Grammar corrections.
BP 2710, Conflict of Interest	No revisions.
AP 2710, Conflict of Interest	Add a new section 4.0 to include legally advised language regarding the prohibition on outside employment that is in conflict with the individual's District responsibilities as recommended by CCLC, update the listing of designated district and campus positions to reflect correct titles and add new positions, and grammar corrections. (Add position to section 4.0)
AP 2714, Distribution of Tickets or Passes	No revisions.
BP 2715, Code of Ethics/Standards of Practice	Update the reference section to reflect the new ACCJC standards and add supporting language in a newly created section 1.0 to address the new standard as recommended by CCLC.

AP 2715, Code of Ethics/Standards of Practice	Update the reference section to reflect the new ACCJC standards.
BP 2716, Political Activity	No revisions.
BP 2717, Personal Use of Resources	No revisions.
BP 2720, Communications Among Board Members	Reformatted to add language to a new section 1.0 as recommended by CCLC and additional language to new sections 4.0 and 4.1 to reflect new Brown Act requirements regarding social media platforms.
BP 2725, Board Member Compensation	No revisions.
BP 2730, Board Member Health Benefits	No revisions.
BP 2735, Board Member Travel	Grammar correction.
AP 2735, Board Member Travel	Grammar correction and update the corresponding policies listing.
BP 2740, Board Professional Development	Update the reference section to reflect the new ACCJC standards.
AP 2740, Board Education	Update the reference section to reflect the new ACCJC standards and update the Vice Chancellor's title.
BP 2745, Board Self-Evaluation	Update the reference section to reflect the new ACCJC standards and grammar corrections.
AP 2745, Board Self-Evaluation	Update the reference section to reflect the new ACCJC standards.
BP 2750, Board Member Absence from the State	No revisions.

AP 2715, Code of Ethics/Standards of Practice	Update the reference section to reflect the new ACCJC standards.
BP 2716, Political Activity	No revisions.
BP 2717, Personal Use of Resources	No revisions.
BP 2720, Communications Among Board Members	Reformatted to add language to a new section 1.0 as recommended by CCLC and additional language to new sections 4.0 and 4.1 to reflect new Brown Act requirements regarding social media platforms.
BP 2725, Board Member Compensation	No revisions.
BP 2730, Board Member Health Benefits	No revisions.
BP 2735, Board Member Travel	Grammar correction.
AP 2735, Board Member Travel	Grammar correction and update the corresponding policies listing.
BP 2740, Board Professional Development	Update the reference section to reflect the new ACCJC standards.
AP 2740, Board Education	Update the reference section to reflect the new ACCJC standards and update the Vice Chancellor's title.
BP 2745, Board Self-Evaluation	Update the reference section to reflect the new ACCJC standards and grammar corrections.
AP 2745, Board Self-Evaluation	Update the reference section to reflect the new ACCJC standards.
BP 2750, Board Member Absence from the State	No revisions.

BP 2410 Board Policies and Administrative Procedures

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards ~~IV.C.2, IV.C.7, IV.D.4, I.B.7, and I.C.5~~ [4.4](#)
WASC/ACS Criterion 2, Indicator 2.4

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

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

See Administrative Procedure 2410, Board Policies and Administrative Procedures.

Date of Adoption: June 24, 2003

Date of Last Revision: November 24, 2020
September 10, 2019
September 14, 2016 Chancellor's Staff
April 14, 2015

AP 2410 Board Policies and Administrative Procedures

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards ~~IB.7, IC.5, IV.C.7, and IV.D.4~~ [4.4](#);
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 Board policies are regularly reviewed by the District Consultation Council, which recommends revisions to ensure currency and compliance with state and federal laws. Any employee, student, or member of the public may initiate a review of any policy by submitting a request or recommendation in writing to the Chancellor's Office. In accordance with District policies, the District Consultation Council is composed of representatives of students, faculty, classified employees, confidential employees, and administration. Other employees with expertise in specific areas governed by a District policy may be consulted during the revision process.
- 2.0 All policies and administrative procedures are available to employees and the public through the offices of the Chancellor, the Presidents, and the District website.

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
March 25, 2019 District Consultation Council
September 26, 2016 District Consultation Council
February 23, 2015 District Consultation Council

BP 2430 Delegation of Authority to the Chancellor

Reference:

Education Code Sections 70902(d), 72400;
ACCJC Accreditation Standards ~~IV-B-5, IV-C-12, and IV-D-1-4.5~~
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board of Trustees delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. [The Board of Trustees gives the Chancellor full authority to implement Board Policies and ensure effective operations and fulfillment of the institutional mission.](#)
 - 1.1 The Chancellor may delegate any powers and duties entrusted to him/her by the Board of Trustees, including the administration of colleges and centers, but will be specifically responsible to the Board of Trustees for the execution of such delegated powers and duties.
 - 1.2 The Board of Trustees delegates authority to the Chancellor to appoint an acting chancellor to serve in his/her absence for short periods of time, not to exceed thirty (30) calendar days at a time.

The Board of Trustees shall appoint an acting or interim chancellor for periods exceeding thirty (30) calendar days.

In the case of death, resignation, or retirement of the Chancellor, the Board of Trustees shall establish a Chancellor search process. The Board of Trustees may appoint an interim Chancellor for up to one year.
- 2.0 The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of Trustees of such action and to recommend written board policy if one is required.
- 3.0 The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Trustees in consultation with the Chancellor.
- 4.0 The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
- 5.0 The Chancellor shall make available any information or give any report requested by the Board of Trustees as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.
- 6.0 The Chancellor shall act as the professional advisor to the Board of Trustees in policy formation.

BP 2430 Delegation of Authority to the Chancellor

See Administrative Procedure 2430, Delegation of Authority to the Chancellor

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 2430 Delegation of Authority to the Chancellor

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards ~~IV-B-5, IV-C-12, and IV-D-1~~ [4.5](#);
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Chancellor delegates full responsibility and authority to the Presidents to implement and administer delegated policies and holds them accountable for the operation of their respective institution.
- 2.0 When the Chancellor is away from the District for business or personal reasons, one of the Executive Officers of the District will be designated to be in charge.

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
March 25, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council

BP 2431 Chancellor Selection

Reference:

Title 5 Sections 53000 et seq.;
ACCJC Accreditation Standards ~~IV.B and IV.C.3~~ [4.5](#);
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 In case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
September 14, 2016 Chancellor's Staff
November 26, 2014

AP 2431 Chancellor Selection

Reference

**Education Code Sections 70901.2(a), 70902(b)(7), and 70901.2(a);
Title 5 Sections 53203(f), 53024, 53200-53206, 51023.5, and 51023.7;
CCLC Trustee Handbook Chapters 24, 26, and 27;
NOCCCD Board Policies and Administrative Procedures: BP/AP 7120-4;
ACCJC Accreditation Standards ~~IV.B, IV.C.3, and IV.D.1-2, 4, 7-4.5;~~
WASC/ACS Criterion 2, Indicator 2.4**

1.0 Application

- 1.1 Selecting a Chancellor is the most important decision that a Board **of Trustees** will make. A well-designed search process reflects positively on the Board of Trustees and the District. A good search process is developed and directed by the Board **of Trustees**, involves appropriate constituencies in the institution and community, and is based on district goals and priorities. A successful search results in the selection of a person that the Board of Trustees, District employees, students, and community can fully support.
- 1.2 This procedure is established by the Board of Trustees pursuant to the provisions of Board Policy 2431, Chancellor Selection, and shall apply to the selection of the Chancellor for the North Orange County Community College District. The process by which the Chancellor is selected is the prerogative of the Board of Trustees. The final authority for hiring the Chancellor rests with the Board of Trustees.

2.0 Development and Distribution of Job Announcement

2.1 Development of Job Announcement

- 2.1.1 The job announcement for the position shall be developed by the Vice Chancellor of Human Resources under the direction of the Board of Trustees with consideration of recommendations from the screening committee and shall include the following information:
 - 2.1.1.1 The position;
 - 2.1.1.2 The major duties of the position, which shall also include the following statement: "Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students;"
 - 2.1.1.3 The qualifications for the position, which shall include the minimum qualifications for service as required by law and/or such other qualifications as established by the District;
 - 2.1.1.4 The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications which are specific and directly reflective of the screening criteria to be utilized in the selection process.

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2.1.2 The Vice Chancellor of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

2.2 Distribution of Job Announcement

2.2.1 In consultation with the Board of Trustees, the Vice Chancellor of Human Resources shall determine the closing date for the position such that the job announcement will be distributed at least six weeks prior to the closing date.

2.2.2 The District Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate.

3.0 Application Requirements

3.1 Applications shall be submitted to the District Office of Human Resources.

3.2 A complete application packet must include the following:

3.2.1 Letter of application, which provides examples from background and experience to demonstrate how the candidate's knowledge and expertise apply to the position;

3.2.2 Current resume of education and professional experience;

3.2.3 Academic transcripts of graduate course work (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of service);

3.2.4 A job description of the applicant's most recent position;

3.2.5 Additional requirements as may be established by the Board of Trustees.

3.3 Required application materials must be submitted online. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. The District does not accept application materials by fax, e-mail, or in person.

4.0 Screening Committee

4.1 A screening committee shall have membership that is inclusive of representation from the District's constituent groups. The committee will participate in the screening and interviewing of candidates and will recommend finalists for the Board's [of Trustees'](#) consideration.

