



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

MEETING: Regular Meeting in November 2024

DATE: Tuesday, November 12, 2024, at 5:30 p.m.

PLACE: Anaheim Union High School District Board Room
501 N. Crescent Way, Anaheim, CA 92801

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

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

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

The Board respects the rights of members of the public to comment on matters under its jurisdiction. Members of the public may address the Board by completing a yellow card entitled, “Request to Address Board of Trustees” and submitting it to the Recording Secretary. These cards are available at the entrance to the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board. Those wishing to address matters not on the agenda can do so immediately prior to the adjournment to closed session or, in the absence of a closed session, at the conclusion of all other public session business. Public comments must comply with the three-minute time limit.

The Board reserves the right to change the order of the agenda items as the need arises. All Board meetings, excluding closed sessions, are electronically recorded.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- d. **Consider Personnel block-vote items indicated by [] in Section 5**

Agenda items designated as block-vote items with [] are considered by the Board to either be routine or sufficiently supported by back-up information that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them.

Block vote items will be enacted by one motion. Exceptions to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion or if an individual wishes to comment on a block-vote item. During either scenario the Board President will remove the item from block-vote consideration for separate discussion and a separate vote.

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

- e. **Chancellor’s Report**
 - * **Career & Technical Education Update**
 - * **Ghana Delegation Update**

2. a. **Approval of Minutes of the Regular Meeting of October 22, 2024**
 - b. **FIRST CLOSED SESSION** (only if needed)
3. **FINANCE & FACILITIES**
 - [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
 - [b] Authorization is requested for approval of the 2024-2025 General Fund transfers netting to the amount of \$2,386,741 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5 §58307. **(The Resolutions are available for review in the District's Business Office.)**
 - c. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2024, as required by Title 5 §58310.
 - d. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report ending September 30, 2024.
 - [e] Authorization is requested to enter into a Facilities Use agreement with the Boys' and Girls' Club at Cypress College.
 - [f] It is recommended that the Board adopt Resolution No. 24/25-04 to approve Change Order #1 with Marina Landscape, Inc. for Bid 2324-04 for the Cypress College Fine Arts Renovation Project.
 - [g] It is recommended that the Board adopt Resolution No. 24/25-05 to approve Change Order #3 with Bayview Environmental Services, Inc. for Bid 2324-04, for the Cypress College Fine Arts Renovation Project.
 - [h] It is recommended that the Board ratify the current change orders for the public works project listed per the Change Order Request, for the Fine Arts Renovation at Cypress College.
 - [i] It is recommended that the Board authorize the District to amend the agreement with Twining Consulting and increase the contract to provide Materials & Special Testing Services (LOR) for the Maintenance & Operations and Chapman Newell Instructional Building Projects.
 - [j] Authorization is requested to enter into an agreement with Westberg + White, Inc to provide Architectural and Engineering Services for the Fullerton College Food Laboratory Renovation Project.
 - k. It is recommended that the Board approve Change Order #1 with Plumbing, Piping & Construction, Inc. (PPC) to increase the contract amount for the Fullerton College Wilshire Chiller Relocation Project.

- [l] Authorization is requested to amend the agreement with MAAS Companies for additional project management services for the Fullerton College Wilshire Chiller Relocation Project.
- [m] Authorization is requested to amend the contract with Pfeiffer Partners Architects, Inc. for additional services for the Fullerton College Wilshire Chiller Relocation Project.
- [n] Authorization is requested to allow the Friends of Fullerton College Foundation to serve alcohol and host the ASCIP Year-End event on December 14, 2024, at the Cruz Reynoso Cafeteria on the Fullerton College campus.

4. INSTRUCTIONAL RESOURCES

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, effective Fall 2024, Spring 2025 and Fall 2025.
- [b] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, effective Fall 2024, Fall 2025, and Fall 2026.
- [c] It is recommended that the Board approve the summary of curriculum changes for the North Orange Continuing Education, effective Spring 2025 and Fall 2025.
- d. It is recommended that the Board receive as information the highlights relating to the Cypress College 2024-25 Professional Development Program.
- e. It is recommended that the Board receive as information the highlights relating to the Fullerton College 2024-25 Staff Development Program.
- f. It is recommended that the Board receive as information the highlights relating to the NOCE 2024-25 Professional Development Program.
- g. It is recommended that the Board receive as information highlights relating to the District Services 2023-24 Professional Development Program.
- h. It is recommended that the Board approve the 2022-26 Districtwide Strategic Plan.

5. HUMAN RESOURCES

- [a] Request approval of the following items concerning academic personnel:
 - Retirements
 - Change in Salary Classification
 - Additional Duty Days @ Per Diem
 - Leaves of Absence
 - Temporary Academic Hourly

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

- Retirements
- Resignation
- New Personnel
- Promotion
- Voluntary Changes in Assignment
- Stipend for Additional Management Duties
- Placement on 39-Month Reemployment List
- Reinstatement from 39-Month Reemployment Status
- Leaves of Absence
- New Classified Job Description

[c] Request approval of Professional Experts.

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

[e] Request approval of Volunteers.

6. **GENERAL**

- a. It is recommended that the Board schedule on the agenda for November 26, 2024, the establishment of December 17, 2024, as the date of its Organizational Meeting and receive the tentative dates for Board meetings in 2025.
- b. It is recommended that the Board review the campus safety information and discuss whether or not there are any policy recommendations or considerations.
- c. It is recommended that the Board receive the proposed, revised Board Policies in Chapters 6 and 7 and direct that they be placed on a future Board meeting agenda for action.
- d. It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 6 and 7.
- e. It is recommended that the Board discuss any potential future agenda items.

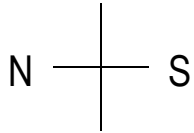
7. **COMMENTS**

- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments
- c. Members of the Board of Trustees Comments
- d. Public Comments on Non-agenda Items

8. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:
- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
 - b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.
 - c. Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.
 - d. Per Section 54956.95(a): LIABILITY CLAIMS

Claimant: Mohammad Shahin
Agency Claimed Against: NOCCCD
 - e. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

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



Board Room Seating Arrangement

Evangelina Rosales,
President

Jeffrey P. Brown,
Vice President

Dr. Barbara Dunsheath,
Secretary

Jacqueline Rodarte,
Board Member

Stephen T. Blount,
Board Member

Ed Lopez,
Board Member

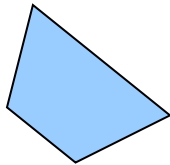
Ryan Bent,
Board Member

Katie Wong,
Student Member CC

Dr. Byron D. Clift Breland,
Chancellor

Sharon Kim,
Student Member FC

Alba Recinos,
Recording Secretary



Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 12, 2024	Resolution	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Information	<u> </u>
		Enclosure(s)	<u>X</u>

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

The purchase order numbers P0168893 - P0170237, check numbers C0056066 – C0056181; F0302427 – F0302983; 88552595 – 88553764; V0032110 – V0032130; 70128999 – 70129850; disbursements E9188619 – E9201779; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0168893 - P0170237 through October 14, 2024, totaling \$7,157,874.14, and check numbers C0056066 – C0056181, totaling \$2,618,549.55; check numbers F0302427 – F0302983, totaling \$187,123.52; check numbers 88552595 – 88553764, totaling \$16,634,596.26; check numbers V0032110 – V0032130, totaling \$127,387.00; check numbers 70128999 – 70129850, totaling \$197,038.21; and disbursements E9188619 – E9201779, totaling \$20,290,987.64, through October 31, 2024.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0168893	JLM Installation Inc	\$ 18,137.00	Capital Outlay	FC	Installation of Doors
P0169203	Maxon Computer Inc	\$ 11,144.00		FC	Software Renewal
P0169300	Garda CL West Inc	\$ 2,000.00		NOCE	Blanket Order for Armored Services
P0169495	Amazon Business	\$ 440.60		CC	Instructional Materials
P0169496	Amazon Business	\$ 1,666.34		AC	Temporary Board Meeting Room Equipment
P0169497	Ollivier Corporation	\$ 13,862.12		FC	Preschool Lab Security System Installation
P0169507	Spectrum Reach LLC	\$ 1,705.71		FC	Internet Service
P0169508	Fast Signs of Brea	\$ 3,613.55		FC	Promotional Materials
P0169509	Brightwheel	\$ 1,200.00		FC	Software Renewal
P0169510	VWR Funding Inc	\$ 2,565.89		FC	Instructional Supplies
P0169511	Amazon Business	\$ 705.00		CC	Blanket Order for Event Supplies
P0169512	Wolters Kluwer Health	\$ 259.38		CC	Books
P0169513	Groundswell	\$ 5,000.00		AC	Mission Ambassador Sponsorship
P0169514	Habit Restaurants LLC	\$ 21,765.50		CC	Catering for Connect2 Cypress Event
P0169515	GST	\$ 2,722.51		FC	Computer Supplies
P0169516	CDW Government Inc	\$ 2,964.75		AC	Computer Supplies
P0169517	Sodexo Inc and Affiliates	\$ 162.71		FC	Catering for Tutoring Center
P0169519	Bads, Ltd	\$ 16,367.24		CC	Graduation Equipment Rentals
P0169520	Decking Systems Inc	\$ 400.00		CC	Basketball Rim Installation Fees
P0169521	Supply Solutions	\$ 10,000.00		CC	Blanket Order for Custodial Supplies
P0169522	Office Solutions	\$ 2,500.00		FC	Blanket Order for Office Supplies
P0169523	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0169524	Silvios Photographic Center	\$ 500.00		FC	Blanket Order for Equipment Repairs
P0169525	City of Fullerton	\$ 4,095.84		FC	Fire Safety Inspection Fees
P0169527	Instant Signs Cypress LLC	\$ 20,998.32		CC	Campus Safety Signage
P0169528	Environmental Management Technologies	\$ 525.00		FC	Hazardous Waste Disposal
P0169529	Cole-Parmer Instrument Co	\$ 2,257.53		FC	Instructional Materials
P0169530	Rose Brand Wipers Inc	\$ 2,182.00		FC	Blanket Order for Art Supplies
P0169531	Control Solutions Inc	\$ 186.25		CC	Health Center Supplies
P0169532	Rose Brand Wipers Inc	\$ 2,105.45		FC	Theatre Supplies
P0169533	Anne-Marie Beck	\$ 1,092.85		CC	Reimbursement for Food Orders
P0169534	Sodexo Inc and Affiliates	\$ 402.75		FC	Catering for Student Event
P0169535	Sodexo Inc and Affiliates	\$ 7,753.69		FC	Catering for Fall 2024 Opening Day Event
P0169536	Sodexo Inc and Affiliates	\$ 910.84		FC	Catering for Honors Program
P0169537	Sodexo Inc and Affiliates	\$ 14,841.81		FC	Catering for Student Event
P0169538	ASCAP	\$ 1,254.00		FC	Radio Station License Fee
P0169539	Amp'd Entertainment	\$ 528.72		FC	Gaffers Tape
P0169540	2233 Inc	\$ 600.00		FC	Blanket Order for Sewing Machine Repairs
P0169541	Rodriguez Engineering Inc	\$ 315.00		FC	Printer Installation Fee
P0169542	Environmental Management Technologies	\$ 833.75		FC	Hazardous Waste Disposal
P0169543	Monoprice Inc	\$ 64.65		AC	Computer Supplies
P0169544	Amazon Business	\$ 161.52		CC	Classroom Supplies
P0169545	Allsteel Inc	\$ 7,813.50	Capital Outlay	CC	Furniture
P0169546	Pocket Nurse Enterprises Inc	\$ 586.36		CC	Instructional Materials
P0169547	County of Orange	\$ 823.00		FC	Hazardous Waste Disposal
P0169548	Active Minds Inc	\$ 5,000.00		CC	Speaker for Suicide Awareness
P0169549	Sodexo Inc and Affiliates	\$ 1,500.67		FC	Catering for Counseling Event
P0169550	Joseph Yates	\$ 2,000.00		FC	Speaker for Men of Color Event
P0169551	S & K Theatrical Draperies Inc	\$ 298.64		FC	Instructional Supplies

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169552	Midwest Library Service	\$ 6,463.00		FC	Blanket Order for Library Books
P0169553	Sodexo Inc and Affiliates	\$ 806.05		FC	Catering for Library Event
P0169554	BSN Sports LLC	\$ 1,798.48		FC	Athletic Supplies
P0169555	Lybb LLC	\$ 585.00		CC	Catering for Collaborative Meeting Event
P0169556	Prudential Overall Supply	\$ 3,000.00		FC	Blanket Order for Towel Cleaning Services
P0169557	Engine Components & Machine	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0169558	Top Hat Balloon Werks LLC	\$ 334.03		FC	Balloon Order
P0169559	Vanessa Palacios	\$ 250.00		CC	Honorarium for Flex Day Workshop
P0169560	ESign Services Inc	\$ 1,307.88		CC	Time Clock Repairs
P0169561	Civitas Learning Inc	\$ 80,000.00		AC	Software Subscription
P0169562	The Fullerton Collaborative	\$ 1,450.00		FC	Institutional Membership
P0169563	Blick Art Materials LLC	\$ 5,000.00		FC	Blanket Order for Art Supplies
P0169564	Temp Power Systems	\$ 3,000.00		FC	Blanket Order for Power Pole Rentals
P0169565	Top Hat Balloon Werks LLC	\$ 840.46		FC	Balloons for Event
P0169566	Fast Signs of Brea	\$ 1,512.17		FC	Custom Banners
P0169567	BSN Sports LLC	\$ 4,999.27		FC	Athletic Supplies
P0169568	Hi-Pod Inc	\$ 6,284.68		FC	Athletic Equipment
P0169569	Case & Sons Construction Inc	\$ 23,300.00	Capital Outlay	FC	Labor and Materials for Concrete Spalling
P0169570	Language Services Associates Inc	\$ 10,000.00		NOCE	Blanket Order for Translation Services
P0169571	Amazon Business	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0169572	Amazon Business	\$ 10,000.00		CC	Blanket Order for Instructional Supplies
P0169573	Amazon Business	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0169574	KT Industries Inc	\$ 9,696.08		AC	Electrical Repairs
P0169575	South Coast Air Quality Management District	\$ 9,056.20		CC	Annual Emissions Fees
P0169579	Doing Good Works	\$ 545.61		FC	Custom Shirts
P0169581	Jostens	\$ 14.01		FC	Student Diploma
P0169582	OptiSigns Inc	\$ 5,832.00		CC	Site Licensing Fees
P0169583	4imprint Inc	\$ 554.59		CC	Custom Shirts
P0169588	Synergy World Inc	\$ 1,774.94		CC	Student Meal Gift Cards
P0169589	Embassy Suites	\$ 1,365.32		FC	Hotel Fees for Student Field Trip
P0169590	McGraw-Hill Global Education LLC	\$ 7,200.00		FC	Software Renewal
P0169591	EM EL Inc	\$ 6,100.00		CC	Blanket Order for Spray booth Repairs
P0169592	National Junior College Athletic	\$ 2,000.00		FC	Institutional Membership
P0169593	Allsteel Inc	\$ 6,858.34		FC	Furniture
P0169594	Robolink Inc	\$ 1,427.50		FC	Instructional Supplies
P0169595	Marathon HVAC Service LLC	\$ 4,760.00		FC	HVAC Repairs
P0169596	Statewide California Electronic Library Consortium Inc	\$ 110.67		FC	Institutional Membership
P0169597	Fullerton Ford	\$ 3,662.69		FC	Vehicle Seat Repairs
P0169598	Automotive Engine Builders Association	\$ 340.00		FC	Institutional Membership
P0169599	Sodexo Inc and Affiliates	\$ 1,199.39		FC	Catering for Student Orientation
P0169600	Pyramed Health Systems	\$ 10,184.23		FC	Software Support Renewal
P0169601	Association of Career & Tech Educ	\$ 2,616.00		FC	Institutional Membership
P0169602	Atkinson, Andelson, Loya, Ruud & Romo	\$ 936.00		AC	Legal Fees
P0169603	4imprint Inc	\$ 591.10		NOCE	Marketing Supplies
P0169604	Amazon Business	\$ 5,000.00		CC	Blanket Order for Classroom & Production Supplies
P0169605	PlanetBids Inc	\$ 19,553.78		AC	Software Licenses Renewal
P0169606	Las Cafeteras LLC	\$ 12,500.00		FC	Musical Performance for Latinx Heritage Month
P0169607	Sasco Electric	\$ 12,264.00		CC	Baseball Field Power Installation
P0169609	City of Fullerton	\$ 2,915.00		FC	False Alarm Fees