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4.2 Screening Committee Composition: The screening committee shall include the following:

4.2.1 Representatives from District Constituency Groups

4.2.1.1 The screening committee shall include the following representatives from the District's constituent groups:

4.2.1.1.1 One (1) management representative from Cypress College appointed by the District Management Association;

4.2.1.1.2 One (1) management representative from Fullerton College appointed by the District Management Association;

4.2.1.1.3 One (1) management representative from North Orange Continuing Education appointed by the District Management Association;

4.2.1.1.4 One (1) management representative from the District appointed by the District Management Association.

4.2.1.1.5 One (1) faculty representative from Cypress College appointed by the Cypress College Academic Senate;

4.2.1.1.6 One (1) faculty representative from Fullerton College appointed by the Fullerton College Faculty Senate;

4.2.1.1.7 One (1) faculty representative from North Orange Continuing Education appointed by the North Orange Continuing Education Academic Senate;

4.2.1.1.8 One (1) faculty representative appointed by United Faculty;

4.2.1.1.9 One (1) faculty representative appointed by Adjunct Faculty United.

4.2.1.1.10 Four (4) classified employee representatives, one each from Cypress College, Fullerton College, North Orange Continuing Education, and the District Office appointed by CSEA;

4.2.1.1.11 One (1) management representative who reports directly to the Chancellor, appointed by the Chancellor's Staff;

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- 4.2.1.1.12 One (1) confidential employee representative appointed by the Confidential Employees Group.
- 4.2.2 Student Representatives: The screening committee shall include the following representatives from the District's student groups:
- 4.2.2.1 One (1) student representative appointed by the Cypress College Associated Students.
 - 4.2.2.2 One (1) student representative appointed by the Fullerton College Associated Students.
 - 4.2.2.3 One (1) student representative appointed by the appropriate North Orange Continuing Education student representative body.
- 4.2.3 Community Representatives: The screening committee shall include two community representatives appointed by the Board of Trustees.
- 4.2.4 Equal Opportunity/Diversity Representative: The District Director of Diversity and Compliance or the District Director of Human Resources shall serve as the non-voting equal opportunity/diversity representative.
- 4.2.5 Committee Chair: An executive officer of the District appointed by the Board of Trustees shall serve as the non-voting chair of the screening committee, except that where the Board of Trustees elects to retain a search consultant to administer the hiring process, the Board of Trustees may designate the consultant as the chair of the committee.
- 4.2.6 Constituent groups and the Board of Trustees are encouraged to consider diversity when making appointments to the committee.
- 4.3 Responsibilities of Screening Committee Members
- 4.3.1 Responsibilities of All Committee Members
 - 4.3.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - 4.3.1.1.1 Training regarding the hiring procedure and equal opportunity employment objectives of the District;
 - 4.3.1.1.2 Development of recommended desirable qualifications;
 - 4.3.1.1.3 Development of rating criteria and interview questions;
 - 4.3.1.1.4 Development of protocols for performance tests;

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- 4.3.1.1.5 Evaluation and rating of candidates;
- 4.3.1.1.6 Interviewing of candidates;
- 4.3.1.1.7 Recommendation of finalists.
- 4.3.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.3.1.3 A committee member who fails to participate in any aspect of the process may be removed from the committee at the discretion of the committee chair.
- 4.3.2 Responsibilities of Committee Chair
 - 4.3.2.1 The committee chair shall be responsible for the following:
 - 4.3.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process;
 - 4.3.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members;
 - 4.3.2.1.3 Coordinating candidate interviews;
 - 4.3.2.1.4 Communicating with applicants, as required;
 - 4.3.2.1.5 Maintaining committee records;
 - 4.3.2.1.6 Performing other duties determined by the Board of Trustees.
 - 4.3.2.2 The committee chair will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.2.1, will not participate in paper screening or deliberations regarding the selection of candidates.
- 4.3.3 Responsibilities of the Equal Opportunity/Diversity Representative
 - 4.3.3.1 The Equal Opportunity/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status, and shall serve as the committee liaison to the Vice Chancellor of Human Resources with responsibility for reporting noncompliance.
 - 4.3.3.2 Any allegation of noncompliance shall be investigated by the District Director of **Diversity EEO** and Compliance and reported

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to the Vice Chancellor of Human Resources, who shall take appropriate corrective action, if warranted.

- 4.3.3.3 The Equal Opportunity/Diversity Representative will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.3.1, will not participate in paper screening or deliberations regarding the selection of candidates.

4.4 Screening Committee Procedures

- 4.4.1 Committee decisions shall be made by a simple majority vote. No additions or replacements to the committee membership shall be made subsequent to the initial meeting of the screening committee.

- 4.4.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Director of Diversity EEO and Compliance and approved by the Vice Chancellor of Human Resources prior to consideration of applicant materials by the screening committee:

4.4.2.1 Paper screening criteria and interview questions;

4.4.2.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position;

4.4.2.3 Parameters for conducting interviews and administration of performance tests.

4.4.3 Initial Screening of Applications

4.4.3.1 The District Office of Human Resources will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement. Incomplete applications will not be considered.

4.4.3.2 Complete applications will be independently assessed by each member of the selection committee, using the rating criteria developed by the committee.

4.4.3.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.

4.4.3.4 The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.

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4.4.3.4.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.

4.4.3.4.2 If the pool is not deemed adequate by the committee, the committee chair shall discuss the matter with the Board of Trustees who shall determine the action to be taken.

4.4.4 Selection of Candidates for Interview

4.4.4.1 After initial screening of the applicants, if the committee determines there is an adequate pool of professionally qualified candidates, the committee will determine the candidates it will interview.

4.4.4.2 The committee chair will establish an interview schedule in consultation with the committee and will notify the candidates to be interviewed.

4.4.4.3 The committee chair will provide each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

4.4.5 Interview and Performance Tests

4.4.5.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.

4.4.5.2 Each committee member shall independently assess each candidate using the rating criteria developed by the committee.

4.4.5.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

4.4.6 Selection of Finalists

4.4.6.1 Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates, to determine the candidates to be recommended by the committee as finalists for consideration by the Board of Trustees.

4.4.6.2 In the event there are fewer than three (3) candidates the committee recommends as finalists, the committee chair will meet with the Board to clarify the committee's reasons for the number of candidates recommended.

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5.0 Board of Trustees

- 5.1 If the Board of Trustees is satisfied with the finalists recommended by the screening committee, the Board of Trustees will interview the finalists.
- 5.2 If the Board of Trustees is not satisfied with the pool of recommended finalists, it may meet with the committee to articulate its concerns and discuss the rationale for the recommendations that were advanced. If the Board of Trustees still feels the process has yielded insufficient choices, it may then ask the committee to forward additional candidates. If a majority of the committee agrees that there are no additional candidates it can recommend to the Board of Trustees, the committee may decline to do so and the committee chair will meet with the Board to clarify the committee's reasons for adhering to the initial list. The Board of Trustees may then decide whether to reconsider the initial candidates, extend the search process, or terminate the process and restart the search for a Chancellor.
- 5.3 The Chancellor's Staff group will interview the finalists and provide feedback to the Board of Trustees in a manner prescribed by the Board of Trustees.
- 5.4 Campus forums shall be conducted as part of the hiring process and in such manner as the Board of Trustees may determine to introduce candidates to the District's constituents and the community.
- 5.5 Site visits may be conducted as part of the hiring process at the discretion of the Board of Trustees. If site visits are conducted, the Board of Trustees shall determine the composition of the visiting team(s).
- 5.6 Reference checking of candidates may be conducted at the discretion of the Board of Trustees and in such manner as the Board of Trustees may determine.
- 5.7 The Board of Trustees shall make the final decision regarding the candidate to be offered the position and reserves the right to discontinue the process or extend the recruitment at any time, at its discretion.

Date of Adoption: May 14, 2013

Date of Last Revision: March 25, 2019 District Consultation Council
September 25, 2017 District Consultation Council
April 25, 2016 District Consultation Council

BP 2432 Chancellor Succession

Reference:

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

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

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
October 25, 2016

BP 2435 Evaluation of the Chancellor

Reference:

ACCJC Accreditation Standard ~~IV-C-3~~ 4.5;
WASC/ACS Criterion 2, Indicators 2.1 and 2.3

- 1.0 The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.
- 2.0 The Board of Trustees shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board of Trustees and the Chancellor.
- 3.0 The criteria for evaluation shall be based on board policy, the Chancellor's job description, and performance goals and objectives developed in accordance with Board Policy 2430, Delegation of Authority to Chancellor.
- 4.0 The criteria for evaluation of the Chancellor shall also include performance goals and objectives related to the District's commitment to diversity, equity, inclusion, anti-racism, and accessibility.**

See Administrative Procedure 2435, Evaluation of the Chancellor

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
September 14, 2016 Chancellor's Staff
April 14, 2015
June 14, 2011

AP 2435 Evaluation of the Chancellor

Reference:

ACCJC Accreditation Standard ~~IV-C-3~~ 4.5;
WASC/ACS Criterion 2, Indicators 2.1 and 2.3

- 1.0 The evaluation of the Chancellor will be based on the job description, goals and objectives of the past year, characteristics of performance, and other elements previously agreed upon, using the Chancellor's Annual Evaluation Form.
 - 1.1 As a part of the evaluation process, the Chancellor and the Board [of Trustees](#) shall mutually agree upon the goals and objectives to be considered for the following year. The Board of Trustees will include in the goals and objectives for the following year those items that appear to have merit for future evaluation.
 - 1.2 The annual evaluation shall be scheduled to coincide with the conclusion of the Chancellor's contract year. The evaluation forms will be distributed to Board members one month prior to the end of the contract year.
 - 1.3 The final evaluation will be based upon:
 - 1.3.1 Progress toward goals and objectives;
 - 1.3.2 A composite of the evaluation forms completed by individual Board members;
 - 1.3.3 The Chancellor's self evaluation; and
 - 1.3.4 A composite of the evaluation forms completed by the Chancellor's Staff and Resource Table members.
 - 1.4 The Board of Trustees, as a whole, will meet with the Chancellor to discuss the final evaluation. A copy of the final evaluation shall be furnished to the Chancellor prior to that meeting.
 - 1.5 The evaluation shall include a discussion of both strengths and weaknesses.
 - 1.6 Each judgment will be based upon an objective review derived from an examination of available information.
 - 1.7 A final written summary evaluation shall be prepared by the Board of Trustees. A signed copy will be retained by the Chancellor and one will be placed in the Chancellor's personnel file.
- 2.0 All materials pertaining to the evaluation of the Chancellor will be retained for a period not to exceed two years in an "Access by Board Only" file located in the Board Office, and thereafter shredded.

AP 2435 Evaluation of the Chancellor

3.0 The Chancellor's annual evaluation shall be done solely by the Board of Trustees, utilizing input from the Board members, the Chancellor, Executive Staff, and Resource Table representatives. The Board of Trustees may request input from community representatives. The evaluation forms will be distributed to these individuals at the same time they are distributed to the Board of Trustees.

See Board Policy 2435, Evaluation of the Chancellor

Date of Adoption: June 24, 2003

Date of Revision: March 25, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
June 14, 2011

BP 2510 Participation in Local Decision-making

Reference:

**Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7
(Students);
~~ACCJC Accreditation Standards IV.A and IV.D.7.4.3;~~
WASC/ACS Criterion 2, Indicator 2.2**

- 1.0 The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Trustees is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action, and administrative procedures for Chancellor action, under which the District is governed and administered.
- 2.0 Each of the following shall participate as required by law in the decision-making processes of the District:
 - 2.1 Academic Senate(s): (Title 5 Sections 53200-53206) The Board of Trustees or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.
 - 2.2 Staff: (Title 5 Section 51023.5) Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified School Employees Association, Chapter 167, and the Confidential Personnel group, will be given every reasonable consideration.
 - 2.3 Students: (Title 5 Section 51023.7) The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.
- 3.0 Except for unforeseeable emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- 4.0 Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

See Administrative Procedure 2510, Participation in Local Decision-making

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 2510 Participation in Local Decision-making

Reference:

Education Code Sections 70902(b)(7);
Title 5, Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards ~~IV.A and IV.D.7~~ [4.2 and 4.3](#);
WASC/ACS Criterion 2, Indicator 2.2;
Shared Governance Agreement between the Board of Trustees and the Academic/Faculty Senates (2.0-2.5 below) – Adopted January 24, 1995

1.0 Committee Representation

- 1.1 In accordance with Board Policy 2510, Participation in Local Decision-making and with District practice, the various constituencies of the North Orange County Community College District, including faculty, students, classified staff, confidential employees, and administration shall be represented on college, North Orange Continuing Education, and District committees concerned with broad policy and planning matters.
- 1.2 Unless otherwise provided in board policy or administrative procedure regarding staff participation, the following constituent groups are recognized by the Board of Trustees as responsible for recommending, as appropriate, the appointment of employee representatives to serve on college, North Orange Continuing Education, and District governance committees:
 - 1.2.1 The Academic/Faculty Senates shall appoint faculty.
 - 1.2.2 The exclusive representative of the classified employees shall appoint classified employees.
 - 1.2.3 The Confidential Employees Association shall appoint confidential employees.
 - 1.2.4 The District Management Association shall appoint administrative employees.
 - 1.2.5 Where provided for in board policy, administrative procedures, and practices, the collective bargaining representative(s) of the faculty (United Faculty and Adjunct Faculty United) shall appoint faculty union representatives.

Notwithstanding the foregoing, the collective bargaining representative(s) of the faculty may seek to recommend the appointment of faculty to committees, task forces, or other groups.

2.0 Responsibility and Authority of Academic/Faculty Senates Regarding Academic and Professional Matters

- 2.1 Matters for Which the Board of Trustees Elects to Rely Primarily Upon the Recommendations of the Senate(s)

AP 2510 Participation in Local Decision-making

- 2.1.1 The Board of Trustees will rely primarily upon the recommendations of the senate(s), including the decision-making structure by which the recommendations are achieved, with respect to the following academic and professional matters:
 - 2.1.1.1 curriculum, including the establishment of prerequisites and placing courses within disciplines;
 - 2.1.1.2 degree and certificate requirements;
 - 2.1.1.3 grading policies;
 - 2.1.1.4 standards or policies regarding student preparation and success;
 - 2.1.1.5 faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - 2.1.1.6 policies for faculty professional development activities.
- 2.1.2 With respect to those areas of academic and professional matters for which the Board of Trustees will rely primarily upon the recommendations of the senate(s), if a recommendation is not accepted, the Board of Trustees or its designee, upon request of the senate(s), shall communicate its reasons in writing to the academic senate(s).

2.2 Matters for Which the Board of Trustees Elects to Seek Mutual Agreement with the Senate(s)

- 2.2.1 The Board of Trustees will seek to reach mutual agreement with the senate(s), with respect to the following academic and professional matters:
 - 2.2.1.1 educational program development and educational program discontinuance
 - 2.2.1.2 District and college governance structures as related to faculty roles;
 - 2.2.1.3 processes for program review;
 - 2.2.1.4 processes for institutional planning and budget development;
 - 2.2.1.5 other academic and professional matters as mutually agreed by the Board of Trustees and the senate(s).
- 2.2.2 With respect to those areas of academic and professional matters for which the Board of Trustees will seek to reach mutual agreement with the senate(s), the Board of Trustees or its designee(s) will meet with the executive committees of the senate(s), and by consensus, will design an ad hoc decision-making procedure to reach mutual agreement on a matter. This procedure will include a vote by the full senate(s) on the proposed

AP 2510 Participation in Local Decision-making

agreement. If the Board of Trustees elects to act through designee(s), it will specify the designee(s) in writing in each case.

- 2.2.3 In instances where the Board of Trustees elects to provide for mutual agreement with the senate(s), and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, for compelling legal, fiscal, or organizational reasons.

2.3 Uniformity With Respect to Academic and Professional Matters

- 2.3.1 Uniformity within the District in academic and professional matters is not required unless the Board of Trustees so determines in a particular matter. The senates may each make independent recommendations to the Board regarding matters involving their own institutions.

- 2.3.2 The provisions of section 2.3.1 notwithstanding, the following matters shall require a single position among the senates:

2.3.2.1 District Curriculum Coordinating Committee membership structure and procedures;

2.3.2.2 faculty roles in District governance structures;

2.3.2.3 processes for District institutional planning and District budget development.

- 2.3.3 Where the Board of Trustees requires that the senates reach a single position with respect to a matter, or when any two of the senates request a single position, the senates will each separately determine their recommendations and will reconcile any differences through the use of a conference committee.

2.3.3.1 If the senates cannot each separately, by majority vote, approve a final joint recommendation, no recommendation to the Board will be made. In this circumstance, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board of Trustees may act, after a good faith effort to reach agreement, for compelling legal, fiscal, or organizational reasons. In circumstances where the Board of Trustees is compelled to act, the Board of Trustees may request reports and recommendations from the individual senates.

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- 2.3.3.2 If the Board of Trustees deems it important, but not compelling, to take action when the senates do not have a single position, the Board of Trustees may request the senates to continue to seek agreement. The senates may have an additional year to present a single recommendation. After that time, if a single position has not been achieved, the Board of Trustees may request reports and recommendations from the individual senates, and may adopt the recommendation of one of the senates.
- 2.4 Action with respect to academic and professional matters pursuant to these provisions may be initiated by any senate or by the Board of Trustees.
- 2.5 Changes to these provisions shall require mutual agreement by the Board of Trustees and the senates.

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2019 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
February 13, 2012 Chancellor's Cabinet
December 13, 2004

BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

- 1.0 The Chancellor shall enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.
- 2.0 Collective bargaining begins when either an exclusive representative, or the District, presents an initial proposal for consideration in accordance with the provisions of the collective bargaining agreements between the exclusive representative and the District.

See Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

Date of Adoption: June 24, 2003

Date of Last Revision: June 11, 2019

AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

1.0 Procedures for Initial Negotiating Proposals

- 1.1 Prior to meeting and negotiating, initial negotiating proposals of an exclusive representative, or of the District, within the meaning of Government Code Sections 3543.2 and 3547, shall be presented at a public meeting of the Board of Trustees.
- 1.2 At a subsequent public meeting, the Board of Trustees shall provide the public an opportunity to comment regarding the initial proposals. The opportunity for public response shall appear on the Board's of Trustees' regular agenda. Public response shall be taken in accordance with the Board's of Trustees' policies and procedures regarding speakers.
- 1.3 After the public has had an opportunity to respond to an initial proposal presented by the District, the Board of Trustees, at the same meeting or at a subsequent public meeting, shall adopt the District's initial proposal.

2.0 Procedures for New Subjects of Meeting and Negotiating After Presentation of Initial Negotiating Proposals

- 2.1 New subjects of meeting and negotiating, within the meaning of Government Code Sections 3543.2 and 3547, arising after the presentation of initial negotiating proposals, shall be made public within twenty-four (24) hours by filing copies available for inspection at the Chancellor's Office.
- 2.2 If any vote is taken by the Board of Trustees on a new subject of negotiations, the Board of Trustees shall make a roll-call vote available as a matter of public record within twenty-four (24) hours of the time of the vote.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council

BP 2710 Conflict of Interest

Reference:

Government Code Sections 1090 et seq., 1126, and 87200 et seq.;
California Code of Regulations, Title 2 Sections 18700 et seq.

- 1.0 Board members and designated employees shall not have a financial interest in any contract made by them in their official capacity, or in any body or board of which they are members.
- 2.0 A Board member shall not be considered to have a financial interest in a contract if their interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.
- 3.0 A Board member who has a remote interest in any contract considered by the Board of Trustees shall disclose their interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.
- 4.0 A Board member shall not engage in any employment or activity for compensation that is inconsistent with, incompatible with, in conflict with, or inimical (as defined in Government Code Section 1126) to their duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible.
- 5.0 Upon leaving the Board of Trustees, former members shall not, for a period of one year, act as an attorney, agent, or otherwise represent, for compensation, any other person by appearing before the Board, or by communicating to the Board, a committee, a Trustee, or to an officer or employee, if the appearance or communication is made for the purpose of influencing administrative or legislative action. (Government Code Section 87406.3)
- 6.0 In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of investments, interests in real property, and, income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.
 - 6.1 Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.
- 7.0 Board members are encouraged to seek counsel from the District's legal advisor, per Administrative Procedure 6364, Coordination and Direction of Legal Services, in every case where any question arises.