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169610	Schindler Elevator Corporation	\$ 59,377.00	Capital Outlay	FC	Elevator Modernization
P0169611	T&G Printing and Fulfillment	\$ 9,422.74		CC	Promotional Supplies
P0169612	Progent Corporation	\$ 29,100.00		CC	Web Design Services
P0169614	California Community College Athletic Association	\$ 42,900.00		CC	Institutional Membership
P0169616	Mestrelab Research S L	\$ 226.00		FC	Software License
P0169617	Fisher Scientific Co LLC	\$ 2,619.31		FC	Instructional Supplies
P0169618	3Play Media Inc	\$ 9,375.12		NOCE	Blanket Order for Closed Captioning Services
P0169619	Smart & Final	\$ 500.00		NOCE	Blanket Order for Instructional Supplies
P0169620	Radiation Detection Company	\$ 1,500.00		CC	Blanket Order for Instructional Materials
P0169621	Council on Aging-Southern California Inc	\$ 3,771.25		NOCE	Marketing Advertisement
P0169623	Amazon Business	\$ 612.13		CC	Instructional Supplies
P0169624	Amazon Business	\$ 377.55		FC	Books
P0169625	ORFLO Technologies Inc	\$ 1,790.82		FC	Instructional Supplies
P0169627	Amazon Business	\$ 1,000.00		FC	Blanket Order for Non-Instructional Supplies
P0169628	iT1 Source LLC	\$ 1,436.09		NOCE	Computer Supplies
P0169629	Aspira	\$ 15,000.00		CC	Accelerator Program Services for Student
P0169630	Sodexo Inc and Affiliates	\$ 1,557.66		FC	Catering for Student Events
P0169631	Computerland of Silicon Valley	\$ 55,869.20		AC	Software License Annual Renewal
P0169632	Instant Signs Cypress LLC	\$ 17,240.00	Capital Outlay	CC	Campus-Wide Signs
P0169633	TCT LLC	\$ 78,000.00		FC	Promotional Video Services
P0169634	Sodexo Inc and Affiliates	\$ 208.88		FC	Catering for Campus Communications
P0169635	Pepi Company of California LLC	\$ 303.51		AC	Catering for Mentorship Program
P0169636	JM & J Contractors	\$ 14,746.00	Capital Outlay	AC	Labor & Materials to Demo Existing Case Work
P0169637	25th Hour Communications Inc	\$ 205,000.00		AC	Recruitment Marketing Consultant BA:4/27/2021
P0169638	BSN Sports LLC	\$ 601.20		FC	Athletic Supplies
P0169639	Pyramed Health Systems	\$ 4,355.56		FC	Software Renewal
P0169641	Safe-D-Needle LLC	\$ 142.38		CC	Instructional Materials
P0169643	Sway Medical Inc	\$ 197.78		FC	Software Subscription
P0169645	Dolores Comejo	\$ 746.86		FC	Reimbursement for Student Supplies
P0169646	T&G Printing and Fulfillment	\$ 247.83		CC	Promotional Shirts
P0169647	Microsoft Corporation	\$ 31,054.70		NOCE	Laptops
P0169649	BSN Sports LLC	\$ 4,310.21		FC	Athletic Supplies
P0169651	Show Off Designs Inc	\$ 1,176.26		FC	Athletic Shirts
P0169653	National Association of Legal Assistants	\$ 154.00		FC	Institutional Membership
P0169654	B & H Photo Video Inc	\$ 758.51		CC	Portable Speaker Unit
P0169655	Happy Face Childcare and Preschool Inc.	\$ 898.56		CC	Blanket Order for Child Care
P0169656	ProQuest LLC	\$ 735.88		CC	Software Subscription Renewal
P0169657	AT & T Inc	\$ 33,937.86		NOCE	Mobile Hotspots for Students
P0169658	Celebrations!	\$ 497.94		CC	Balloons for Student Event
P0169659	Zoho Corporation	\$ 1,063.00		CC	Software License Renewal
P0169660	AT & T Inc	\$ 58,003.22		NOCE	Blanket Order for Students Mobile Hotspots
P0169661	AT & T Inc	\$ 28,454.40		NOCE	Blanket Order for Students Mobile Hotspots
P0169662	Tocumbo Ice Cream	\$ 506.43		CC	Ice Cream for Students
P0169663	Buddy's All Stars Inc.	\$ 1,840.74		FC	Athletic Supplies
P0169664	Geraldine Meyers	\$ 250.00		CC	Guest Speaker for Youth Guidance Center
P0169665	Lybb LLC	\$ 1,650.00		CC	Drinks for Charger Experience Event
P0169666	Sodexo Inc and Affiliates	\$ 908.85		FC	Catering for Student Life & Leadership Event
P0169667	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0169668	Kimball Midwest	\$ 2,000.00		CC	Blanket Order for Instructional Supplies

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169669	GST	\$ 35,159.64		NOCE	Audio Visual Equipment
P0169671	Beacon Athletics LLC	\$ 179.63		CC	Athletic Supplies
P0169672	BSN Sports LLC	\$ 1,456.06		CC	Athletic Supplies
P0169673	Summer Justice	\$ 39.00		CC	Reimbursement for Cake
P0169674	Doing Good Works	\$ 21,561.02		CC	Promotional Supplies
P0169675	Jimmy Johns	\$ 658.58		CC	Catering for Student Advocate Meeting
P0169676	Raising Cane's Restaurants LLC	\$ 621.57		CC	Food for Student Advocate Training
P0169677	Computerland of Silicon Valley	\$ 152,625.00		AC	Microsoft Site License Renewal B/A: 4/27/2021
P0169678	CollegeSource Inc	\$ 10,253.09		FC	Subscription Renewal
P0169679	A Alvarado Painting	\$ 5,800.00	Capital Outlay	FC	Stucco Repairs
P0169680	Integrity Electric	\$ 11,089.04	Capital Outlay	FC	Labor & Materials for Electrical Installation
P0169681	JRH Construction Company Inc	\$ 23,856.00	Capital Outlay	CC	Sidewalk Removal & Replacement
P0169682	Superior Printing Inc	\$ 116.47		AC	Office Supplies
P0169683	ASCJP	\$ 154,023.00		AC	Additional 2023-24 Workers Compensation Premium B/A: 6/13/2023
P0169684	AT & T Inc	\$ 19,699.20		NOCE	Blanket Order for Student Mobile Hotspots
P0169693	Patricia Menchaca	\$ 461.72		CC	Reimbursement for Student Field Trip Hotel Fee
P0169694	Network Kinexion LLC	\$ 54,600.00		FC	Apprenticeship Program Services
P0169695	Cypress College	\$ 200.00		CC	Reimbursement for Book Fees
P0169696	KT Industries Inc	\$ 4,685.00		FC	Troubleshooting Central Plant Chiller
P0169697	Uline Inc	\$ 1,002.62		FC	Picture Frames
P0169698	Sodexo Inc and Affiliates	\$ 268.24		FC	Catering for Media Studies Event
P0169702	Guac N Roll Tacos	\$ 761.05		CC	Catering for Rising Scholars Youth Program
P0169704	Project Kinship	\$ 380.00		NOCE	Resource Fair Table Exhibit Fee
P0169705	Honors Transfer Council of California	\$ 200.00		CC	Institutional Membership
P0169706	Azenta US Inc	\$ 500.00		FC	Blanket Order for Sequencing Services
P0169707	ScreenPal	\$ 240.00		NOCE	Software License
P0169708	Electro Medical Systems LLC	\$ 1,451.82		CC	Instructional Materials
P0169709	ThreatHunter.ai Inc	\$ 15,210.00		AC	Data Protection Software License
P0169710	Computerland of Silicon Valley	\$ 241,311.80		AC	Microsoft Site License Renewal B/A: 4/27/2021
P0169711	La Habra Fence Co Inc	\$ 16,075.23		FC	Chain Link Fence & Gate Installation
P0169712	Amazon Business	\$ 100.74		FC	Athletic Trainers Supplies
P0169713	VWR Funding Inc	\$ 77.58		CC	Instructional Materials
P0169714	Maquinsal Sewing Machine Co	\$ 225.00		NOCE	Equipment Repair
P0169715	Buddy's All Stars Inc.	\$ 1,545.82		FC	Athletic Supplies
P0169716	Synergy Sports Technology LLC	\$ 1,050.00		FC	Software Subscription
P0169717	2233 Inc	\$ 808.13		FC	Custom Tote Bags
P0169718	Valsoft Corporation Inc	\$ 14,425.00		FC	Software Subscription
P0169719	Edgar Villegas	\$ 250.00		CC	Honorarium for Flex Day Workshop
P0169720	Avalon Tent & Party Corporation	\$ 3,770.39		FC	Tent and Stage Rentals
P0169721	Aardvark Clay & Supplies Inc	\$ 1,600.00		FC	Blanket Order for Art Supplies
P0169722	Home Depot	\$ 800.00		CC	Blanket Order for Hardware Supplies
P0169723	Art Supply Warehouse	\$ 300.00		CC	Blanket Order for Art Supplies
P0169725	Network Kinexion LLC	\$ 52,000.00		FC	Apprenticeship Services for Drone Program
P0169726	Follett Higher Education Group LLC	\$ 60.07		CC	Scantrons
P0169727	Sodexo Inc and Affiliates	\$ 1,043.41		FC	Catering for Student Events
P0169728	4imprint Inc	\$ 721.11		FC	Promotional Supplies
P0169729	Christi ODaniel	\$ 367.43		FC	Reimbursement for Headphone Purchase
P0169730	Aardvark Clay & Supplies Inc	\$ 156.19		CC	Art Supplies
P0169731	BSN Sports LLC	\$ 3,000.00		CC	Blanket Order for Athletic Supplies

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BOARD RECAP
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169732	Wesley McCurtis	\$ 633.50		CC	Reimbursement for Meeting Food Purchase
P0169733	Doing Good Works	\$ 10,000.00		FC	Blanket Order for Promotional Supplies
P0169734	Henry Schein Practice Solutions Inc	\$ 10,175.00		CC	Annual Software Renewal
P0169735	Pathways of Hope	\$ 2,500.00		AC	Event Sponsorship
P0169736	Kimberly Rosales	\$ 401.20		FC	Reimbursement Award Ceremony Food
P0169737	Vital Link Orange County	\$ 30,500.00		NOCE	Career Fairs Consultant
P0169739	Follett Higher Education Group LLC	\$ 1,195.54		CC	Instructional Supplies
P0169740	Gold Coast Fence Inc	\$ 20,340.00		CC	Fence Repairs
P0169741	Segundo Ortiz	\$ 950.00		FC	Guest Performer for Student Event
P0169742	TK Burgers Catering Inc	\$ 2,324.71		CC	Catering for Walk of Hope Event
P0169743	B & M Lawn & Garden Center	\$ 1,500.00		AC	Blanket Order for Maintenance Supplies
P0169745	Transportation Charter Services Inc	\$ 2,254.00		CC	Transportation Services
P0169746	B & M Lawn & Garden Center	\$ 5,000.00		AC	Blanket Order for Off-Site Equipment Repairs
P0169748	Doing Good Works	\$ 1,429.85		FC	Promotional Supplies
P0169749	County of Orange	\$ 974.00		CC	Hazardous Material Disposal
P0169751	Institute of International Education	\$ 492.89		FC	Textbooks
P0169752	Motimatic PBC	\$ 14,000.00		FC	Subscription Fees
P0169758	Backflow Apparatus & Valve Co	\$ 710.00		AC	Backflow Device Repairs
P0169759	Amazon Business	\$ 103.44		CC	Copier Supplies
P0169760	Continental Computer Corporation	\$ 500.00		CC	Software License
P0169761	Synergy Sports Technology LLC	\$ 900.00		FC	Software Subscription
P0169762	EV Test Solutions LLC	\$ 16,875.00	Bond	CC	Commissioning Services for Electric Vehicle Charging Project
P0169763	Wilbert Funeral Services Inc	\$ 3,768.45		CC	Instructional Materials
P0169764	Castle Branch Inc	\$ 258.00		CC	Employment Screening Fees
P0169765	Xerox Corporation	\$ 431.00		FC	Copier Supplies
P0169766	A&E Landscape Inc	\$ 14,065.00	Capital Outlay	FC	Repair Irrigation Mainline Sherbeck Field Project
P0169767	Toshiba Business Solutions	\$ 4,202.25		AC	Maintenance Agreement for Copier
P0169768	Toshiba Business Solutions	\$ 1,975.05		AC	Maintenance Agreement for Copier
P0169770	Case & Sons Construction Inc	\$ 8,900.00	Capital Outlay	FC	Installation of Cast Iron Basket Strainer
P0169773	Creative Connors Inc	\$ 24,745.89		FC	Instructional Equipment
P0169775	Monica Hagmaier	\$ 747.55		FC	Reimbursement for Division Opening Day Food
P0169776	McNichols Company	\$ 170.22		FC	Instructional Supplies
P0169778	Sheraton	\$ 4,248.24		FC	Puente Field Trip Hotel Fees
P0169780	Amazon Business	\$ 396.00		CC	Blanket Order for Decorations and Supplies
P0169781	IT1 Source LLC	\$ 2,779.54		AC	Computer Supplies
P0169783	PPL Inc	\$ 51,000.00		AC	Consultant Services for Convening with Constituents
P0169784	GetFPV LLC	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0169789	Institute for Democratic Ed and Culture	\$ 2,020.32		FC	Books
P0169790	Sodexo Inc and Affiliates	\$ 976.93		FC	Catering for Media Studies
P0169791	CopWare Inc	\$ 115.00		FC	Software Subscription
P0169792	Bio Rad Laboratories	\$ 1,335.60		FC	Instructional Materials
P0169793	Melisa Skinder	\$ 500.00		FC	Honorarium for assistance with Journalism students
P0169794	Relampago del Cielo Inc	\$ 600.00		CC	Guest Performer for Student Event
P0169795	Anaheim Embroidery Inc	\$ 117.99		FC	Embroidery Services
P0169796	Amazon Business	\$ 1,000.00		FC	Blanket Order for Event Supplies
P0169797	Amazon Business	\$ 5,000.00		FC	Blanket Order for Supplies & Materials
P0169798	Corporate Business Interiors Inc	\$ 21,398.62	Capital Outlay	FC	Classroom Wall Installation
P0169799	ACEN	\$ 3,100.00		CC	Health Science Annual Accreditation Fee
P0169800	State of California	\$ 4,220.00		CC	Radiologic School Certificate Renewal