See Board Policy 2200, Board Duties and Responsibilities; Administrative Procedure 2710, Conflict of Interest; Board Policy and Administrative Procedure 2715, Code of Ethics/Standards of Practice; Board Policy 2716, Board Political Activity; Board Policy, 2717, Personal Use of Public Resources; and Board Policy and Administrative Procedure 3050, Institutional Code of Ethics.

Date of Adoption: June 24, 2003

Date of Last Revision: September 10, 2019
July 25, 2006

AP 2710 Conflict of Interest

Reference:

Government Code Sections 1090 et seq., 1126, 87105, 81000 et seq., 87103(e), 87200-87210, 89501, 89502, and 89503;
Title 2 Section 18700 et seq.;
2 Code of Federal Regulations Part 200.318 subdivision (c)(1); and other citations as listed below

- 1.0 **Incompatible Activities (Government Code Sections 1099 and 1126):** Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the District.
 - 1.1 A Board member shall not simultaneously hold two public offices that are incompatible.
 - 1.2 When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.
- 2.0 **Financial Interest (Government Code Sections 1090 et seq.):** Board members and designated employees shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as members of the Board or as designated employees.
 - 2.1 A Board member shall not be considered to be financially interested in a contract if ~~his/her~~ **their** interest meets the definitions contained in applicable law (Government Code Section 1091.5).
 - 2.2 A Board member shall not be deemed to be financially interested in a contract if ~~he/she has~~ **they have** only a remote interest in the contract and if the remote interest is disclosed during a Board **of Trustees'** meeting and noted in the official Board **of Trustees'** minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board **of Trustees** to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of ~~his/her~~ **their** minor child.
- 3.0 **No Employment Allowed (Education Code Section 72103(b)):** An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until ~~he/she~~ **they** resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board of Trustees, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).
- 4.0 **Outside Employment: An employee shall not engage in any outside employment or self-employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with or inimical to their District duties, functions, responsibilities, or that of the department in which they are employed by the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the [designate position] or**

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designee prior to undertaking any outside employment as described in this procedure.

- 45.0 Financial Interest in a Decision (Government Code Sections 87100 et seq.):** If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of a designated employee, this announcement shall be made in writing and submitted to the Board of Trustees. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:
- 45.1** Publicly identify the financial interest in detail sufficient to be understood by the public.
 - 45.2** Excuse ~~himself/herself~~ themselves from discussing and voting on the matter.
 - 45.3** Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.
- 56.0 Gifts (Government Code Section 89503):** Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.
- 56.1** Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.
 - 56.2** The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.
 - 56.3** Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.
 - 56.3.1** A gift of travel does not include travel provided by the District for Board members and designated employees.
 - 56.4** Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).
 - 56.5** Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:

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6.5.1 Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.

6.5.2 Any honorarium that is not used and, within thirty (30) days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction for income tax purposes.

7.0 Representation (Government Code Section 87406.3): Elected officials and the Chancellor shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

7.0 Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1)): No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest.

7.1 Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

7.2 The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

7.3 Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

8.0 CONFLICT OF INTEREST CODE

8.1 Legal Requirements: The Political Reform Act (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached appendix, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the North Orange County Community College District.

8.2 Filing of Statements: Individuals holding designated positions shall file statements with the North Orange County Community College District who will

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make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements will be retained by the North Orange County Community College District.

§9.3 Officials Who Manage Public Investments

§9.3.1 It has been determined that the following positions manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200:

§9.3.1.1 Elected members of the Board of Trustees;

§9.3.1.2 Student trustees.

§9.3.1.3 An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations, if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

§9.4 Designated Positions and Disclosure Categories

§9.4.1 It has been determined that the following positions within the District involve the making or participation in the making of decisions which may foreseeably have a material effect on a financial interest of a person holding the position and will file a Statement of Economic Interests pursuant to Government Code Section 87302:

<u>§9.4.1.1 District Positions</u>	<u>Disclosure Categories</u>
Chancellor	1, 2
Vice Chancellor, Educational Services and Technology <u>Institutional Effectiveness</u>	1, 2
Vice Chancellor, Finance and Facilities <u>Administrative Services</u>	1, 2
Vice Chancellor, Human Resources	1, 2
District Director, Facilities Planning/Construction	1, 2
District <u>Executive</u> Director, Fiscal Affairs	1, 2
<u>Associate Vice Chancellor, Human Resources</u>	<u>1, 2</u>
<u>Executive Director, Information Technology</u>	<u>1, 2</u>
<u>Chief Information Officer</u>	<u>1, 2</u>
District Director, Printing and Design	2
District Director, Information Services	2
District Director, Public & Governmental Affairs	2
District Director, Purchasing	2
District Director, Human Resources <u>Operations</u>	2
District Manager, Fiscal Affairs	2
Administrative Assistant/Purchasing	2
<u>Assistant District Director, Purchasing</u>	<u>2</u>

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District Director, Risk Management <u>& Workplace Safety</u>	2
Manager, District Facilities Planning, Maintenance <u>& Construction Contracts</u>	2
Manager, District Facilities and Construction Contracts	2
Buyer	2

§9.4.1.2 Campus Positions

President	1, 2
Vice President, Administrative Services	1, 2
Vice President, Instruction	1, 2
Vice President, Student Services	1, 2
Director, NOCE Administrative Services	1, 2
Project Manager, Campus Capital Projects	1, 2
Dean, Counseling/Student Development	3
Dean, Library/Learning Resources	3
Dean, Student Support Services	3
Dean, Instructional and Student Services	3
Director <u>Manager</u> , Bookstore	3
Manager <u>Director</u> , Campus Communications	3
Manager, Campus Accounting	3
Manager, Maintenance and Operations	1, 3
Director, Physical Plant/Facilities	1, 3
Director, Student <u>Life and Leadership</u> Activities	3
Dean, Divisions	3
Director, Budget/Finance	1, 2
Director, Academic Computing Technologies	3
Manager, Systems Technology Services	3
Manager, Instructional Technology Services	3
Executive Director, Foundation and Community Relations	3

§9.4.1.3 Consultants

§9.4.1.3.1 Consultants/New Positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations:

§9.4.1.3.2 With respect to consultants or new positions, the Chancellor may determine in writing that a particular Consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement

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of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008)

§9.4.2 Disclosure Categories

§9.4.2.1 Category 1: Designated positions assigned to this category must report:

§9.4.2.1.1 Interests in real property located within the jurisdiction of the District that are used by the District as well as real property within two miles of the use or potential use.

§9.4.2.1.2 Business positions or investments in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

§9.4.2.2 Category 2: Designated positions assigned to this category must report:

8.4.2.2.1 Investments and business positions in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

§9.4.2.3 Category 3: Designated positions assigned to this category must report:

§9.4.2.3.1 Investments and business positions in business entities or income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

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Policy 2716, Board Political Activity; Board Policy, 2717, Personal Use of Public Resources; and Board Policy and Administrative Procedure 3050, Institutional Code of Ethics.

Date of Adoption: June 24, 2003

Date of Last Revision: September 28, 2020 District Consultation Council
April 22, 2019, District Consultation Council
September 25, 2017 District Consultation Council
May 23, 2016 District Consultation Council
November 18, 2015 Chancellor's Staff
February 23, 2015 District Consultation Council
November 30, 2011 Chancellor's Staff
December 12, 2006
July 25, 2006
June 1, 2004

AP 2714 Distribution of Tickets and Passes

Reference:

Title 2 Section 18944.1

- 1.0 From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for entertainment, amusement, recreational, or similar purpose. The District may distribute these tickets or passes at the behest of an official of the District.
 - 1.1 The distribution of any ticket or pass by the District shall accomplish a public purpose of the District including, but not limited to, furtherance of the District's mission, enhancement of District programs, or contribution to the professional development of an employee or member of the Board of Trustees.
 - 1.2 A ticket or pass distributed to an official of the District pursuant to this procedure shall not be transferred to any other person.
- 2.0 A ticket or pass provided by the District to an official of the District is not subject to the provisions of this procedure provided that the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income.

Date of Adoption: September 26, 2011 Chancellor's Cabinet

Date of Last Revision: April 22, 2019 District Consultation Council

BP 2715 Code of Ethics/Standards of Practice

Reference:

Government Code Section 8314;
Penal Code Section 424;
ACCJC Accreditation Standard ~~IV.C.11~~ 4.6;
WASC/ACS Criterion 2, Indicator 2.1

1.0 The Board of Trustees functions effectively as a collective entity to promote the institution's values and mission and fulfill its fiduciary responsibilities. The Board of Trustees demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance.

~~2.0~~ The Board of Trustees maintains high standards of ethical conduct for its members. The Board of Trustees recognizes a responsibility to observe all applicable legal and ethical standards of conduct in the performance of its duties. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics.

Each member of the Board of Trustees will:

- ~~2.1~~ Avoid any situation that may constitute a conflict of interest and disqualify themselves from participating in decisions in which they have a financial interest. Conflicts of interest may relate not only to the individual trustee but also to their family or business associates, or transactions between the District and trustees, including hiring relatives, friends, or business associates as District employees.
- ~~2.2~~ Avoid any prohibited use of public resources for campaign activity or a personal purpose, in compliance with Government Code Section 8314.
- ~~2.3~~ Maintain confidentiality of all Board of Trustees discussions held in closed session and recognize that deliberations of the Board of Trustees in closed session are not to be released or discussed in public without the prior approval of the Board of Trustees by majority vote, in compliance with Government Code Section 54963.
- ~~2.4~~ Always act in a collegial and civil manner, promote an atmosphere of civility and collegiality and encourage others to do the same.
- ~~2.5~~ Recognize that the Board of Trustees acts as a whole and that the authority rests only with the Board of Trustees in a legally constituted meeting, not with individual members.
- ~~2.6~~ As an agent of the public – entrusted with public funds – protect, advance, and promote the interest of all residents, maintaining independent judgment unbiased by private interests or special interest groups.
- ~~2.7~~ Do their best to ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.

BP 2715 Code of Ethics/Standards of Practice

- ¶2.8 In all decisions hold the educational welfare and equality of opportunity of the students of the District as their primary concern; Board members should demonstrate an interest in and respect for students in their words and actions and also by attending student ceremonies and events.
- ¶2.9 Attend and participate in all Board of Trustees meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- ¶2.10 Make every effort to ensure that the Board of Trustees conducts all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- ¶2.11 Enhance their ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
- ¶2.12 Promote and maintain good relations with fellow Board members by:
 - ¶2.12.1 Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of their opinion.
 - ¶2.12.2 Respecting the opinion of others and abiding by the principle of majority rule.
- ¶2.13 Promote an effective working relationship with the Chancellor and District staff by:
 - ¶2.13.1 Providing the responsibility, necessary authority, and support to effectively perform their duties.
 - ¶2.13.2 Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board of Trustees.
- ¶2.14 Be an advocate of the District in the community by encouraging support for and interest in the North Orange County Community College District.
- ¶2.15 Make use of an opinion disclaimer when publicly expressing personal views while using their trustee or Board title. A printed disclaimer should be easily visible and any disclaimer shall clearly state that the opinions expressed are those of the trustee and do not represent those of the District or of the Board of Trustees.
- ¶2.16 Use their District email account, and avoid use of any personal email account, for District business.
- ¶3.0 Filing a Complaint: A complaint of trustee misconduct may be filed with the Board President or the Chancellor by any student, employee, or trustee. A filed complaint shall be shared with all members of the Board of Trustees. To be acted upon, a complaint must:
 - ¶3.1 Be in writing;

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- 23.2** Include the name(s) of and contact information for the complainant(s);
- 23.3** Allege specific actions and include dates or approximate dates of such actions;
- 23.4** Identify provisions of the Code of Ethics, laws, or other standards that have allegedly been violated;
- 23.5** Be filed within 12 months of the alleged violation(s), or within 12 months of the time the complainant(s) first learned of the alleged violation(s), or within any applicable statute of limitations.
- 34.0** Addressing a Complaint: A complaint alleging a violation of the Code of Ethics will be addressed by the Board President who will first discuss the violation with the Board member to reach a resolution and then report on the resolution during a Board meeting.

 - 34.1** If resolution is not achieved and further action is deemed necessary by the Board of Trustees, the Board President may appoint an ad hoc committee composed of three trustees to examine the matter and recommend a course of action to the Board of Trustees within a reasonable period. The affected trustee shall be provided an opportunity to present information to the committee.
 - 34.2** Sanctions, if any, will be determined by the Board of Trustees and may include censure, removal from a Board officer position, or other actions of less severity.
 - 34.3** If the Board member in question is the Board President, the Board Vice President is authorized to pursue resolution and in the absence of the Board Vice President, the Board Secretary is authorized to do so.
- 45.0** Sanctions: Censure is an official expression of disapproval passed by the Board. Sanctions of censure or removal from a Board officer position shall require a vote of two-thirds of the members of the Board of Trustees. Less severe sanctions require a majority vote of the Board of Trustees.

 - 45.1** Examples of less severe sanctions may include removal from committees, requirements for professional development, and that the trustee tender an apology at a Board meeting.
- 56.0** The Board President and the Chancellor are authorized to consult with legal counsel if a complaint alleges violations of pertinent laws or regulations including but not limited to those dealing with conflict of interest, misuse of public resources, and confidentiality of closed session information. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

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

BP 2715 Code of Ethics/Standards of Practice

Board Policy 3410, Unlawful Discrimination; and Administrative Procedure 3410, Unlawful Discrimination.

Also see the Community College League of California publication “The Ethical and Lawful Board of Trustees California Community Colleges” and the Institute for Local Government publication “Walking the Line: What to Do if You Suspect an Ethics Problem.”

Date of Adoption: June 24, 2003

Date of Last Revision: June 22, 2021
September 14, 2016 Chancellor’s Staff
November 26, 2014 Chancellor’s Staff
April 24, 2007

AP 2715 Code of Ethics/Standards of Practice

Reference:

ACCJC Accreditation Standard ~~IV.C.11~~ [4.6](#);
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 Each member of the Board of Trustees will reaffirm adherence to the Code of Ethics by signing a Code of Ethics statement at the annual organizational meeting.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff

BP 2716 Political Activity

Reference:

**Education Code Sections 7054, 7054.1, and 7056;
Government Code Section 8314**

- 1.0 Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.
- 2.0 Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board of Trustees may, by resolution, express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

Date of Adoption: June 24, 2003

Date of Last Revision: June 11, 2019
September 24, 2013
June 14, 2005
June 1, 2004

BP 2717 Personal Use of Public Resources

Reference:

Government Code Section 8314;
Penal Code Section 424

- 1.0 No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Date of Adoption: June 24, 2003

Date of Last Review: June 11, 2019

BP 2720 Communications Among Board Members

Reference:

Government Code Section 54952.2

1.0 **Members of the Board of the Trustees shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board of Trustees. In addition, no other person shall make serial communications to Board Members.**

~~**2.0** A majority of the members of the Board of Trustees shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board of Trustees, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.~~

3.0 **This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board of Trustees outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board of Trustees, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.**

4.0 **This policy shall also not be construed as preventing a member of the Board of Trustees from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Board of Trustees. In doing so, a majority of the members of the Board of Trustees may not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board of Trustees.**

4.1 **However, a member of the Board of Trustees shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board of Trustees that another member of the Board has made, posted, or shared.**

Date of Adoption: June 24, 2003

Date of Last Revision: June 11, 2019
November 23, 2010

BP 2725 Board Member Compensation

Reference:

Education Code Section 72024

- 1.0 In accordance with provisions of the Education Code stipulating compensation based on average daily attendance between 25,000 and 60,000, members of the Board of Trustees who attend all Board meetings in a given month shall receive \$826.88 per month and the student member, \$413.44 per month. A member of the Board of Trustees who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
- 2.0 A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.
- 3.0 The Board of Trustees may, on an annual basis, increase the compensation of board members by up to five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the District.

Date of Adoption: June 24, 2003

Date of Last Revision: June 28, 2022
June 11, 2019
June 16, 2013 Chancellor's Staff
June 26, 2007
June 13, 2006
July 22, 2003

BP 2730 Board Member Health Benefits

Reference:

Government Code Sections 53201 and 53208.5

- 1.0 The District is a participating agency in the CalPERS Hospital and Medical Care plan, which allows eligible participants to select from several plans for their hospitalization and medical care.
- 2.0 Members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan.
 - 2.1 The District will pay the full cost of the premium for coverage of each member of the Board of Trustees who elects to participate in the District's hospitalization and medical care plan.
 - 2.2 Each Board member who participates in the District's hospitalization and medical care plan may elect coverage for eligible dependents, at the Board member's expense, providing payment for the dependent coverage is made in advance.
- 3.0 Former elective members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan.
 - 3.1 The District will pay the full cost of the premium for coverage of former elective members of the Board of Trustees who elect to participate in the District's hospitalization and medical care plan who meet the following criteria:
 - 3.1.1 The member must have served in office after January 1, 1981.
 - 3.1.2 The member must have been first elected to a term of office that began prior to January 1, 1995.
 - 3.1.3 The member's total service at the time of termination is not less than twelve (12) years.
 - 3.2 All other former elective members of the Board of Trustees shall be permitted to participate in the District's hospitalization and medical care plan on a self-pay basis, providing payment for the coverage is made in advance.
 - 3.3 Each former elective member of the Board who participates in the District's hospitalization and medical care plan may elect coverage for eligible dependents, at the Board member's expense, providing payment for the dependent coverage is made in advance.
- 4.0 Hospitalization and medical care plan benefits do not include dental or vision coverage.
- 5.0 The hospitalization and medical care benefits of any member of the Board of Trustees or former elective member of the Board, in accordance with state law, shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

BP 2730 Board Member Health Benefits

Date of Adoption: June 24, 2003

Date of Last Revision: June 11, 2019
November 13, 2012

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

- 1.0 Members of the Board [of Trustees](#) shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board of Trustees.

See Administrative Procedure 2735, Board Member Travel; Board Policy 6360, Travel; and Board Policy 7400, Travel and Conference Attendance.

Date of Adoption: June 24, 2003

Date of Last Revision: October 22, 2019

AP 2735 Board Member Travel

Reference:

Education Code Section 72423

- 1.0 Board Members are encouraged to participate in activities that increase and enhance their understanding of the community college mission and the role of trustees on a governing board, including serving as advocates for, and representatives of, the NOCCCD. When such participation occurs, ~~the~~ Board members are encouraged to report on their activities to their fellow trustees, at a regular ~~the~~ Board of Trustees' meeting.
- 2.0 To support such activities, the Board of Trustees may adopt a fixed amount annually as part of the regular budget process. The fixed amount shall be divided into ninths and allocated according to the following formula:
 - 2.1 Two ninths designated for use by the Board President;
 - 2.2 One ninth designated for each of the six other elected trustees; and
 - 2.3 One ninth divided equally for each student trustee.
- 3.0 Any unexpended funds at the end of the fiscal year will be returned to the General Fund.
- 4.0 Reimbursement for trustee travel expenses shall follow District procedures for staff.