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169801	SME Education Foundation	\$ 999.00		FC	Institutional Membership
P0169802	DroneDeploy Inc	\$ 4,800.00		FC	Software Subscription
P0169803	ARC Document Solutions LLC	\$ 4,000.00		CC	Blanket Order for Reprographic Services
P0169804	Top Hat Balloon Werks LLC	\$ 1,360.89		FC	Decorations for Ethnic Studies Open House Event
P0169805	Orange County Department of Education	\$ 7,000.00		AC	Courier Services
P0169806	Lands End Corporate Sales	\$ 406.68		NOCE	Promotional Clothing
P0169807	Krueger International Inc	\$ 14,775.20		CC	Classroom Furniture
P0169808	Krueger International Inc	\$ 4,121.86		FC	Furniture
P0169809	Cremation Association of North America	\$ 495.00		CC	Membership Renewal
P0169810	National Council for Marketing and Public Relations	\$ 600.00		NOCE	Marketing Award Entries
P0169811	GST	\$ 2,421.45		FC	Computer Supplies
P0169812	Knorr Systems Int'l LLC	\$ 2,200.00		FC	Training Course for Recertification
P0169813	Amazon Business	\$ 1,500.00		FC	Blanket Order for Goods and Supplies
P0169814	JM & J Contractors	\$ 1,220.00		AC	Wall Repairs
P0169815	JM & J Contractors	\$ 15,240.00		AC	Power Plant Repairs
P0169816	Carpet Service Bert The Dutchman Inc	\$ 16,401.00	Capital Outlay	CC	Flooring for Coffee Shop
P0169817	Vector Resources Inc	\$ 16,680.48		AC	Software Subscription
P0169818	Vector Resources Inc	\$ 74,902.11		AC	Mobility Master Support B/A: 4/27/2021
P0169819	Vector Resources Inc	\$ 1,081,283.93		AC	Fortinet Maintenance Support Renewal B/A: 4/27/2021
P0169820	Marx Bros Fire Extinguisher Co Inc	\$ 3,105.00		CC	Fire Safety Testing
P0169821	Toshiba Business Solutions	\$ 323.25		NOCE	Maintenance Agreement for Copier
P0169822	Toshiba Business Solutions	\$ 323.25		NOCE	Maintenance Agreement for Copier
P0169823	Toshiba Business Solutions	\$ 1,177.20		NOCE	Maintenance Agreement for Copier
P0169824	Turf Star Inc	\$ 248.70		CC	Maintenance Supplies
P0169825	Schindler Elevator Corporation	\$ 1,020.87		CC	Elevator Repairs
P0169826	Toshiba Business Solutions	\$ 323.25		NOCE	Maintenance Agreement for Copier
P0169827	Toshiba Business Solutions	\$ 1,256.47		NOCE	Maintenance Agreement for Copier
P0169828	Toshiba Business Solutions	\$ 1,256.47		NOCE	Maintenance Agreement for Copier
P0169829	Toshiba Business Solutions	\$ 1,256.47		NOCE	Maintenance Agreement for Copier
P0169830	Toshiba Business Solutions	\$ 1,256.47		NOCE	Maintenance Agreement for Copier
P0169831	Century Fire Protection Inc.	\$ 5,250.00		CC	Annual Fire Sprinkler Testing
P0169832	B L Wallace Distributor Inc	\$ 70.51		CC	Maintenance Supplies
P0169833	Sodexo Inc and Affiliates	\$ 265.42		FC	Catering for Division Meeting
P0169834	State of California	\$ 11,800.00		CC	Student Right to Know Reporting Subscription
P0169835	Guac N Roll Tacos	\$ 1,583.48		CC	Catering for Student Event
P0169836	United Camps	\$ 6,420.00		FC	Field Trip for Music Department
P0169837	Jay Seidel	\$ 1,633.00		FC	Reimbursement for Exhibit Towing Services
P0169838	Reyna Grande	\$ 8,000.00		CC	Guest Speaker for the Extended Opportunity Program & Services Department
P0169839	North Orange County Chamber	\$ 500.00		AC	Conference Fee
P0169842	S&B Foods	\$ 700,000.00		CC	Blanket Order for Student Meals
P0169843	Molten USA Inc	\$ 506.12		CC	Athletic Supplies
P0169844	The Donut Chain	\$ 2,000.00		CC	Blanket Order for Donuts
P0169845	California Community College Classified Senate	\$ 100.00		CC	Institutional Membership
P0169846	WT Cox Information Services	\$ 22,000.00		CC	Blanket Order for Library Periodicals
P0169847	Home Science Tools	\$ 904.46		CC	Instructional Supplies
P0169848	Smart & Final	\$ 5,000.00		FC	Blanket Order for Supplies
P0169849	Aysee LLC	\$ 1,583.94		FC	Catering for Filipino American Heritage Event
P0169850	Community College Association of MESA Directors	\$ 750.00		CC	Institutional Membership
P0169851	Homeboy Industries	\$ 3,000.00		CC	Blanket Order for Promotional Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169852	Fast Signs of Brea	\$ 1,071.52		FC	Banners
P0169853	Home Depot	\$ 1,350.08		FC	Refrigerator and Cabinet
P0169854	GST	\$ 17,566.00		NOCE	Audio Visual Conferencing System
P0169855	NMK Corporation	\$ 1,603.21		FC	Computer Supplies
P0169856	Williams Scotsman Inc	\$ 808.13		CC	Storage Equipment
P0169857	Case & Sons Construction Inc	\$ 4,990.00		FC	Women's Restroom Repair
P0169858	Specialty Equipment Market Association	\$ 150.00		CC	Institutional Membership
P0169859	Celeste Phelps	\$ 376.65		CC	Reimbursement for Event Food Purchase
P0169860	AASHE	\$ 670.00		FC	Institutional Membership
P0169861	Orange County Industrial Plastics Inc	\$ 281.66		CC	Artwork Framing
P0169862	OC Wraps Inc	\$ 5,424.75		FC	Vehicle Graphics
P0169863	Sticker Hub	\$ 562.10		FC	Sticker Graphics
P0169864	Ellie Witsken	\$ 2,748.80		CC	Blanket Order for Child Care
P0169865	Cindy Cao	\$ 720.00		CC	Reimbursement for Course Registration Fees
P0169866	Delia Lopez	\$ 1,264.00		CC	Blanket Order for Child Care
P0169867	Consuelo Flores	\$ 400.00		CC	Guest Speaker for Dia de Los Muertos Event
P0169868	Genaro Huerta	\$ 3,160.00		CC	Blanket Order for Child Care
P0169869	Mayra Perez	\$ 1,347.25		FC	Reimbursement for Decorations for Hispanic Heritage Month Event
P0169870	First Class Vending Inc	\$ 7,722.45		CC	Wellness Vending Machine
P0169871	Partner Engineering and Science Inc	\$ 13,400.00	Capital Outlay	FC	Property Condition Assessment
P0169872	Amazon Business	\$ 33.61		CC	Computer Supplies
P0169873	Amazon Business	\$ 370.32		CC	Instructional Supplies
P0169874	Sigma-Aldrich Inc	\$ 704.81		CC	Instructional Materials
P0169875	VWR Funding Inc	\$ 1,017.32		CC	Instructional Materials
P0169876	P2S LP	\$ 26,000.00	Capital Outlay	AC	Engineering Services Chilled Water Piping Replacement Project
P0169877	P2S LP	\$ 114,000.00	Capital Outlay	AC	Engineering Services for Lighting Upgrade Project
P0169878	GST	\$ 458.95		FC	Computer Supplies
P0169879	Fisher Scientific Co LLC	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0169880	Pacific Coast Water Systems	\$ 500.00		FC	Blanket Order for Instructional Materials
P0169881	Office Solutions	\$ 5,000.00		FC	Blanket Order for Supplies
P0169882	Bio Rad Laboratories	\$ 3,000.00		FC	Blanket Order for Instructional Supplies
P0169883	CDW Government Inc	\$ 1,361.41		FC	Laptops
P0169884	Away We Go Travel Inc	\$ 66.33		AC	Group Travel Medical Insurance
P0169885	Sidepath Inc	\$ 9,521.17		AC	Computer Supplies
P0169886	Barnes & Noble Inc	\$ 885.39		NOCE	Books
P0169887	Sasco Electric	\$ 1,665.00	Capital Outlay	NOCE	Labor & Materials for Installation of Data Cables
P0169888	American System Integrators	\$ 380.00		NOCE	Security Equipment Repair
P0169889	Institute for Democratic Ed and Culture	\$ 5,500.00		FC	Guest Speaker for Filipino American History Month
P0169890	Amazon Business	\$ 1,573.00		FC	Blanket Order for Supplies & Materials
P0169891	Amazon Business	\$ 500.00		FC	Blanket Order for Supplies
P0169892	Sasco Electric	\$ 7,728.00		FC	Camera System Installation
P0169893	Hootsuite Inc	\$ 13,910.53		NOCE	Marketing Software Subscription
P0169894	ABC School Equipment Inc	\$ 5,158.65		NOCE	Classroom Equipment
P0169895	R&D Facilitation	\$ 3,200.00		CC	Workshop Services for Rising Scholars Student Program
P0169896	Starhouse Media LLC	\$ 3,100.00		NOCE	Instructional Supplies
P0169901	Boutwell Fay LLP	\$ 2,530.50		AC	Legal Services
P0169903	Amazon Business	\$ 327.94		FC	Classroom Supplies
P0169906	OADN	\$ 595.00		CC	Membership Renewal Fee
P0169907	Crystal Factory	\$ 118.53		NOCE	Awards Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169908	Modern Campus USA Inc	\$ 3,011.22		NOCE	Software Subscription
P0169909	Amazon Business	\$ 200.91		CC	International Cultural Fair Supplies
P0169910	Amazon Business	\$ 75.08		CC	International Cultural Fair Supplies
P0169911	Swank Motion Pictures Inc	\$ 3,900.00		FC	Online Subscription
P0169912	The Chronicle of Higher Education Inc	\$ 400.00		FC	Software License
P0169913	Amazon Business	\$ 300.00		CC	Blanket Order for Tutor Supplies
P0169914	Ms Jackson Can Cook	\$ 1,939.50		FC	Food for Machine Technology Apprenticeship Event
P0169915	Technopro CS Inc	\$ 1,773.75		CC	Software License
P0169916	Transportation Charter Services Inc	\$ 1,132.56		FC	Transportation Services
P0169917	AT&T Mobility LLC	\$ 43.23		FC	Wireless Data Service
P0169918	Kent Adhesive Products Co	\$ 266.95		FC	Cataloging Supplies
P0169919	People Admin Inc	\$ 4,875.00		AC	Software Training
P0169920	Qless Inc	\$ 34,133.40		FC	Software Subscription
P0169922	Toshiba Business Solutions	\$ 378.21		NOCE	Maintenance Agreement for Copier
P0169923	Toshiba Business Solutions	\$ 42.03		NOCE	Maintenance Agreement for Copier
P0169924	Hector Tobar	\$ 1,500.00		AC	Guest Speaker for Pluralism, Inclusion, & Equity Series
P0169925	Juan Silva	\$ 1,500.00		AC	Guest Speaker for Pluralism, Inclusion, & Equity Series
P0169926	Toshiba Business Solutions	\$ 645.17		AC	Maintenance Agreement for Copier
P0169927	Toshiba Business Solutions	\$ 39.30		FC	Maintenance Agreement for Copier
P0169928	Coastal Boiler Works Inc	\$ 15,754.01	Capital Outlay	FC	Labor & Materials to Repair Steam Line
P0169929	Controlled Key Systems	\$ 394.32	Bond	AC	Swing Space Portable Restroom Lock Repairs
P0169958	CDW Government Inc	\$ 57,299.16		FC	Computers
P0169959	Southern California Marine Institute	\$ 880.00		CC	Educational Demonstration Field Trip
P0169960	Fisher Scientific Co LLC	\$ 189.10		CC	Instructional Materials
P0169961	CDW Government Inc	\$ 916.99		CC	Computer Supplies
P0169962	National Community College Hispanic Council Inc	\$ 20,000.00		AC	Event Sponsorship
P0169963	KT Industries Inc	\$ 11,960.00		CC	Electrical Repairs and Testing
P0169964	Corner Bakery Cafe'	\$ 280.50		CC	Catering for Implementation Meeting
P0169965	Amazon Business	\$ 86.96		NOCE	Student Pride Club Supplies
P0169966	Trane U S Inc	\$ 17,917.40	Capital Outlay	AC	Chiller Purge Upgrade
P0169967	Marathon HVAC Service LLC	\$ 10,425.00	Capital Outlay	FC	Labor and Materials to Replace Air Fan
P0169968	B & H Photo Video Inc	\$ 9,268.92		CC	Computer Monitors
P0169969	National Behavioral Intervention Team Association	\$ 1,209.00		FC	Institutional Membership
P0169970	Sodexo Inc and Affiliates	\$ 696.65		FC	Catering for Social Sciences Division Meeting
P0169971	Doing Good Works	\$ 1,236.76		CC	Promotional Supplies
P0169972	Barts Carts Inc	\$ 4,136.75		CC	Catering for Veterans Event
P0169973	Allsteel Inc	\$ 738.26		FC	Furniture
P0169974	Artwork Archive LLC	\$ 243.60		FC	Software Subscription
P0169975	Janelle Salinas	\$ 70.00		CC	Institutional Membership
P0169976	Orange County Designers Inc	\$ 856.62		FC	Business Cards
P0169977	United Access	\$ 4,947.74		NOCE	Mobility Vehicle Repair
P0169978	Safety Kleen Corp	\$ 4,000.00		CC	Blanket Order for Auto Parts Disposal Services
P0169979	Cavalier Inn Inc	\$ 4,527.16		FC	Field Trip Hotel Fees
P0169980	Home Depot	\$ 1,754.22	Capital Outlay	CC	Refrigerator
P0169981	Decking Systems Inc	\$ 10,500.00	Capital Outlay	CC	Labor and Materials to Replace Winches
P0169982	J W Pepper of Los Angeles	\$ 10,000.00		FC	Blanket Order for Instructional Supplies
P0169983	Doing Good Works	\$ 2,880.14		CC	Promotional Supplies
P0169984	Joselyn Knight	\$ 780.00		CC	Reimbursement for Hispanic Heritage Month Food
P0169985	Doing Good Works	\$ 39,266.59		FC	Promotional Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169986	Socal Tokushima Club	\$ 715.44		CC	Performer for Cultural Festival Event
P0169988	Sherwin-Williams Co	\$ 2,000.00		CC	Blanket Order for Paint Supplies
P0169989	Ben Nye Company Inc	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0169990	B & H Photo Video Inc	\$ 2,999.56		FC	Instructional Supplies
P0169991	Sodexo Inc and Affiliates	\$ 984.71		FC	Catering for Mentors Event
P0169992	Guac N Roll Tacos	\$ 3,700.00		CC	Blanket Order for Catering Services
P0169993	Grubhub	\$ 1,500.00		CC	Blanket Order for Food Delivery
P0169994	PrestoSports Inc	\$ 997.50		CC	Athletic Website Fees
P0169995	Emma Inc	\$ 13,236.24		CC	Renewal of Email Marketing Service
P0169996	Anixter Inc	\$ 1,267.12		CC	Security Safes
P0169997	CI Solutions	\$ 1,313.62		NOCE	Registration Supplies
P0169998	City of Fullerton	\$ 159.00		FC	Fire Safety Inspection
P0169999	Western Graphics Plus	\$ 300.00		CC	Blanket Order for Promotional Supplies
P0170000	Fullerton Paint and Flooring	\$ 2,647.02		FC	Paint Supplies
P0170001	Midwest Library Service	\$ 90,000.00		FC	Blanket Order for Library Books
P0170002	Transtar Industries Inc	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0170003	Snap-on-Industrial	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0170004	FANP LLC	\$ 550.00		FC	Movie Screening Fee
P0170005	Carolina Biological Supply Co	\$ 1,500.00		FC	Blanket Order for Instructional Materials
P0170006	Hillco Fastener Warehouse, Inc	\$ 800.00		CC	Blanket Order for Instructional Supplies
P0170007	Fisher Scientific Co LLC	\$ 866.19		CC	Instructional Supplies
P0170008	Love at First Bite	\$ 5,062.10		CC	Catering for Friendsgiving Event
P0170009	Pulp Art Surfaces, LLC	\$ 2,068.80		FC	Instructional Supplies
P0170010	McMaster Carr Supply Co	\$ 386.16		FC	Theatre Arts Supplies
P0170011	Amazon Business	\$ 140.03		CC	Program Supplies
P0170012	Computerland of Silicon Valley	\$ 3,198.40		FC	Wi-Fi Connection Service
P0170013	Language Services Associates Inc	\$ 3,000.00		NOCE	Blanket Order for Interpretation Services
P0170014	GS Consultants	\$ 1,170.00		FC	Webinar Fees for Counselors
P0170015	Sodexo Inc and Affiliates	\$ 1,028.37		FC	Catering for Fine Arts Division Meeting
P0170016	Full Compass Systems Ltd	\$ 567.95		FC	Piano Bench Seat
P0170017	Sidepath Inc	\$ 3,595.89		CC	Laptops
P0170018	BSN Sports LLC	\$ 2,065.50		FC	Athletic Supplies
P0170019	Sidepath Inc	\$ 557.54		CC	Computer Supplies
P0170020	Jostens	\$ 47.39		FC	College Degrees
P0170021	ProActive Consulting Group LLC	\$ 7,000.00		CC	Blanket Order for Air Quality Management Services
P0170022	4imprint Inc	\$ 1,030.62		CC	Promotional Supplies
P0170023	Grimco Inc	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0170024	Lela Beck	\$ 122.96		CC	Reimbursement for Drinks for Hispanic Heritage
P0170025	McKesson Medical-Surgical Government Solutions LLC	\$ 214.58		FC	First Aid Supplies
P0170049	GONLED	\$ 26,046.59	Capital Outlay	FC	Parking Lot Lights Upgrade Project
P0170050	Toshiba Business Solutions	\$ 500.48		NOCE	Maintenance Agreement for Copier
P0170051	S&B Foods	\$ 14,943.50		NOCE	Student Meals
P0170052	Dragon Phoenix Lion and	\$ 850.00		CC	Dance Performance for Cultural Festival
P0170053	Green Water and Power LLC	\$ 10,000.00	Capital Outlay	FC	Registered Service Agency for Electric Vehicle Charging Ports
P0170055	Swank Motion Pictures Inc	\$ 350.00		FC	Movie Screening Fee
P0170056	Amazon Business	\$ 6,000.00		CC	Blanket Order for Rising Scholar Food Supplies
P0170057	Mariachi Ausente	\$ 1,024.00		CC	Musical Performance for Cultural Festival
P0170058	Ludlow Kingsley	\$ 1,200.00		AC	District Website Hosting
P0170059	Ludlow Kingsley	\$ 2,000.00		AC	District Website Maintenance

Item No. 3.a.10

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170060	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0170061	Fullerton College	\$ 128,137.86		FC	Transfer Refund to Bursar Account
P0170062	Sodexo Inc and Affiliates	\$ 909.88		FC	Catering for Welcome Back Event
P0170063	Jacob Brevard	\$ 300.00		CC	Guest Speaker for Youth Guidance Center Event
P0170064	Finishing Technologies Inc	\$ 98.45		FC	Instructional Supplies
P0170065	Midwest Library Service	\$ 19.94		FC	Library Books
P0170066	Sodexo Inc and Affiliates	\$ 38.13		FC	Catering for Library Event
P0170067	Simplot Partners	\$ 6,632.00		CC	Athletic Supplies
P0170068	Redline Detection LLC	\$ 450.00		FC	Blanket Order for Instructional Supplies
P0170069	Love at First Bite	\$ 2,002.53		CC	Catering for Connect2Cypress High School Event
P0170070	Technopro CS Inc	\$ 648.00		CC	Software Licenses
P0170071	Performance Health Supply Inc	\$ 533.13		CC	Medical Supplies
P0170072	Darlene Negrette	\$ 6,067.20		CC	Blanket Order for Child Care
P0170073	Artwork Archive LLC	\$ 1,740.00		CC	Online Subscription
P0170074	Jimmy Johns	\$ 1,500.00		CC	Blanket Order for Box Lunches
P0170076	T&G Printing and Fulfillment	\$ 99.13		CC	Custom Shirts
P0170077	T&G Printing and Fulfillment	\$ 2,264.37		CC	Promotional Supplies
P0170078	World Education Services Inc	\$ 344.00		NOCE	International Evaluation Reports
P0170079	Markertek Video Supply	\$ 471.95		FC	Media Supplies
P0170080	New Day Films	\$ 649.00		FC	Streaming License
P0170081	LocoLotes	\$ 2,532.13		CC	Catering for Student Event
P0170082	Cal Pro Specialties	\$ 999.03		FC	Promotional Items
P0170083	American Education Research Corp	\$ 9,000.00		NOCE	Postsecondary Evaluation Services
P0170089	Western Graphics Plus	\$ 800.00		CC	Blanket Order for Staff Apparel
P0170090	Evisions LLC	\$ 750.00		AC	Argos Training Registration
P0170091	EKC Enterprises Inc	\$ 15,358.73		FC	Stadium Microphone and Audio Installation
P0170099	Ran Graphics Inc	\$ 90,897.90		NOCE	Spring 2025 Schedule Printing Services
P0170106	NMK Corporation	\$ 23,325.16		AC	Computer Supplies
P0170107	All American Building Services Inc	\$ 879,000.00	Bond	AC	Bid #2425-04, Outdoor Patio Remodel B/A: 9/24/2024
P0170108	Vanessa Diaz	\$ 2,250.00		NOCE	Guest speaker for Hispanic Heritage Month
P0170109	Sodexo Inc and Affiliates	\$ 174.44		AC	Catering for Pluralism, Inclusion, & Equity Series Event
P0170114	Stonefire Grill 8 Inc	\$ 404.05		CC	Lunch for Field Trip Event
P0170115	U S Postal Service	\$ 1,840.00		AC	PO Box Annual Fee
P0170116	Refrigeration Supplies Distributor	\$ 2,000.00		CC	Blanket Order for Refrigeration Supplies
P0170117	Home Depot	\$ 2,000.00		CC	Blanket Order for Hardware Supplies
P0170118	Cameron Welding Supply	\$ 1,000.00		CC	Blanket Order for Welding Supplies
P0170119	Grainger Inc	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0170120	Eric Cyrs	\$ 800.00		FC	Guest Speaker for Preschool Lab
P0170121	Fisher Scientific Co LLC	\$ 336.18		CC	Instructional Supplies
P0170122	L VH Electric Inc	\$ 3,500.00		FC	Rigging Inspection Services
P0170123	Pearson Education Inc	\$ 5,748.95		NOCE	Instructional Materials
P0170124	Orravan Mechanical Inc	\$ 15,000.00		FC	Blanket Order for HVAC Repairs
P0170125	Traci Medeiros-Bagan	\$ 1,500.00		FC	Guest Speaker for Student Events
P0170126	BSN Sports LLC	\$ 1,265.00		FC	Athletic Supplies
P0170127	CDW Government Inc	\$ 2,408.47		CC	Computer Supplies
P0170129	Aracely Barboza	\$ 500.00		FC	Guest Speaker for Student Events
P0170130	Castle Branch Inc	\$ 43.00		CC	Employment Screening fee
P0170131	Amazon Business	\$ 21.54		CC	Instructional Supplies

Item No. 3.a.11

BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170141	Sodexo Inc and Affiliates	\$ 318.41		FC	Catering for Student Services Event
P0170142	Naveen Kanal	\$ 432.00		FC	Reimbursement for Golf Tournament Entry Fees
P0170143	Stater Bros Markets - A CA Corp	\$ 4,763.00		CC	Student Grocery Cards
P0170144	NMK Corporation	\$ 1,410.97		AC	Computer Supplies
P0170145	Juan Silva	\$ 500.00		CC	Guest Speaker for Graduation Event
P0170146	Smart & Final	\$ 500.00		FC	Blanket Order for Laundry Supplies
P0170147	Toshiba Business Solutions	\$ 963.50		FC	Maintenance Agreement for Copier
P0170148	Krueger International Inc	\$ 2,984.80		FC	Office Chairs
P0170149	Azteca Soccer Inc	\$ 8,405.31		FC	Athletic Supplies
P0170150	Uline Inc	\$ 2,897.29		CC	Coffee Shop Supplies
P0170151	NANDI	\$ 1,000.00		FC	Conference Sponsorship
P0170152	California Dental Arts LLC	\$ 75,675.00		CC	Dental Equipment
P0170153	Sterilization Assurance Service	\$ 2,400.00		CC	Blanket Order for Instructional Supplies
P0170154	Benco Dental Supply Co	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0170155	Khristofer Do	\$ 1,117.26		CC	Reimbursement for Coffee Shop Supplies
P0170156	Home Depot	\$ 500.00		NOCE	Blanket Order for Office Supplies
P0170157	Sally Beauty Supply 653	\$ 245.61		CC	Theater Arts Supplies
P0170159	Amazon Business	\$ 5,000.00		FC	Blanket Order for Supplies & Materials
P0170160	Sterilization Assurance Service	\$ 1,000.00		CC	Blanket order for Instructional Supplies
P0170161	Umoja Community Education Foundation	\$ 550.00		FC	Registration for Student Conference
P0170162	GST	\$ 1,566.90		FC	Webcams
P0170163	The Broadmoor Hotel	\$ 5,440.93		CC	Hotel Fees for Field Trip
P0170164	On Point Land Surveying Inc	\$ 3,600.00		FC	Land Surveying Services
P0170165	Krueger International Inc	\$ 9,094.74		FC	Classroom Supplies
P0170166	Amazon Business	\$ 64.04		CC	Scholars Workshops Supplies
P0170167	Pathways of Hope	\$ 331,117.97		CC	Food Pantry Services BA: 7/23/2024
P0170169	Geoffrey Hurst	\$ 955.81		AC	Reimbursement for Refrigerator Replacement
P0170170	Cameron Welding Supply	\$ 1,000.00		CC	Blanket Order for Welding Supplies
P0170171	Dowhatchalik	\$ 1,500.00		CC	Catering for Student Event
P0170173	PayByPhone US Inc	\$ 2,000.00		CC	Blanket order for Mobile Phone Services
P0170174	T&G Printing and Fulfillment	\$ 77.58		CC	Custom Banner
P0170183	Royal Plywood Co LLC	\$ 4,546.34		FC	Lumber Supplies
P0170184	JLM Installations Inc	\$ 19,130.00	Capital Outlay	AC	Labor and Materials for Doors Upgrade
P0170185	Zaretsky Building Solutions	\$ 4,200.00	Capital Outlay	CC	Annual Fume Hood Certification
P0170186	Budget Enterprises Inc	\$ 612.00	Capital Outlay	CC	Installation of Vinyl Window Film
P0170187	Sasco Electric	\$ 2,900.00	Capital Outlay	CC	Installation of Electrical Recording Meters
P0170188	Janet Owen Driggs	\$ 320.67		CC	Reimbursement for Art Gallery Refreshments
P0170190	Astraglass Innovations Inc	\$ 298.22		CC	Instructional Materials
P0170191	Eric Cyrs	\$ 900.00		FC	Guest Speaker for Preschool Lab
P0170192	Crown Trophy	\$ 226.29		CC	Custom Trophy
P0170193	Juan Garcia	\$ 4,339.60		CC	Reimbursement for Student Field Trip Airfare
P0170194	Ping, Inc.	\$ 3,200.00		CC	Blanket Order for Athletic Supplies
P0170195	Amazon Business	\$ 1,666.30		CC	Campus Safety Supplies
P0170196	B & H Photo Video Inc	\$ 3,649.12		CC	Laptop Computer
P0170197	McCune & Harber LLP	\$ 12,000.00		AC	Blanket Order for Legal Services
P0170198	Mikes Custom Flooring Inc	\$ 5,148.52		AC	Window Blinds
P0170199	Johnson Controls Fire Protection LP	\$ 53,959.04	Capital Outlay	CC	Hardware & Software Upgrade
P0170200	Senor Taco	\$ 500.00		CC	Blanket Order for Food