See Board Policy 2735, Board Member Travel; ~~Board Policy 6360, Travel; and Board Policy 7400, Travel and Conference Attendance;~~ and Administrative Procedure 7400, Travel and Conference Attendance.

Date of Adoption: June 24, 2003

Date of Last Revision: September 23, 2019 District Consultation Council

BP 2740 Board Professional Development

Reference:

ACCJC Accreditation Standard ~~IV-C-9~~ 4;
WASC/ACS Criterion 2, Indicator 2.4

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

See Administrative Procedure 2740, Board Education.

Date of Adoption: June 24, 2003

Date of Last Revision: February 13, 2024
November 24, 2020
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 2740 Board Education

Reference:

ACCJC Accreditation Standard IV-C-9 4;
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 All new trustees elected/appointed to the governing board of the North Orange County Community College District (NOCCCD) may elect to receive an orientation packet of materials that includes:
 - 1.1 A copy of the Community College League of California (CCLC) publication, *"Orientation and Development for Community College Trustees."*
 - 1.2 A list of the following available documents, which are strongly recommended and readily available for review:
 - 1.2.1 Summary of the California Administrative Code, Title 5, Part 6, including sections related to faculty role in shared governance.
 - 1.2.2 A copy of the Brown Act.
 - 1.2.3 A copy of the Community College League of California (CCLC) summary and analysis of AB1725.
 - 1.2.4 A description of Parliamentary Procedure.
 - 1.2.5 College catalogs, class schedules, and other major District publications.
 - 1.2.6 A summary of the roles and responsibilities of the District and statewide Academic Senates.
 - 1.2.7 Copies of the United Faculty Association (UFA), California School Employees Association (CSEA), and Adjunct Faculty United (ADFAC) contracts with the NOCCCD.
 - 1.2.8 A summary of the interest-based bargaining process.
 - 1.2.9 The NOCCCD Master Plan and the District-wide Strategic Plan.
 - 1.2.10 An index of adopted Board Policies and correlating Administrative Procedures, which may be found on the District's website at www.nocccd.edu.
 - 1.2.11 Copies of all college and North Orange Continuing Education (NOCE) shared governance procedures.
 - 1.2.12 A glossary of NOCCCD acronyms and terms.
 - 1.2.13 A list of all District-wide committees and their meeting schedules, including acknowledgment that Board members may periodically attend such meetings.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

AP 2740 Board Education

- 1.2.14 A list and description of student organizations, including the Associated Students of each college.
 - 1.2.15 A summary of the role and participation level of Student Members on the governing board.
 - 1.2.16 Enrollment reports reflecting student demographics and enrollment patterns.
- 2.0 In addition to reviewing the printed materials, the new trustee orientation process may include the opportunity to:
- 2.1 Review the District budget with the Vice Chancellor of ~~Finance and Facilities~~ [Administrative Services](#).
 - 2.2 Meet with Chancellor's Staff and current members of the Board Meeting Resource Table, either collectively or individually.
 - 2.3 Tour the Anaheim Campus, Cypress College, Fullerton College, and North Orange Continuing Education centers.
 - 2.4 Meet with student leaders from the colleges.
- 3.0 The new trustee orientation process may also include, as appropriate:
- 3.1 Participation in the CCLC Trustee Orientation.
 - 3.2 A retreat with the NOCCCD Board of Trustees or as an alternative, an in-depth meeting with the Board President.
 - 3.3 Meetings with employee constituency groups (Academic Senates, United Faculty Association, Adjunct Faculty United, CSEA, Confidentials Group, District Management Association).
- 4.0 Trustees are encouraged to attend professional organization conferences for employee groups, trustees, and students.

Date of Adoption: June 24, 2003

Date of Last Revision: April 22, 2019 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
September 23, 2008

BP 2745 Board Self-Evaluation

Reference:

ACCJC Accreditation Standard ~~IV-C-10~~ 4;
WASC/ACS Criterion 2, Indicator 2.3

- 1.0 The Board of Trustees is committed to assessing its own performance as a **B**oard in order to identify its strengths and areas in which it may improve its functioning.
- 2.0 The Board of Trustees shall conduct an annual evaluation process in March and place the results on a regular **B**oard meeting agenda for review and appropriate action.

See Administrative Procedure 2745, Board Self-Evaluation.

Date of Adoption: June 24, 2003

Date of Last Revision: February 13, 2024
February 12, 2019
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellors Staff
November 25, 2003

AP 2745 Board Self-Evaluation

Reference:

ACCJC Accreditation Standard ~~IV-C-10~~ 4;
WASC/ACS Criterion 2, Indicator 2.3

- 1.0 The following process will be used to conduct the annual self-evaluation of the Board of Trustees:
 - 1.1 An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in March.
 - 1.2 The completed assessment forms shall be submitted to the Chancellor's Office on or before the second meeting in March.
 - 1.3 The Chancellor's Office shall complete results of the assessment for distribution at the first meeting in April.
 - 1.4 The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in April.

Date of Adoption: June 24, 2003

Revision Adopted: January 22, 2024 District Consultation Council
April 22, 2019 District Consultation Council
September 14, 2016 Chancellor's Staff
November 25, 2003

BP 2750 Board Member Absence from the State

Reference:

Government Code Section 1064

- 1.0 No member of the Board of Trustees shall be absent from the state for more than sixty (60) days, except in any of the following situations:
 - 1.1 Upon business of the community college district with the approval of the Board of Trustees.
 - 1.2 With the consent of the Board of Trustees for an additional period not to exceed a total absence of ninety (90) days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board of Trustees.
 - 1.3 For federal military deployment, not to exceed an absence of a total of six (6) months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six (6) months, the Board may approve an additional six (6)-month absence upon a showing that there is a reasonable expectation that the member will return within the second six (6)-month period, and the Board may appoint an interim member to serve in his/her absence. If two (2) or more members of the Board of Trustees are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board of Trustees may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
 - 1.4 The term of an interim member of the Board of Trustees appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Date of Adoption: July 24, 2012

Date of Last Revision: June 11, 2019

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 18, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

Revised AP 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor’s Degree and AP 4100, Graduation Requirements for Degrees and Certificates

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

With changes to Cal-GETC standards and Title 5 updates to local degree General Education requirements, AP 4025 and AP 4100 need to be updated to reflect the changes at the State level. Both APs were reviewed and approved by the campus curriculum committees and the District Curriculum Coordinating Committee.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the revised Administrative Procedures be posted on the District website.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Curriculum Committees and the District Curriculum Coordinating Committee

AP 4025 Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree

Reference:

Title 5 Section 55061;
ACCJC Accreditation Standard ~~II.A~~ 2;
WASC/ACS Criterion 1, Indicator 1.4; Criterion 4, Indicator 4.1;
**California Community Colleges Chancellor's Office Baccalaureate Degree Pilot
Program Handbook**

1.0 General Education Requirements – Associate Degree

1.1 Educational objectives and intellectual interests of students working for an Associate Degree may differ; however, the awarding of the degree is based on the concept that students must achieve a defined level of knowledge.

1.1.1 A minimum of ~~24~~ **22** units of general education courses is required.

1.1.2 Each college will submit to the District Curriculum Coordinating Committee (DCCC) additions and deletions to its respective general education course lists.

1.1.3 Associate degree general education courses taken at either Cypress or Fullerton College will satisfy associate degree general education graduation requirements regardless of the college within the District from which the student graduates.

1.1.4 The colleges may establish local degree requirements in addition to General Education requirements in accord with §55063~~1~~**1** of Title 5 of the California Code of Regulations. Such locally determined degree requirements are not subject to the provisions of section 1.1.3 of this Administrative Procedure and must be met in accord with standards established by the local college.

1.1.5 State-mandated major disciplinary categories of general education courses are:

1.1.5.1 ~~Natural Sciences~~ **English Composition, Oral Communication, and Critical Thinking**

1.1.5.2 ~~Social (and Behavioral) Sciences~~ **Mathematical Concepts and Quantitative Reasoning**

1.1.5.3 **Arts and** Humanities

1.1.5.4 Language and Rationality **Social and Behavioral Sciences**

1.1.5.5 Natural Sciences

1.1.5.6 Ethnic Studies

AP 4025 Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree

2.0 General Education Requirements – Bachelor's Degree

2.1 Upper division courses are defined as requiring lower division knowledge and applying that knowledge as demonstrated measures of critical thinking through writing, oral communication, or computation. Upper division course work may also encompass research elements, workforce training, apprenticeships, internships, required practicum, or capstone projects. Upper division courses typically will have one or more lower division or upper division prerequisites that have been established using content review of the entry skills necessary to be successful as outlined in Title 5 Section 55003. Courses that have been designated as upper division are only intended to be applicable to baccalaureate degrees.

2.1.1 A minimum of 9 (9) units of upper division general education courses is required.

See Board Policy 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree; Board Policy 4021, Educational Program Discontinuance; Administrative Procedure 4021, Educational Program Discontinuance; Board Policy 4100, Graduation Requirements for Degrees and Certificates; and Administrative Procedure 4100, Graduation Requirements for Degrees and Certificates.

Date of Adoption: June 22, 2004

Date of Last Revision: October 25, 2021 District Consultation Council
October 23, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
April 28, 2014 District Consultation Council
August 20, 2008 Chancellor's Staff

AP 4100 Graduation Requirements for Degrees & Certificates

Reference:

**Title 5, Sections 55060 et seq.; [55270 et seq.](#); and [55151 et seq.](#);
California Community Colleges Chancellor's Office Baccalaureate Degree Pilot
Program Handbook**

~~1.0 For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.~~

~~1.1 The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.~~

~~1.2 The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges "Taxonomy of Programs."~~

~~1.3 The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees or its designee when an injustice or undue hardship would result.~~

~~1.4 The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.~~

~~1.5 For the Associate degree, students must successfully complete three units from the college approved list of multicultural courses.~~

1.0 The student must satisfactorily complete at least 60 semester units or 90 quarter units of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code Section 78213.