Item No. 3.a.12

**BOARD RECAP
FOR THE PERIOD SEPTEMBER 10 THROUGH OCTOBER 14, 2024
BOARD MEETING NOVEMBER 12, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170201	Trane U S Inc	\$ 47,169.34	Capital Outlay	AC	Installation of Electrical Power Meters for Energy Meter Project
P0170202	WMFY We Mail For You Inc	\$ 4,899.55		AC	Printing and Mailing Services
P0170203	Spectrum Reach LLC	\$ 747.71		FC	Internet Services
P0170204	CDW Government Inc	\$ 1,696.41		FC	Laptop Computer
P0170205	Remind101 Inc	\$ 750.00		CC	Software Subscription
P0170208	Michael Krikorian	\$ 200.00		FC	Guest Speaker for Concert Hour Performance
P0170209	County of Orange	\$ 5,953.00		CC	Building Permit
P0170210	American Rentals Inc	\$ 194.28		CC	Propane for Forklift
P0170211	Sodexo Inc and Affiliates	\$ 15,000.00		FC	Blanket Order for Catering for Grant Services
P0170212	Sodexo Inc and Affiliates	\$ 31,000.00		FC	Blanket Order for Catering for Asian American and Native American Grant
P0170213	Uline Inc	\$ 1,606.02	Capital Outlay	CC	Mobile Storage Cabinet
P0170214	Grammarly	\$ 4,862.00		FC	Online Subscription
P0170215	Quadiant Inc	\$ 2,894.00		AC	Software Renewal
P0170216	Andrew Wallace	\$ 1,000.00		FC	Cartography Speaker for Social Sciences Event
P0170217	Vector Resources Inc	\$ 8,000.00		NOCE	Project Management Training
P0170218	Christina Yokoyama	\$ 39.88		CC	Reimbursement for Student Event Supplies
P0170219	Pocket Nurse Enterprises Inc	\$ 4,185.71		CC	Instructional Materials
P0170220	Andrea Laguna Morales	\$ 1,682.48		CC	Reimbursement for Hotel Rental Fees
P0170221	American Printing & Promotions	\$ 6,000.00		CC	Blanket Order for Promotional Supplies
P0170222	Frank Silva	\$ 1,000.00		CC	Guest Speaker for Rising Scholars Youth Event
P0170234	Amazon Business	\$ 500.00		FC	Blanket Order for Good and Supplies
P0170235	FAO Printing	\$ 9,960.49		FC	Promotional Materials
P0170236	Kristin Sellers	\$ 1,000.00		FC	Cartography Speaker for Geology
P0170237	Tamara Claiborne	\$ 899.72		AC	Art Expression Class Service
		\$ 7,157,847.14			

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 12, 2024
SUBJECT: 2024-2025 Budget Transfers: General Fund

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

BACKGROUND: While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000 and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

This agenda item was submitted by Erika Almaraz, Executive Director, Fiscal Affairs.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6250, Budget Management.

FUNDING SOURCE AND FINANCIAL IMPACT: Budget transfers will be made to the various funds and accounts, as listed.

RECOMMENDATION: Authorization is requested for approval of the 2024-2025 General Fund transfers netting to the amount of \$2,386,741 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by


Approved for Submittal

3.b.1

Item No.

Budget Transfers

11-12-2024

1. 11100: Prior Year Funds - NOCE

Transfer to support other expenses and services for Campus Enrollment Support.

From:	7900 Reserve for Contingencies	(299,759)
To:	5000 Other Operating Expenses & Services	299,759

2. 11100: Prior Year Funds - CC

Transfer to cover Non-Faculty Head Coaches contracts for Athletics.

From:	7900 Reserve for Contingencies	(664,901)
To:	2100 Noninstructional Salaries	596,000
	3900 Benefits	68,901

3. 11100: Prior Year Funds - FC

Transfer to cover Open Educational Resources (OER) and Zero Textbook Cost (ZTC) stipends.

From:	5000 Other Operating Expenses & Services	(85,484)
	6000 Capital Outlay	(65,616)
	7600 Other Student Aid	(10,000)
To:	1400 Noninstructional Salaries	133,031
	3900 Benefits	28,069

11200: Current Year Funds - FC

4.1 Transfer to cover student hourly in the FC Academic Support Center.

From:	2400 Instructional Aides	(13,100)
To:	2300 Noninstructional Salaries	13,100

4.2 Transfer to cover salaries and benefits for Physical Education Coaches, new MOU agreements, and establish hospitality budgets.

From:	2200 Instructional Aides	(73,554)
	7900 Reserve for Contingencies	(15,530)
To:	2100 Noninstructional Salaries	60,161
	3900 Benefits	13,393
	5000 Other Operating Expenses & Services	15,530

5. 17050: Lottery - Restricted - FC

Transfer to cover additional hotspots and student meal program expenditures.

From:	5000 Other Operating Expenses & Services	(526,377)
To:	6000 Capital Outlay	26,377
	7600 Other Student Aid	500,000

6. 17124: CalWorks - FC

Transfer to align budget with approved program plans.

From:	1200 Noninstructional Salaries	(140,176)
To:	1400 Noninstructional Salaries	140,176

7. 17245: Strong Workforce Initiative - Local - CC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(744,613)
To: 2300 Noninstructional Salaries	219,022
3900 Benefits	26,957
4000 Supplies & Materials	49,150
6000 Capital Outlay	449,484

8. 17425: Extended Opportunity Programs and Services (EOPS) - FC

Transfer to align budget with approved program plans.

From: 2100 Noninstructional Salaries	(141,363)
To: 1400 Noninstructional Salaries	141,363

9. 17944: Student Equity and Achievement - FC

Transfer to align budget with approved program plans.

From: 2100 Noninstructional Salaries	(16,900)
3900 Benefits	(5,957)
To: 7900 Reserve for Contingencies	22,857

10. 17945: Student Equity and Achievement - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(47,170)
To: 1400 Noninstructional Salaries	15,000
2300 Noninstructional Salaries	26,807
3900 Benefits	5,363

11. 17992: Student Retention & Enrollment - FC

Transfer to align budget with approved program plans.

From: 7900 Reserve for Contingencies	(19,404)
To: 2100 Noninstructional Salaries	14,302
3900 Benefits	5,102

12. 18008: Hire UP Pilot Program - ACA

Transfer to align budget with approved program plans.

From: 7900 Reserve for Contingencies	(19,404)
To: 2100 Noninstructional Salaries	14,302
3900 Benefits	5,102

13. 18063: Basic Needs Centers and Staffing Support - FC

Transfer to align budget with approved program plans.

From: 7900 Reserve for Contingencies	(24,255)
To: 2100 Noninstructional Salaries	17,878

Budget Transfers

11-12-2024

3900 Benefits 6,377

14. 18204: COVID - 19 Recovery Block Grant - FC

Transfer to align budget with approved program plans.

From: 7900 Reserve for Contingencies (33,957)

To: 2100 Noninstructional Salaries 25,029

3900 Benefits 8,928

15. 18549: California College Promise AB19 - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services (28,028)

To: 2300 Noninstructional Salaries 25,904

3900 Benefits 2,124

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

FROM		TO			
Budget Classification	Amount	Budget Classification	Amount		
1200	\$ 140,176	1400	\$ 429,570		
2200	73,554	2100	569,409		
2400	13,100	2300	284,833		
5000	1,105,558	3900	164,359		
7900	1,054,353	4000	41,626		
		6000	411,944		
		7600	485,000		
TOTAL		\$ 2,386,741		TOTAL	
		\$ 2,386,741			

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on November 12, 2024, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

3.b.5

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Quarterly Financial Status Report Ended
September 30, 2024

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

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

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

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended September 30, 2024. This agenda item was submitted by Erika Almaraz, Executive Director, Fiscal Affairs.

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

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

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

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2024, as required by §58310 of Title 5.

Fred Williams

Recommended by


Approved for Submittal

3.c.1

Item No.

QUARTERLY FINANCIAL STATUS REPORT

(Financial Report for Fiscal Year 2024-2025, Quarter: 1)

District: NORTH ORANGE

District Code: 860

I, the District Chief Business Officer, hereby certify that the information in the Quarterly Financial Status Report (CCFS-311Q) is prepared in accordance with Title 5, Section 58310 and is accurate and complete to the best of my knowledge.

Chief Business Officer:

Electronic Certification Date:

Contact: Erika Almaraz Executive Director, Fiscal Affairs

(714) 808-4751 Ext: ealmaraz@nocccd.edu

The Chancellor's Office no longer requires a report to be submitted electronically (PDF) or by mail, as districts certify through the application. No further action is required by the district.

Fiscal Year: 2024

Quarter Ended: 1

As of June 30 for the fiscal year specified

Line	Description	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	251,243,685	279,318,906	307,906,186	287,418,057
A.2	Other Financing Sources (Object 8900)	3,328,638	1,965,821	2,996,020	6,174,802
A.3	Total Unrestricted Revenue (A.1 + A.2)	254,572,323	281,284,727	310,902,206	293,592,859
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	234,309,257	256,564,656	287,233,747	314,249,654
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,596,538	15,308,341	24,093,017	23,373,349
B.3	Total Unrestricted Expenditures (B.1 + B.2)	238,905,795	271,872,997	311,326,764	337,623,003
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	15,666,528	9,411,730	(424,558)	(44,030,144)
D.	Fund Balance, Beginning	106,769,787	122,436,315	131,848,045	131,423,487
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	106,769,787	122,436,315	131,848,045	131,423,487
E.	Fund Balance, Ending (C. + D.2)	122,436,315	131,848,045	131,423,487	87,393,343
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	51.2%	48.5%	42.2%	25.9%

As of the specified quarter ended for each fiscal year

Line	Description	2021-2022	2022-2023	2023-2024	2024-2025
Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	97,561,482	174,794,347	185,363,549	155,270,849
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	97,561,482	174,794,347	185,363,549	155,270,849

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	287,418,057	287,418,057	73,687,397	25.6%
I.2	Other Financing Sources (Object 8900)	6,174,802	6,174,802	1,633,425	26.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	293,592,859	293,592,859	75,320,822	25.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	308,596,184	314,249,654	62,539,245	19.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	23,347,019	23,373,349	4,171,581	17.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	331,943,203	337,623,003	66,710,826	19.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	(38,350,344)	(44,030,144)	8,609,996	
L.	Fund Balance, Beginning	131,423,487	131,423,487	131,423,487	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (L + L.1)	131,423,487	131,423,487	131,423,487	
M.	Fund Balance, Ending (K. + L.2)	93,073,143	87,393,343	140,033,483	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	28.0%	25.9%		

Has the district settled any employee contracts during this quarter?

YES

Contract Period Settled (Specify)		Management		Academic Permanent		Academic Temporary		Classified	
YYYY-YYYY		Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase
A. Salaries									
Year One:	2024-2025	374,424	1.50	0	0.00	0	0.00	0	0.00
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00
B. Benefits									
Year One:		0	0.00	0	0.00	0	0.00	0	0.00
Year Two:		0	0.00	0	0.00	0	0.00	0	0.00
Year Three:		0	0.00	0	0.00	0	0.00	0	0.00

Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code)

District settled negotiations with the Management and Confidential groups during the first quarter. The Management and Confidential employees will receive on-schedule salary increase of 1.5% for FY 2024-25. The expected ongoing cost increases will be funded from ongoing general funds.

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

NO

If yes, list events and their financial ramifications.

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

This Year?

NO

If yes, what are the problems and what actions will be taken?

Next Year?

NO

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of September 30, 2024

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

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

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended September 30, 2024, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of September 30, 2024, the District had **\$452,943,905.70** on deposit. The total of the Orange County Treasurer's Combined Investment Pool, at net book value, was **\$13,786,357,297** and the market value was **\$13,848,769,435**. This represents an unrealized gain for accounting purposes of approximately 0.45%, which equates to **\$2,050,519.72** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended September 30, 2024, was **4.35%**. Net interest earned for the quarter totaled **\$5,300,588.52**.
2. **Cypress College and Fullerton College Investments.** As of September 30, 2024, the colleges' investments total **\$2,975,214.56**. Of this amount, **\$1,714,918.22** was invested in certificates of deposit, **\$1,000,000** was invested in Treasury Bills and **\$260,296.34** was invested in a money market account. The interest rates vary from **0.15%** to **4.5%**.

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

Irrevocable Retiree Benefits Trust Report

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

For the quarter ended September 30, 2024, the portfolio value changed from **\$142,544,435.90** to **\$151,544,888.03**, a change in value of **\$9,000,452.13**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **6.33%** quarter-to-date and **6.77%** inception-to-date.

This agenda item was submitted by Erika Almaraz, Executive Director, Fiscal Affairs.

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

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

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

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended September 30, 2024.

Fred Williams

Recommended by

B. V. Dift BudM

Approved for Submittal

3.d.2

Item No.

Cash in County Treasury

As of September 30, 2024

General Fund	155,270,849.41
Child Development Fund	237,861.98
FC Bursar Fund	2,509,981.61
CC Bursar Fund	1,193,480.06
Capital Outlay Fund	69,103,920.07
Self Insurance Fund	22,723,709.07
Retiree Benefit Fund	7,548.21
Student Financial Aid Fund	8,819,540.57
Bond Fund	193,077,014.72
Total	\$ 452,943,905.70

**CYPRESS COLLEGE INVESTMENTS
MONTH ENDING SEPTEMBER 30, 2024**

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>
<i>Bursar's Office (6 mos - 2 years)</i>	CD # OBP-774145	Union Banc	9/27/2024	\$ 700,000.00	0.145%-1.10%
<i>Bursar's Office (one month)</i>	T-bills	Union Banc	1/4/2025	\$ 1,000,000.00	4.50%
<i>(3 years)</i>	CD # 911593-41	Schools 1st FCU	1/22/2026	\$ 125,126.43	4.020%
<i>Bursar Office (On Going)</i>	MM 070-745146	BMO	On Going	\$ 260,296.34	2.500%
<i>(3 years)</i>	CD # 920880751-293841	NuVision FCU	1/22/2026	\$ 304,463.36	2.430%
<i>Total Bursar Investments</i>				<u>\$ 2,389,886.13</u>	
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2025	\$ 184,213.57	2.57%
<i>Total Associated Students</i>				<u>\$ 184,213.57</u>	
<i>Total Investments</i>				<u><u>\$ 2,574,099.70</u></u>	

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

**Fullerton College
Investment Report
For Period Ended 9/30/24**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	2.960	8/13/2029	165,867.44
Assoc. Students	CD	Schools First Federal Credit Union	2.570	8/2/2027	118,205.09
Bursar	CD	Schools First Federal Credit Union	1.590	9/14/2025	117,042.33
					<u>\$ 401,114.86</u>

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

ORANGE COUNTY TREASURER-TAX COLLECTOR
SUMMARY OF INVESTMENT DATA - ORANGE COUNTY TREASURER'S POOL
INVESTMENT TRENDS

	SEPTEMBER 2024	AUGUST 2024	INCREASE (DECREASE)	NET CHANGE %	SEPTEMBER 2023	INCREASE (DECREASE)	NET CHANGE %
End Of Month Market Value ¹	\$ 13,848,769,435	\$ 13,957,594,950	\$ (108,825,515)	-0.78%	\$ 13,421,097,401	427,672,034	3.19%
End Of Month Book Value	\$ 13,786,357,297	\$ 13,936,626,010	\$ (150,268,713)	-1.08%	\$ 13,575,609,344	210,747,953	1.55%
Monthly Average Balance	\$ 13,722,806,072	\$ 14,002,723,645	\$ (279,917,573)	-2.00%	\$ 13,453,914,041	268,892,031	2.00%
Year-To-Date Average Balance	\$ 14,126,584,499	\$ 14,328,473,713	\$ (201,889,214)	-1.41%	\$ 13,832,165,802	294,418,697	2.13%
Monthly Accrued Earnings ²	\$ 50,850,472	\$ 52,588,544	\$ (1,738,072)	-3.31%	\$ 45,492,058	5,358,414	11.78%
Monthly Net Yield ²	4.410%	4.332%	0.078%	1.80%	4.024%	0.386%	9.59%
Year-To-Date Net Yield ²	4.350%	4.323%	0.027%	0.62%	3.870%	0.480%	12.40%
Annual Estimated Gross Yield ³	3.500%	3.500%	0.000%	0.00%	4.280%	-0.780%	-18.22%
Weighted Average Maturity (WAM) ⁴	363	384	(21)	-5.47%	269	94	34.94%

¹ Market values provided by Northern Trust and exclude accrued interest.

² The Monthly Accrued Earnings, Monthly Net Yield and Year-To-Date Net Yield are higher than prior year due to the FOMC target rate range of 4.75%-5.00%, and reinvestment yields that are higher than the current portfolio yield and the maturing securities, respectively.

³ The forecast for the OCTP gross yield for fiscal year 2024-2025 of 3.50% is lower than the prior year actual primarily due to the financial markets pricing in several FOMC rate cuts. The Annual Estimated Gross Yield for September 2023 is reported at the actual annual gross yields for FY 23-24.

⁴ The WAM is higher than the prior year due to longer term purchases. The FOMC lowered interest rates by 50 bp at the September 18, 2024 meeting and further cuts are expected this year.

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 9/30/24

	Quarter ended <u>9/30/24</u>
Portfolio Value as of 6/30/24	\$ 142,544,435.90
Contributions	
Withdrawals	
Income Received	\$ 1,053,375.99
Change in Market Value	\$ 8,039,649.12
Portfolio Fees	<u>\$ (92,572.98)</u>
Portfolio Value on 9/30/24	<u><u>\$ 151,544,888.04</u></u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 12, 2024 Resolution
Information
Enclosure(s)
SUBJECT: Enter into a Facilities Use Agreement with
Boys and Girls Clubs of Central Orange
Coast at Cypress College

BACKGROUND: In accordance with California Education Code section 82537, the district may enter into agreements allowing governmental units and community organizations to utilize district facilities provided such use does not interfere with the district's use and occupancy of the premises. The Boys and Girls Clubs of Central Orange Coast ("B&GC") desires to use a portion of District property at Cypress College, specifically Room 417 in the Complex Building which is approximately 579 square feet.

Consistent with the California Civic Center Act (Education Code section 82537 et seq.) and Section 59601 et seq. of Title 5 of the California Code of Regulations, the College is requesting approval to proceed with a three-year period starting October 23, 2024. The use fee is \$1,235 per month, furniture is supplied by the College (included in the monthly use fee), and any equipment will be provided by the B&GC. The use fee of \$1,235 per month is in line with the market rate of \$26 per square foot for Orange County.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, and Dr. Scott Thayer, President, Cypress College.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: None.

RECOMMENDATION: Authorization is requested to enter into a Facilities Use agreement with Boys' and Girls' Club at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	X
DATE:	November 12, 2024	Information	
		Enclosure(s)	
SUBJECT:	Ratification of Change Order #1 Resolution No. 24/25-04 with Marina Landscape, Inc. for Bid 2324-04, Cypress College Fine Arts Renovation Project		

BACKGROUND: On January 23, 2024 the Board adopted Resolution No. 23/24-15 to approve 28 bid packages totaling \$57,209,914, to the 22 trade contractors who were deemed to be the lowest responsive and responsible bidders for the Cypress College Fine Arts Building Renovation.

Per Public Contract Code §20659 and Board Policy 6340, the College seeks approval for Change Order #1 for Marina Landscape, Inc. Normally, change orders should not exceed 10% of the original contract amount authorized by the Board; however, certain conditions require additional changes that may exceed this limit. Change Order #1 increases the contract amount by \$18,073, raising the new total to \$143,844. With this change order, the cumulative increase is 14.38% of the original contract, surpassing the 10% limit.

Change Order #1	\$18,073
10% Change Order Limit	(\$12,576)
Amount Over Change Order Limit	\$5,497

The Construction Manager, College, and District have reviewed this change order. Bidding on additional work in this change order was avoided due to higher anticipated costs, extended timelines, and potential delays affecting other contractors. These changes include the added scope of work associated with the Theater Arts Path of Travel walkway, as required by the Division of the State Architect following the completion of the bid cycle. For details on each item, please refer to the enclosed breakdown.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, Cypress College and Mireille Hernandez, Assistant District Director, Purchasing.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: This project will be funded by Measure J.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 24/25-04 to approve Change Order #1 with Marina Landscape, Inc. for Bid 2324-04 for the public works project, to increase the contract amount by \$18,073, for a new total of \$143,833 for the Cypress College Fine Arts Renovation Project. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute trade contractor change order on behalf of the District.

Fred Williams

Recommended by

B. V. dist BndM

Approved for Submittal

3.f.2

Item No.

**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
APPROVAL OF CHANGE ORDER 1 AS AN AMENDMENT TO THE EXISTING
CONTRACT WITH MARINA LANDSCAPE, INC., FOR BID 2324-04, CYPRESS
COLLEGE FINE ARTS RENOVATION PROJECT**



RESOLUTION NO. 24/25-04

WHEREAS, the Governing Board of the North Orange County Community College District (District) previously awarded a contract for Bid Package 32A – Landscaping work for the Cypress College Fine Arts Renovation Project (Project) to Bayview Environmental Services, Inc. (Prime Contractor);

WHEREAS, subsequent to the award of the contract to Prime Contractor, it was determined that additional work, related to the scope of the Project, was necessary on the Project as set forth on the Change Order;

WHEREAS, the Prime Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change order;

WHEREAS, the total cost for the Change Order exceeds the limitations set forth in Public Contracts Code §20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the current Prime Contractor as well as the other Prime Contractors on the Project;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project and impact use of the facilities;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform the same work that could be more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding to not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the North Orange County Community College District does hereby find, resolve, determine, and order as follows:

3.f.3

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the award of the additional work stated in the Change Orders without competitively bidding such work and approves the District's payment to the Prime Contractor in accordance with the terms and conditions set forth in the Change Order and the original contract.

Section 4. That the Governing Board delegates to its Vice Chancellor, Finance & Facilities, or District Director, Purchasing, authority to execute all agreements and complete all necessary documents for the additional work set forth in the Change Order.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 12th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Evangelina Rosales, President of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
North Orange County Community College District

3.f.4

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 12th day of November 2024, by the above-described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 12th day of November 2024.

Clerk of Governing Board
North Orange County Community College District

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	X
DATE:	November 12, 2024	Information	
		Enclosure(s)	
SUBJECT:	Ratification of Change Order #3 Resolution No. 24/25-05 with Bayview Environmental Services, Inc. for Bid 2324-04, Cypress College Fine Arts Renovation Project		

BACKGROUND: On January 23, 2024 the Board adopted Resolution No. 23/24-15 to approve 28 bid packages totaling \$57,209,914, to the 22 trade contractors who were deemed to be the lowest responsive and responsible bidders for the Cypress College Fine Arts Building Renovation.

Per Public Contract Code §20659 and Board Policy 6340, the College seeks approval for Change Order #3 for Bayview Environmental Services, Inc. Normally, change orders should not exceed 10% of the original contract amount authorized by the Board; however, certain conditions require additional changes that may exceed this limit. Change Order #3 increases the contract amount by \$149,942, raising the new total to \$2,277,195. With this change order, the cumulative increase is 15.98% of the original contract, surpassing the 10% limit.

Change Order #1 (BOT Mtg. 07/23/24)	\$165,345
Change Order #2 (BOT Mtg. 09/10/24)	(\$1,492)
Change Order #3	\$149,942
	Subtotal
	\$313,795
10% Change Order Limit	(\$196,340)
Amount Over Change Order Limit	\$117,455

The Construction Manager, College, and District have reviewed this change order. Bidding on additional work in this change order was avoided due to higher anticipated costs, extended timelines, and potential delays affecting other contractors. The majority of the added scope addresses unforeseen demolition and hazardous abatement. For details on each item, please refer to the enclosed breakdown.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, Cypress College and Mireille Hernandez, Assistant District Director, Purchasing.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: This project will be funded by Measure J.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 24/25-05 to approve Change Order #3 with Bayview Environmental Services, Inc. for Bid 2324-04, for the public works project, to increase the contract amount by \$149,942, for a new total of \$2,277,195 for the Cypress College Fine Arts Renovation Project. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute trade contractor change order on behalf of the District.

Fred Williams

Recommended by

B. V. Dist Bredl

Approved for Submittal

3.g.2

Item No.

**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
APPROVAL OF CHANGE ORDER 3 AS AN AMENDMENT TO THE EXISTING
CONTRACT WITH BAYVIEW ENVIRONMENTAL SERVICES, INC., FOR BID
2324-04, CYPRESS COLLEGE FINE ARTS RENOVATION PROJECT**



RESOLUTION NO. 24/25-05

WHEREAS, the Governing Board of the North Orange County Community College District (District) previously awarded a contract for Bid Package 02A – Demolition and Abatement work for the Cypress College Fine Arts Renovation Project (Project) to Bayview Environmental Services, Inc. (Prime Contractor);

WHEREAS, subsequent to the award of the contract to Prime Contractor, it was determined that additional work, related to the scope of the Project, was necessary on the Project as set forth on the Change Order;

WHEREAS, the Prime Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Change order;

WHEREAS, the total cost for the Change Order exceeds the limitations set forth in Public Contracts Code §20659;

WHEREAS, it would be more costly and time-consuming to bid this additional work since it is integral to the Project and the work being performed by the current Prime Contractor as well as the other Prime Contractors on the Project;

WHEREAS, competitive bidding the additional work covered by the Change Order would result in the delay of the completion of the Project and impact use of the facilities;

WHEREAS, it would work an incongruity and not produce any advantage to the District to competitively bid the Change Order since such competitive bid work could result in multiple contractors being required to perform the same work that could be more efficiently and effectively performed by one contractor; and

WHEREAS, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging v. Long Beach (1930) 210 Cal. 348 holds that statutes requiring competitive bidding to not apply when competitive bidding would work an incongruity or not produce any advantage.

NOW, THEREFORE, the Governing Board of the North Orange County Community College District does hereby find, resolve, determine, and order as follows:

3.g.3

Section 1. That all of the recitals set forth above are true and correct, and the Board so finds and determines.

Section 2. That it would work an incongruity and not produce any advantage to the District to competitively bid the completion of the additional work set forth in the Change Order.

Section 3. That the District approves the award of the additional work stated in the Change Orders without competitively bidding such work and approves the District's payment to the Prime Contractor in accordance with the terms and conditions set forth in the Change Order and the original contract.

Section 4. That the Governing Board delegates to its Vice Chancellor, Finance & Facilities, or District Director, Purchasing, authority to execute all agreements and complete all necessary documents for the additional work set forth in the Change Order.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 12th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Evangelina Rosales, President of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
North Orange County Community College District

3.g.4

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 12th day of November 2024, by the above-described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 12th day of November 2024.