1.1 The courses must include at least 18 semester units or 27 quarter units of focused study in a major or interdisciplinary area of emphasis.

1.2 A "major" is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

1.3 An "area of emphasis" is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

1.4 The courses must include at least 22 semester units or 28-31.5 quarter units of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2)

AP 4100 Graduation Requirements for Degrees & Certificates

Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

2.0 The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

2.1 The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board of Trustees may excuse the residence requirement to alleviate injustice or undue hardship.

2.2 The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of "C" or better, or of "P" if the course is taken on a "pass-no pass" basis.

2.3 The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student's cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

2.4 Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

2.5 Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

2.6 Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

2.7 Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

2.8 Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 4
Academic Affairs

AP 4100 Graduation Requirements for Degrees & Certificates

- ~~23.0~~ For the Bachelor's degree, a student must demonstrate competency in critical thinking through writing, oral communication, or computation.
- ~~23.1~~ Students must satisfactorily complete requirements for relevant Associate degree (60 semester units or 90 quarter units of college work) or equivalent.
- ~~23.2~~ Students must satisfactorily complete at least 40 upper division semester units or equivalent including the major and general education courses.
- ~~23.3~~ Students must satisfactorily complete a total degree units of at least 120 semester units or equivalent.
- ~~23.4~~ Students must satisfactorily complete 37 units of IGETC lower division general education coursework or 39 units CSU GE Breadth lower division general education coursework, or previously awarded baccalaureate degree; a minimum of 9 units of Upper Division General Education course work is required.
- ~~23.5~~ Students must satisfactorily complete at least 24 semester units or equivalent of upper division course work in residence; exceptions to the residence requirement can be made by the Board of Trustees or its designee when an injustice or undue hardship would result.
- ~~2.6~~ ~~Students must satisfactorily complete the cultural diversity requirement.~~
- ~~34.0~~ District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor's Office.

5.0 **For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units or 24 or more quarter units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.**

5.1 **Shorter credit programs that lead to a certificate may be established by the District.**

5.2 **Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of North Orange County Community College District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.**

5.3 **Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.**

5.4 **For a certificate of completion or competency, a student must complete a noncredit educational program of eligible courses or demonstrate a set of competencies to prepare for a career path and degree-applicable or non-**

AP 4100 Graduation Requirements for Degrees & Certificates

degree-applicable courses.

5.5 For an adult high school diploma, a student must complete 160 high school credits with 20 residency credits completed at North Orange Continuing Education. High school credits may be granted for previous equivalent courses.

~~4.0 For the Vocational Certificate Programs, a minimum grade of "C" is required in each college credit course taken. Refer to the college catalogs for specific details for individual certificate requirements.~~

~~4.1 For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units or 27 or more quarter units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

~~4.2 Short credit programs that lead to a certificate may be established by the District.~~

~~4.3 Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.~~

~~4.4 Certificates for which the California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

6.0 The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

See Board Policy 4100, Graduation Requirements for Degrees & Certificates.

Date of Adoption: June 22, 2004

Date of Last Revision: November 22, 2021 District Consultation Council
October 23, 2017 District Consultation Council
December 9, 2008 Chancellor's Cabinet

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 20, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of March 24, 2025

1. AGENDA ITEM NAME

Revised BP/AP 7600, Campus Safety Officers

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	X
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **35 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the February 23, 2022 meeting, a DCC item was submitted for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented.

At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced and it was requested that members share the proposed policies with their constituencies in order to share feedback at the next DCC meeting. The policies, including the possibility of including an asp for Campus Safety Officers, have been discussed at the September 23, October 28, and November 25 DCC meetings where members have provided feedback on preliminary discussions with their constituencies.

At the January 21, 2025, DCC meeting, a workgroup was formed to restart the revision process for BP/AP 7600, incorporating feedback received from their constituencies.

After the February 24, 2025, DCC meeting, the workgroup received feedback from the Campus Safety Directors and incorporated the edits to the Revised BP/AP 7600.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

5. RECOMMENDATION:

It is recommended that DCC members discuss the newly proposed revisions to BP/AP 7600.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Safety Workgroup, Chancellor's Staff, Campus Safety Directors

BP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

- 1.0 It is the policy of the Board **of Trustees** to protect the property of the District and to provide reasonable security measures to protect the District's students, employees, and visitors while on campus, with the understanding that students, employees, and visitors must assume the primary responsibility for their own personal safety and the security of their personal belongs.
- 2.0 The District shall employ campus safety officers, who shall provide services as security guards or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement.
- 3.0 The Chancellor or designee shall enter into an agreement with local law enforcement agencies to request assistance for incidents that require resources not available to the District's safety officers and which shall provide that campus safety officers shall cooperate with local law enforcement in performing their duties. Local police agencies shall have jurisdiction on District premises to enforce Federal, State, and local laws, including criminal laws and Vehicle Code violations, and shall have the authority to investigate all criminal and moving traffic violations that occur on District property.
- 4.0 Every campus safety officer ~~who works more than twenty hours per week~~ shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). An officer who is required to carry security equipment shall complete appropriate training and certification in the use of such equipment as specified by the District and state law.
- 5.0 Every campus safety officer shall meet other requirements set out in Education Code Section 72330.5.
- 6.0 The Chancellor shall establish procedures necessary for administration of campus security.
- 7.0 The Chancellor or designee will develop procedures to ensure the District develops a "Public Safety Compact" with District stakeholders, including campus security officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety related services on campus, including the respective roles and responsibilities of administrators, faculty, campus security officers, mental health social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the campus.**

BP 7600 Campus Safety Officers

8.0 The District will establish a Public Safety Advisory Committee to make recommendations to the Chancellor related to District policies governing campus public safety services. The Public Safety Advisory Committee will include representatives from the District's constituency groups. The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

See Administrative Procedure 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

PROPOSED

AP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

1.0 Campus Safety Departments-Principals and Community-Oriented Safety Philosophy

1.1 ~~The objectives of the District's campus safety departments are to promote a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism, and to increase awareness through appropriate crime prevention programs.~~ The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques, and other appropriate methods to foster a safe and inclusive educational environment for students, faculty, staff, and visitors. The Campus Safety Departments shall provide the safest possible environment within the scope of the authority, training, and job duties of its personnel.

1.2 ~~The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.~~ "Community-oriented safety principles" means a philosophy that combines traditional aspects of security enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships.

1.3 To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.

2.0 Campus Safety Departments

2.1 "Campus Safety Officer" means an employee of Cypress College, Fullerton College, North Orange Continuing Education, or NOCCCD with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, Director of Campus Safety, or District Director, Campus Safety.

2.2 The District requires that in the hiring, retention, and promotion of Campus Safety Officers that officers demonstrate a commitment to public safety with a "guardian" rather than a "warrior" mindset. Campus Safety Officers must adhere to community-oriented safety principles and evidence-based practices as defined in the California Code of Regulations (Cal. Code Regs. Tit. 5, § 59703).

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2.3 The objectives of the Campus Safety Departments are to promote a safe and secure environment for the District's students, employees, and visitors; to provide for the protection of District property against theft and vandalism; and to increase safety awareness through appropriate crime prevention and security programs.

2.03.0 Campus Safety Officers

2.43.1 General Authority and Role of Safety Officers

2.1.1 3.1.1 The District's **Campus sSafety eOfficers** are non-sworn and unarmed. Their primary role, within the limits of the law and the authority granted by the Board **of Trustees**, is to protect the persons and property of the District, primarily through prevention, **de-escalation, presence,** observation and reporting. Other authorized functions may include monitoring safety standards established by the District, issuing parking citations on District premises pursuant to Section 21113(a) of the California Vehicle Code, enforcing District rules and regulations, monitoring facility access control, and providing assistance with special events, **and providing other general security functions.**

2.1.2 3.1.2 The District's **Campus sSafety eOfficers** are not peace officers and **thus** are not empowered with police authority to enforce laws. No The District's **Campus sSafety eOfficers** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge **other than those issued by the District,** use an insignia or identification, or make any statement with the intent to give an impression that the **Campus sSafety eOfficer** is **acting as a sworn** a peace officer **when on duty for NOCCCD.**

3.1.3 Campus Safety Officers shall at all times be courteous, unbiased, and civil in accordance with NOCCCD Administrative Procedure 3050, Institutional Code of Ethics. Campus Safety Officers will act and serve with cultural intelligence and professionalism at all times.

3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal protection tactics as well as established training, policies, and procedures. This may include collaboration with District administration and local law enforcement as needed.

3.1.5 Campus Safety Officers are employees of the District. Periodically there may be a need for mutual aid and they may be assigned to perform their duties at a different campus per any current collective bargaining agreement.

3.1.6 Campus Safety Officers must uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.

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3.1.7 The District requires Campus Safety Officers to attend and participate in campus activities not involving a “security response” or other formal safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible. (Cal. Code Regs. Tit. 5, § 59703)

2.23.2 Authority to Question, Detain, and Search Persons

District safety officers may question and request identification of persons on District property when probable cause to do so exists with respect to suspicious circumstances involving persons, accidents, assaults or complaints.

3.2.1 Campus Safety Officers may **conduct a consensual encounter to question and request identification of persons on District property when cause to do so exists with respect to suspicious circumstances involving persons, accidents, assaults, or complaints.**

3.2.2 Campus Safety Officers have the authority to question and request identification of students when necessary (Board Policy 5500, Standards of Student Conduct and Discipline) to investigate administrative violations of Board Policy. The authority to question does not give officers the authority to use force to detain an individual for violating a Board Policy that would not rise to the level of a crime or public offense. Officers shall use other means to identify the student and complete an incident report for violating the Board Policy 5500, Standards of Student Conduct and Discipline.