Clerk of Governing Board
North Orange County Community College District

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Ratification of Change Order(s) for Multi-Prime Contracts for Bid #2324-04, Cypress College Fine Arts Renovation Project

Action	X
Resolution	
Information	
Enclosure(s)	X

BACKGROUND: On January 23, 2024 the Board adopted Resolution No. 23/24-15 to approve 28 bid packages totaling \$57,209,914, to the 22 trade contractors who were deemed to be the lowest responsive and responsible bidders for the Cypress College Fine Arts Building Renovation. In accordance with Public Contract Code §20659 and Board Policy 6340, the College is seeking ratification of the following change order(s) as further defined in the enclosure:

Change Order #	Trade Contractor	Total
Change Order 1	Interpipe, Inc.	\$4,335.00
Change Order 2	PPC Air Conditioning, Inc.	\$49,860.00
Change Order 2	AJ Kirkwood	(\$92,729)
TOTAL		(\$38,534)

The Construction Manager, College, and District have reviewed these change orders. The increase due to these change orders will not require additional funds beyond the project budget approved by the Board on January 23, 2024. These changes include the added scope of work associated with the Theater Arts Path of Travel walkway, as required by the Division of the State Architect following the completion of the bid cycle as well as unforeseen conditions discovered during demolition.

Since the start of the project, \$337,776 of change orders have been approved by the Board. With the change orders included on 3.g.1 and 3.h.1, along with the change orders listed above, change orders will increase by \$129,481 to \$467,257 or .82% above the original contract. This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, Cypress College and Mireille Hernandez, Assistant District Director, Purchasing.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board

Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The total change orders will be funded by Measure J and State funding.

RECOMMENDATION: It is recommended that the Board ratify the current change orders for the public works project listed per the Change Order Request, with a total of (\$38,534) for the Fine Arts Renovation at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute each trade contractor change order on behalf of the District.

Fred Williams

Recommended by

B. V. Dist Brad

Approved for Submittal

3.h.2

Item No.

CYPRESS COLLEGE, FINE ARTS RENOVATION PROJECT
MULTI-PRIME CONTRACTOR CHANGE ORDERS

BOARD DATE: November 12, 2024

	NO.	PREVIOUS	CURRENT	CUMULATIVE	DESCRIPTION OF CHANGE ORDER	BOARD	TIME	CO REQ.	CONTRACT AMOUNT		
						APPROVAL	IMPACT	REASON	ORIGINAL	TOTAL REVISED	TOTAL % OF CHANGE
BP #02A BAYVIEW ENVIRONMENTAL SERVICES, INC									\$1,963,400.00		
Change Order #03	3.1	\$0.00	(\$5,887.00)	(\$5,887.00)	CFI-025R1 - Back charge - Damaged (E) Chilled Water Lines. Back charge associated with labor, material and equipment for Interpipe to repair existing CHWS / CHWR piping system that were damaged by Bayview during demolition activities	11/12/24	0	O			
	3.2	\$0.00	\$27,665.00	\$27,665.00	CFI-038R1 - RFI 147 Elevator F1 Misc. Demo. Includes authorization for Bayview to demolish elevator F1 guide rails, support steel, elevator spring, underground hydraulic oil piping and other equipment required for a new elevator system installation as indicated in RFI-147.	11/12/24	0	U			
	3.3	\$0.00	\$2,903.00	\$2,903.00	CFI-041R1-CCD 012B - (E) Building Signage Demo. Includes authorization to remove existing building signage as identified in CCD-012B.	11/12/24	0	DC			
	3.4										
	3.5	\$0.00	\$3,361.00	\$3,361.00	CFI-049R1 - RFI 142 - Slab Demolition at Stair #1. Includes authorization to remove and dispose of the SOG at Stair #1 for installation of new fire sprinkler riser as identified by RFI 142.	11/12/24	0	DC			
	3.6	\$0.00	\$11,763.00	\$11,763.00	CFI-050R1 - RFI 151 - 3rd Floor Elevated Wall Demo. Includes authorization to set up asbestos containment at level 3 and demolition of drywall as noted in RFI 151	11/12/24	0	U			
	3.7	\$0.00	\$4,682.00	\$4,682.00	CFI-051R1 - Thrust Block Demo. Includes authorization to proceed with excavation and demolition of an existing thrust block that conflicted with a future piles.	11/12/24	0	U			
	3.8	\$0.00	\$86,421.00	\$86,421.00	CFI-053R1 - RFI 187 - Additional Electrical Duct Bank Demo. Includes authorization to proceed with excavation, demolition and disposal of unforeseen existing electrical duct bank identified in RFI 187.01.	11/12/24	0	U			
	3.9	\$0.00	\$17,497.00	\$17,497.00	CFI-054R1 - Level 2 South and East Bridge Topping Slab. Includes authorization to proceed with demolition of level 2 south and east bridge topping slabs.	11/12/24	0	U			
	3.10	\$0.00	\$1,537.00	\$1,537.00	CFI-064R1 - RFI 208 Roof Hatch Demolition. Includes authorization to demolish the roof hatch that was not originally shown in the contract documents.	11/12/24	0	U			
TOTALS		\$163,853.00	\$149,942.00	\$313,795.00						\$2,277,195.00	7.64%
											15.98%

Item No. 3.h.3

*Change Order Requested By and/or Reasons: C- Code Compliance; CR-Campus Request; D - District Request; DC - Document Coordination; O - Other Reasons; U - Unforeseen Condition; V - Value Engineering

**CYPRESS COLLEGE, FINE ARTS RENOVATION PROJECT
MULTI-PRIME CONTRACTOR CHANGE ORDERS**

BOARD DATE: November 12, 2024

	NO.	PREVIOUS	CURRENT	CUMULATIVE	DESCRIPTION OF CHANGE ORDER	BOARD	TIME	CO REQ.	CONTRACT AMOUNT		
						APPROVAL	IMPACT	REASON	ORIGINAL	TOTAL REVISED	TOTAL % OF CHANGE

BP#23A PPC AIR CONDITIONING, INC.										\$5,296,614.00	
Change Order #02	2.1	\$0.00	\$18,675.00	\$18,675.00	CFI-002R1 - CCD-001B Site Lighting at Lot 8 & 9. Includes authorization for work related to CCS-001B Site Lighting at Parking Lot 8 & 9.	11/12/24	0	U		\$5,408,123.00	0.94%
	2.2	\$0.00	\$31,185.00	\$31,185.00	CFI-004R1 - RFI 15.01 BMS Control for TES Tank at TA Bldg. Includes authorization to complete work related to changes associated with RFI 015.01.	11/12/24	0	U			
TOTALS		\$61,649.00	\$49,860.00	\$111,509.00							2.11%

BP #26A AJ KIRKWOOD										\$13,492,000.00	
Change Order #02	2.1	\$0.00	\$1,502.00	\$1,502.00	CFI -007 DSA Approved CD's (ADD 02-10 and Rev 01). Includes authorization for contractor to proceed with work associated with changes to Addenda 2-10 and Revision 1 resulting from DSA approval.	11/12/24	0	C		\$13,333,792.00	-0.69%
	2.2	\$0.00	\$10,000.00	\$10,000.00	CFI 009R1 TA Repair 3in Comm Conduit . Includes authorization to repair existing 3" communication conduit no originally shown on the plans.	11/12/24	0	U			
	2.3	\$0.00	(\$109,468.00)	(\$109,468.00)	CFI 022 CCD-004B AV-Dante Revisions. Includes authorization to incorporate value engineering revisions to the Audiovisual - Dante system associated with CCD-004B.	11/12/24	0	O			
	2.4	\$0.00	\$3,685.00	\$3,685.00	CFI-044 - Repair work for site lighting (Back charge to Bayview). Includes authorization to repair conduit damaged by Bayview.	11/12/24	0	O			
	2.5	\$0.00	\$1,552.00	\$1,552.00	CFI-062 - Conduit Repair on NW side of FA (Back charge to Interpipe). Includes authorization to repair conduit damaged by Interpipe.	11/12/24	0	O			
TOTALS		\$27,250.00	(\$92,729.00)	(\$65,479.00)							-0.49%

BP #32A MARINA LANDSCAPE, INC.										\$125,760.00	
Change Order #01	1.1	\$0.00	\$18,073.00	\$18,073.00	CFI-007R2 DSA Approved CD's (ADD 02-10 and Rev 0). Includes authorization for contractor to proceed with work associated with changes to Addenda 2-10 and Revision 1 resulting from DSA approval.	11/12/24	0	C		\$143,833.00	14.37%
TOTALS		\$0.00	\$18,073.00	\$18,073.00							

Item No. 3.h.4

*Change Order Requested By and/or Reasons: C- Code Compliance; CR-Campus Request; D - District Request; DC - Document Coordination; O - Other Reasons; U - Unforeseen Condition; V - Value Engineering

**CYPRESS COLLEGE, FINE ARTS RENOVATION PROJECT
MULTI-PRIME CONTRACTOR CHANGE ORDERS**

BOARD DATE: November 12, 2024

	NO.	PREVIOUS	CURRENT	CUMULATIVE	DESCRIPTION OF CHANGE ORDER	BOARD APPROVAL	TIME IMPACT	CO REQ. REASON	CONTRACT AMOUNT		
									ORIGINAL	TOTAL REVISED	TOTAL % OF CHANGE
BP #33A INTERPIPE, INC									\$1,348,000.00		
Change Order #01	1.1	\$0.00	\$5,887.00	\$5,887.00	CFI-025 - Damaged (E) Chilled Water Lines (Back charge to Bayview). Includes authorization to repair existing CHWS / CHWR piping system damaged by Bayview during demolition activities.	11/12/24	0	O		\$1,352,335.00	0.32%
	1.2	\$0.00	(\$1,552.00)	(\$1,552.00)	CFI-062 - Conduit Repair on NW side of FA (Back charge to Interpipe). Includes authorization for AJK to repair conduit damaged by Interpipe	11/12/24	0	O			
TOTALS		\$0.00	\$4,335.00	\$4,335.00							
ALL PRIME GRAND TOTAL									\$57,209,914.00	\$57,677,171.00	0.82%

OVERALL CONTRACT SCHEDULE SUMMARY	
Notice to Proceed Date	4/1/24
Original Contract Duration (Calendar Days)	819
Original Contract Completion (Date)	6/29/26
Previous Extension Days Approved	0
Proposed CO Days Requested	0

Item No. 3.h.5

*Change Order Requested By and/or Reasons: C- Code Compliance; CR-Campus Request; D - District Request; DC - Document Coordination; O - Other Reasons; U - Unforeseen Condition; V - Value Engineering

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 12, 2024	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Enter into Amendment No.2 with Twining Consulting (Twining) for Materials & Special Testing Services (LOR) for the Maintenance & Operations and Chapman Newell Instructional Building Projects	Enclosure(s)	<u> </u>

BACKGROUND: On July 25, 2023, the Board approved a proposal from Twining for Materials & Special Testing Services (LOR) for the Fullerton College Maintenance & Operations and Chapman Newell Instructional Building Projects. The original contract amount was \$273,698, covering all project-related expenses from September 1, 2023, until project completion, with services billed at fixed hourly rates on a Time and Materials basis.

On August 27, 2024, the Board authorized the District to amend the agreement with Twining Consulting by \$105,817 for a total contract amount not to exceed \$379,515 due to unforeseen factors such as materials requiring shop inspections not listed on DSA form 103, plan deficiencies necessitating a Construction change document (CCD-A), and the need for additional inspections and corrections.

After numerous discussions with the DSA Field Engineer, DSA omitted continuous inspection for the Top Cast materials; however, it still requires continuous inspection for the Glass Fiber Reinforced Concrete (GFRC) and added some additional inspection for the field installation of the GFRC panels, which was not previously addressed or known. This is the main contributing factor for this new request to amend the agreement with Twining Consulting by \$63,134 for a total contract amount not to exceed \$442,649, in addition to some scope increase that requires additional testing & inspection and the need to maintain small contingencies until project completion.

This agenda item was submitted by Henry Hua, Vice President, Administrative Services, Fullerton College and Oscar Saghieh, Project Manager, Campus Capital Projects, Fullerton College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: These services will be charged to the Measure J Bond fund.

RECOMMENDATION: It is recommended that the Board authorize the District to amend the agreement with Twining Consulting, and increase the contract amount by \$63,134 from \$379,515 to \$442,649, to provide Materials & Special Testing Services (LOR) for the Maintenance & Operations and Chapman Newell Instructional Building Projects. This amount includes all project-related expenses. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Bredm

Approved for Submittal

3.i.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 12, 2024 Resolution
SUBJECT: Enter Into Architectural and Engineering Information
Services Agreement with Westberg + Enclosure(s)
White Inc for the Fullerton College Food
Laboratory Renovation Project in Building
1000.

BACKGROUND: The Fullerton College Food Laboratory needs renovation to meet industry standards, accessibility requirements, and California safety. The food laboratory is located at Building 1000, room 1017. Westberg + White Inc. (WWA) has completed the programming, conceptual design and phasing plan for the food lab renovation. The college wishes to continue with WWA for the architectural and engineering design of the lab renovation and minor updates to the existing ADA restroom and the addition of a new ADA-accessible ramp at the front entrance. These areas are all located at Building 1000.

The proposal from WWA for these services is \$128,800 plus \$1,000 reimbursable expenses, covering standard architectural and engineering services.

This agenda item was submitted by Larry Lara, Director, Physical Plants/Facilities, Fullerton College and Mireille Hernandez, Assistant District Director, Purchasing.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This agreement is funded by Strong Workforce and Perkins Fund.

RECOMMENDATION: Authorization is requested to enter into an agreement with Westberg + White, Inc to provide Architectural and Engineering Services in the amount not to exceed \$129,800 inclusive of reimbursables, for the Fullerton College Food Laboratory Renovation Project. Authorization is further requested for the Vice-Chancellor, Finance & Facilities or the District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.j

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 12, 2024	Resolution	<u> </u>
SUBJECT:	Change Order #01 – Plumbing, Piping & Construction, Inc. (PPC), Fullerton College Wilshire Chiller Relocation Project	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: The Fullerton College Wilshire Chiller Relocation Project (WCR) seeks to create space for the Performing Arts Complex (PAC) by relocating the existing chiller yard. This project encompasses the construction of a new 1,480 square foot building to accommodate transformers, cooling towers, and mechanical pumps. The existing chiller yard and Arts Yard will be demolished, with the new chiller enclosure positioned east of the Wilshire Auditorium.

Originally integrated into the Performing Arts Complex, this project was separated to prevent construction delays and uphold the overall schedule of the larger project. The project is divided into two increments. Increment #1 focuses on relocating the chiller yard, while Increment #2 involves constructing the new Arts Yard.

At the outset of this project, David Evans and Associates, Inc. (DEA) was engaged to scan the project site and evaluate the existing underground conditions at depths of 0-12 inches. This assessment, combined with a previous evaluation conducted by PSOMAS in 2017, provided the foundation for designing the building's footprint in relation to the known existing conditions.