3.2.3 Campus Safety Officers are authorized **to assist a bookstore or library employee, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable period of time for the purpose of conducting an investigation in a reasonable manner. The detention may occur only when**where there is cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property. Campus Safety Officers may also assist a bookstore or library employee if **or where** there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

3.2.4 Except as provided in sections 3.2.4.1 and 3.2.4.2 below, Campus Safety Officers are not authorized to conduct searches of persons, property, or vehicles.

3.2.4.1 Campus Safety Officers ~~are authorized to~~ **may** conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is cause to believe that a person is attempting to unlawfully take or has

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unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

Campus Safety Officers should always request consent prior to assisting bookstore or library employees with the searching of ~~Only~~ packages, shopping bags, handbags, or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.

3.2.4.2 Campus Safety Officers may pat down the outer garment of an individual when there are articulable facts that would indicate that the individual detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer or others.

2.3.3 Authority to Make a Private Person's Arrests

2.3.1.3.1 District Campus Safety Officers are authorized, but not required, to affect a citizen's private person's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:

2.3.1.1.3.3.1.1 District Campus Safety Officers are authorized but not required to make a citizen's private person's arrest where a public offense has been committed or attempted in the officer's presence on District property and ~~detention~~ the arrest of the suspect is reasonably necessary to defend or regain District or personal property or to defend the officer or another others from bodily harm.

2.3.1.2.3.3.1.2 A District Campus Safety Officer is authorized to make a citizen's private person's arrest where a felony public offense has been in fact committed on District property, although not in the officer's presence, and of the officer, and officer reasonably believes the person arrested committed the offense, has reasonable cause for believing the person arrested to have committed it.

~~2.3.2 District safety officers are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is probable cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed~~

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~~books or library materials from the premises of a library facility on District property.~~

~~2.3.3 District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed in section 2.4 of these procedures, to make a citizen=s arrest or to detain a person for purposes of conducting an investigation as provided in section 2.3.2 above.~~

2.4.3.4 Authorized Use of Force

~~2.4.1~~3.4.1 District **Campus** ~~e~~**Safety** ~~e~~**Officers** are authorized to use the **least** amount of **objectively** force reasonable **force** and necessary, within the limits of established District procedure, to accomplish the lawful and authorized security objectives of the District.

~~2.4.2~~3.4.2 Where control of a situation cannot be accomplished through advice, warnings and persuasion, District safety officers shall use only the amount of force reasonable and necessary, given the facts and circumstances known at the time of the event, to accomplish the lawful and authorized security objectives of the District. **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: the physical presence of the Officer, verbal commands, critical decision-making, tactical deployment, gesturing, request for additional personnel, and/or de-escalation techniques.**

~~2.4.3~~3.4.3 District safety officers are authorized to use low to **Where control of a situation cannot be accomplished through these methods, Campus Safety Officers are authorized to use** intermediate levels of force, defined as follows:

~~2.4.3.1~~ 3.4.3.1 ~~Low force is calculated to gain compliant behavior with no expectation of injury and includes the physical presence of the officer, verbal commands, request for additional personnel, gesturing and physical contact involving a firm grip.~~

~~2.4.3.2~~3.4.3.1 Intermediate force is calculated to control or overcome resistance with no expectation of great bodily injury or death, but with some possibility of injury and includes physical control tactics such as holding, pulling, pushing, **and** the application of handcuffs.

3.4.3.2 **Pepper spray or similar products authorized by the District will not be used at any time except as a defense measure when there is a threat of personal injury to the Campus Safety Officer or others.**

3.4.3.3 **Campus Safety Officers are not authorized to use physical force (beyond intermediate force described in 3.4.3.1) unless there are articulable facts to indicate an immediate threat of physical harm to the Officer or others.**

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3.4.3.4 Campus Safety Officers maintain the right to self-defense.

3.4.3.5 If a Campus Safety Officer observes another Campus Safety Officer using what they believe is excessive force, they shall verbally or physically intervene. The incident shall be reported to a supervisor as soon as practicable.

~~2.4.4 The highest level of force approved is the use of a District issued pepper spray or similar products authorized by the District. Pepper spray will not be used at any time except as a defensive measure when there is an immediate threat of personal injury to the officer or another person.~~

~~2.4.5 District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed above, to make a citizen's arrest, to defend or regain District or personal property, or to defend the officer or another from bodily harm.~~

~~2.5 Authorization to Conduct Searches~~

~~2.5.1 Except as provided in section 2.5.2 below, District safety officers are not authorized to conduct searches of persons, property or vehicles.~~

~~2.5.2 District safety officers are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is probable cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.~~

~~2.6~~**3.5 Authorization to Engage in Pursuits**

~~2.6.1~~**3.5.1** Except as provided in 2.6.2 below, **t**he primary responsibility of District **Campus s**Safety **O**fficers is to observe and report information **to local law enforcement when a** where a fleeing suspect is observed leaving the scene. **Campus** Safety **O**fficers should make observations **from** while following at a safe distance **and immediately notify local law enforcement.**

~~2.6.2~~**3.5.2** **Campus** Safety **O**fficers are authorized **but not required** to engage in foot or bicycle pursuits on District property to regain District ~~or~~ personal property. All pursuit shall end if the suspect exits District property. **Campus** Safety **O**fficers shall not engage in foot or bicycle pursuits that may cause injury to themselves **or others,** ~~innocent bystanders, or the suspect.~~

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~~2.6.3 Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited.~~

2.7.3.6 Authorization Regarding Traffic and Parking Violations

~~2.7.13.6.1~~ **2.7.3.6.1** **Campus** Safety Officers have the responsibility to observe and report moving traffic violations on District property, but are not authorized to make traffic stops. Violators will be identified via license plate and/or parking permit and will be referred to the appropriate campus administrator via memorandum or incident report. **Violators should not be confronted or blocked to obtain any compliance.**

~~2.7.23.6.2~~ **2.7.3.6.2** **Campus** Safety Officers may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

3.04.0 Equipment

~~3.14.1~~ **3.14.1** Only District issued and approved equipment shall be carried or used by **Campus** Safety Officers while on duty. This includes uniform wear, both mandatory and optional. **Campus** Safety Officers may be **only carry** authorized to carry and use **handcuffs and pepper spray or similar products authorized by the District equipment**, subject to satisfactory completion of appropriate training and certification in the use of such equipment as specified by the District and state law. Equipment issued to **Campus** Safety Officers shall not be removed from District property without authorization.

~~3.24.2~~ **3.24.2** **Campus** Safety Officers are expressly prohibited from carrying or using any deadly weapon on District property or in the performance of their duties. Deadly weapons include, but are not limited to, firearms, knives, batons, any razor with an unguarded blade, any pipe or bar used or intended to be used as a club, and those items listed in Section 12020(a)(1) of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

4.05.0 Patrolling

~~4.15.1~~ **4.15.1** District **Campus** Safety Officers will employ community-oriented security strategies, which shall include the use of foot, bicycle and vehicle patrols. **Campus** Safety Officers will not patrol or respond to calls outside designated District property **and/or established campus** patrol boundaries.

~~4.25.2~~ **4.25.2** The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by **Campus** Safety Officers in the performance of their duties.

5.3 Use of campus safety vehicles are restricted to licensed department drivers. The vehicles are for official District business. There shall be no unapproved transportation of individuals or unapproved ride-along. Driving or patrolling shall be done in a safe manner for conditions. Consideration of conditions includes the presence of pedestrians, heavy vehicular traffic, weather and

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road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.

5.4 Campus Safety Officers shall immediately report any accident to their immediate management supervisor. All facts associated with the accident shall be included in an incident report. Witnesses to the accident shall be interviewed and that information included in the incident report. For accidents on a public street, the local police department shall be requested to make an accident report.

~~5.0 Personal Bearing: It is essential that safety personnel be sensitive to the higher education environment. Safety officers shall at all times be courteous and civil to the public and to one another. Safety officers shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.~~

6.0 Training and Adherence to Policies and Procedures

6.1 District **Campus** ~~s~~Safety ~~e~~Officers shall, as a condition of employment, satisfactorily complete and maintain appropriate annual **regular** training and certification related to the conduct and methods of community-oriented safety, anti-bias, cultural responsibility, conflict avoidance, and de-escalation as specified by the District policies and procedures, as well as and state law s and regulations.

6.2 Adherence to District policies and procedures governing the conduct of **Campus** ~~s~~Safety ~~e~~Officers is considered a condition of employment. Any violation of, deviation from, or abuse of these policies, procedures or regulations may result in disciplinary action, including termination.

7.0 Report Regarding Complaints

7.1 The NOCCCD District Director, Campus Safety shall provide the Chancellor and/or Board of Trustees, when requested, with a report regarding complaints against Campus Safety Officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified. (Recommended CCLC language)

8.0 Public Safety Data

8.1 The NOCCCD District Director, Campus Safety shall receive and compile security data metrics, including key performance indicators, track data related to **consensual encounters** traffic stops and other officer-initiated contacts from the campuses; and (Cal. Code Regs. Tit. 5, § 59703)

8.2 Each campus shall conduct stakeholder climate surveys focused on campus public safety services. (Cal. Code Regs. Tit. 5, § 59703)

8.3 The NOCCCD District Director, Campus Safety will establish a process to solicit responses regarding the individual's perception of the interaction and

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the District's public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. (Cal. Code Regs. Tit. 5, § 59702)

8.4 The NOCCCD District Director, Campus Safety shall provide to the NOCCCD Public Safety Advisory Committee an aggregated summary or otherwise anonymized version of the responses received. Retaliation against any responder, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file. (Cal. Code Regs. Tit. 5, § 59702)

7.09.0 Standard Operational Procedures:

9.1 The NOCCCD District Director, Campus Safety, in consultation with the Campus safety departments, shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.010.0 Change in Procedures:

10.1 Any change in approved procedures must be authorized by the Chancellor.

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