During the initial site surveying, excavation, and demolition phases, several unforeseen conditions were discovered, raising significant concerns regarding cost and schedule impacts. The unforeseen conditions encountered include the following:

1. Telecommunications & Fire Alarm Utilities
2. Electrical Utilities
3. Demolition & Hardscape

All utilities encountered must be relocated as they are situated within the footprint of the new Wilshire Chiller building.

1. Telecommunications & Fire Alarm Utilities

On June 10, 2024, an unplanned telecommunications vault was found three feet underground, leading to notifications and a recommendation to relocate it to avoid redesign issues. Further discoveries included concrete-encased telecommunications lines and a conflicting vault. Collaborations with VectorUSA led to solutions beneficial for both the current project and the new Performing Arts Complex. The revised drawings were sent to the Design Team for integration.

3.k.1

Item No.

2. Electrical Utilities

On June 14, 2024, unexpected underground utilities were discovered, prompting exploratory work and a Construction Field Instruction on June 26. A site walk on July 10 involved discussions about relocating these utilities. The relocation plan was incorporated into the electrical subcontractor's recommendations and reviewed by the Design Team and Fullerton College Facilities for approval.

3. Demolition & Hardscape

Due to the relocation strategies implemented by both the telecommunications and electrical utilities, additional demolition and hardscape must be implemented for the overall new design. This involves close coordination with the design team at Pfeiffer, Fullerton College Facilities, the contractor, and the project management team.

DEA was subsequently contracted to conduct a secondary site survey, extending to a depth of 0-60 inches. This deeper survey revealed additional utilities and played a crucial role in informing the relocation strategy developed by the design team.

On September 4, 2024, PPC and MAAS received the final Bulletin #2 drawings from the Design Team, which comprehensively addressed all relocation activities. These drawings were immediately forwarded to PPC for their analysis of cost and schedule implications. After several coordination sessions between the contractor and the design team to clarify and organize the utilities, the overall relocation strategy proposed by the contractor was officially approved via a Request for Information (RFI) on September 24, 2024. PPC submitted an initial Change Order Request (COR) for the relocation of all conflicting utilities on October 1, 2024. This COR was then sent to O'Connor Construction Management, Inc. (OCMI), our third-party cost estimator, and their final analysis was received on October 14, 2024. Following a thorough review by Fullerton College, the Construction Management Team, and OCMI, a series of cost negotiation exercises with the contractor and subcontractors were carried out and finalized on October 31, 2024.

Below is a summary of the associated costs:

Unforeseen Utilities	Cost
Telecommunications Utilities	\$531,888
Electrical Utilities	\$268,167
Demolition & Hardscape	\$124,043
Overhead & Profit	\$31,569
Completed Demolition Work	\$113,683
Total	\$1,069,350

Based on the current known information, this relocation work is anticipated to be completed within approximately 150 calendar days. Any compensable delays are not accounted for in this estimate and will be addressed once work begins and the full impact on the schedule is assessed.

This agenda item was submitted by Henry Hua, Fullerton College Vice President Administrative Services and Oscar Saghieh, Fullerton College Project Manager, Campus Capital Projects.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehousing; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The services performed in this agreement in the amount of \$1,069,350 are funded by Measure J Funds.

RECOMMENDATION:

It is recommended that the Board approve Change Order #1 with Plumbing, Piping & Construction, Inc. (PPC) to increase the contract amount by \$1,069,350 for a new total of \$11,638,024 (including \$430,000 in allowances) for the Fullerton College Wilshire Chiller Relocation Project. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M
Approved for Submittal

3.k.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution
DATE: November 12, 2024 Information
Enclosure(s)
SUBJECT: Amending Agreement with MAAS
Companies for Construction Management
for Fullerton College Wilshire Chiller
Relocation Project

BACKGROUND: On September 12, 2023, the Board approved a \$307,962 contract with MAAS Companies, Inc. (MAAS) for project management services for the Fullerton College Wilshire Chiller Relocation Project.

The project encountered delays due to issues with prequalified bidders resulting in only one bid, prompting the College to pause and validate costs with O'Connor Construction Management, Inc. Construction initially scheduled for January 2024, was postponed to May 2024. Longer lead times for materials and unforeseen underground conditions extended the project completion date to August 2025, necessitating additional project oversight. The College is now requesting to amend the MAAS contract by \$169,887, bringing to the total to \$477,849.

This agenda item was submitted by Henry Hua (Fullerton College Vice President Administrative Services) and Oscar Saghieh (Fullerton College Project Manager, Campus Capital Projects).

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehousing; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The services performed in this agreement in the amount of \$169,887 are funded by Measure J Bond.

RECOMMENDATION: Authorization is requested to amend the agreement with MAAS Companies for additional project management services for the Fullerton College Wilshire Chiller Relocation Project, increasing the contract by \$169,887, for a total of \$447,849 from the original \$307,962. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Amend agreement with Pfeiffer Partners Architects, Inc., for the Wilshire Chiller Relocation Project

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

BACKGROUND: On January 26, 2021, the Board approved an agreement with Pfeiffer Partners Architects, Inc. (Pfeiffer) to provide basic services for preliminary plans, including schematic design and design development, as outlined in Project FPP 2021-2022 for the Fullerton College Music-Drama Complex Buildings 1100 and 1300 Replacement Project. The original contract also included the design scope for the chiller relocation, as this was part of the approved FPP.

During the preliminary planning phase, it was decided to create a shared yard for the chillers serving both the Music-Drama Complex and the existing buildings. This decision exceeded the scope approved by the State Chancellor’s Office and Department of Finance, which only covered the new Performing Arts building.

As a result, on May 24, 2022, the Board approved a contract with Pfeiffer for architectural consultant services totaling \$151,400 plus \$10,000 for reimbursable to cover the schematic design phase of the Wilshire Chiller Relocation Project. As the project progressed and the schedule became clearer, it became apparent that completion would take approximately fifteen months, longer than initially expected of six months. The projected efficiencies from separating the project from the larger Music-Drama Complex did not materialize, requiring Pfeiffer to take on a more significant role in construction administration.

Additionally, since construction began, unforeseen challenges – such as site complications and issues with underground telecommunications, electrical, and plumbing utilities – have caused delays and expanded the project’s scope. As a result, additional service from Pfeiffer are needed, totaling \$210,660 (\$163,720 for extended construction administration and \$46,940 to address unforeseen conditions). This brings the original contract amount from \$161,400 to \$372,060.

This agenda item was submitted by Henry Hua (Fullerton College Vice President Administrative Services) and Oscar Saghieh (Fullerton College Project Manager, Campus Capital Projects).

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehousing; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The services performed in this agreement in the amount of \$210,660 are funded by Measure J Bond.

RECOMMENDATION: Authorization is requested to amend the contract with Pfeiffer Partners Architects, Inc. for additional services in the amount of \$210,660 for the Fullerton College Wilshire Chiller Relocation Project. This will bring the total contract to \$372,060 from \$161,400. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M

Approved for Submittal

3.m.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 12, 2024 Resolution _____
Information _____
Enclosure(s) _____

SUBJECT: Friends of Fullerton College Foundation
Request to Serve Alcoholic Beverages to
Host the Alliance of Schools for Cooperative
Insurance Programs (ASCIP) Year-End
Event

BACKGROUND: The Friends of Fullerton College Foundation will host the Alliance of Schools of Cooperative Insurance Programs (ASCIP) year-end event on Saturday, December 14, 2024, at the Cruz Reynoso Cafeteria on the Fullerton College campus. The ASCIP Year-End proceeds will support the Foundation’s mission and operations.

The Friends of Fullerton Foundation is requesting permission to serve alcoholic beverages, including beer and wine, to the guests. The Friends of Fullerton Foundation will obtain all required permits, including approval from the City of Fullerton and the State of California Alcoholic Beverage Control. The Friends will be responsible for all costs associated with the event, including insurance and permits.

This agenda item was submitted by Janeth Manjarrez, Interim Executive Director, Friends of Fullerton College Foundation.

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

How does this relate to Board Policy: This item relates to Board Policy 3560 Alcoholic Beverages.

FUNDING SOURCE AND FINANCIAL IMPACT: None.

RECOMMENDATION: Authorization is requested to allow the Friends of Fullerton College Foundation to serve alcohol and host the ASCIP Year-End event on December 14, 2024, at the Cruz Reynoso Cafeteria on the Fullerton College campus.

Fred Williams

Recommended by


Approved for Submittal

3.n

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution
DATE: November 12, 2024 Information
Enclosure(s) X
SUBJECT: Cypress College
Curriculum Matters

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

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

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


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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2024, Spring 2025 and Fall 2025. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg
Recommended by


Approved for Submittal

4.a.1
Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda

November 12, 2024

(DCCC approved October 10, 2024)

Table 1: Adding “Certificate of Completion (Non-Credit)” to the title, previously board approved 12/1/2024, effective Fall 2024. This is to distinguish between our credit and noncredit certificates in the catalog

Program
CSR-RPR Skills Certificate of Completion (Non-Credit)
Practicum in Beginning Machine Shorthand Certificate of Completion (Non-Credit)
Practicum in Intermediate Machine Shorthand Certificate of Completion (Non-Credit)

EXPERIMENTAL COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 298 C Voice Writing Theory Units: 3 Lecture: 2 Laboratory: 3	*New Experimental Course *Prerequisite: None *Class Fee: \$0 *Grading Option: Pass/No Pass/Letter Grade Option	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Spring	In 2022, Governor Newsom signed the bill authorizing use of voice writers in state courts and the legal arena to produce transcripts with licensing required by the Court Reporters Board, California.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CHEM 201 C Chemistry for Health Science Majors II Units: 4.5 Lecture: 4 Laboratory: 2	*Catalog Description Update	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2024 Fall	Updated catalog description to reflect correct lecture and laboratory hours, effective Fall 2024, previously board approved 12/11/2018.
COMM 110 C Mediated Oral Communication Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 1C	27	This course fits best in the Individualized Instruction category in that most of the time students are engaged in practicing the communication skills they are learning and the instructor gives each	2025 Fall	Outline, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Revise for CalGETC resubmission

REVISED COURSES

			student individual instruction as the class proceeds. However, since we also engage in other methods of instruction we feel that we are able to accomplish our goals with a higher class size of 27.		
CTRP 071 C Legal Terminology and Rhetoric Units: 3 Lecture: 3 Laboratory: 0	*Add FSA B75 (Law)	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2024 Fall	Add FSA B75 (Law), effective Fall 2024, previously board approved 1/23/2024.
DMS 165 C Ethical and Legal Issues Units: 1.5 Lecture: 1.5 Laboratory: 0	*Catalog Description Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. • Requires three or more writing assignments using advanced analytical and critical thinking skills. • Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2024 Fall	Updated catalog description to include, 'Formerly: HS 165 C', effective Fall 2024, previously board approved 4/9/2024.
ESL 099 C Independent Study/Non-Native Speakers Units: .5-2 Lecture: 0 Laboratory: 1.50-6.00	*Outline Update *Contact hours from 8-36 to 27-108 *Total student learning hours from 0 to 27-108 *Lab hours from 0 to 1.50-6 *CIP Code Update *Catalog Description Update	10	Individualized contracts are required and will vary.	2025 Fall	Outline, contact hours, total student learning hours, lab hours, CIP Code, and catalog description updated to better reflect course content.
ESL 105 C Low Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory: 0	*Outline Update *Prerequisite revalidated and language updated *CIP Code Update *CB 21 Update *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Additional explanation: ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and	2025 Fall	Outline, prerequisite revalidated, CIP Code, CB 21, catalog/schedule description, SLOs, and textbook updated to better reflect course content. The primary reason is to update codes and ensure course is updated generally.

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			provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
ESL 106 C Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory: 0	*Outline Update *Prerequisite revalidated and language updated *CIP Code Update *CB 21 Update *Student Learning Outcomes Update *Textbook Update	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	Outline, prerequisite revalidated, CIP Code, CB 21, SLOs, and textbook updated to better reflect course content. The primary reason is to update codes and ensure course is updated generally.
ESL 107 C High- Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory: 0	*Outline Update *Prerequisites revalidated and language updated. *CIP Code Update *CB21 Update *Student Learning Outcomes Update *Textbook Update	25	Chart Descriptor: Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Additional explanation: ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student	2025 Fall	Outline, prerequisite revalidated, CIP Code, CB21, SLOs, and textbook updated to better reflect course content. The primary reason is to update codes and ensure course is updated generally.

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			individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
ESL 110 C College Composition for Non-Native Speakers Units: 5 Lecture: 5 Laboratory: 0	*Outline Update *Prerequisite revalidated and language updated. *Catalog/Schedule Description Update *Textbook Updated	25	From Class Size Chart: Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Additional information: ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	Outline, prerequisite revalidated, catalog/schedule description, and textbook updated to better reflect course content. Prereq revision; assignment revision based on recent C-ID change.
ETHS 101 C American Ethnic Studies Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Outline, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Need to revise Objectives and SLOs to be in line with CalGETC Ethnic Studies competencies.
ETHS 101HC Honors	*Outline Update *Advisories	20	The Cypress College Honors Advisory Group recommends	2025 Fall	Outline, advisories revalidated, catalog/schedule description,

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American Ethnic Studies Units: 3 Lecture: 3 Laboratory: 0	revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update		a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations		SLOs, and textbook updated to better reflect course content. Need to revise Objectives and SLOs to be in line with CalGETC Ethnic Studies competencies.
ETHS 130 C African-American History I Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 6	35	1) While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations such as debates, research presentations; 2) Evaluation primarily through writing assignments assessed for critical thinking, conceptual understanding, structure and style; 3) Requires three or more writing assignments using advanced analytical and critical thinking skills with a minimum of 4000 words; 4) Development of research skills.	2025 Fall	Outline, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Re-submission for CalGETC Area 6
ETHS 131 C African-American History II Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 6	35	1) While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations such as debates, research presentations; 2) Evaluation primarily through writing assignments assessed for critical thinking, conceptual understanding, structure and style; 3) Requires three or more writing assignments using advanced analytical and critical thinking skills with a minimum of 4000 words; 4) Development of research skills.	2025 Fall	Outline, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Re-submission for CalGETC Area 6
ETHS 159 C Introduction to Native American Studies Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisories revalidated *FSAs removed: B50 (History), C75 (Sociology) *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Outline, advisories revalidated, FSAs, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Course objectives and SLOs need to reflect CalGETC Area 6 competencies.
ETHS 160 C	*Outline Update	35	1) While the instructor does	2025	Outline, advisories,

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<p>Native American History I Units: 3 Lecture: 3 Laboratory: 0</p>	<p>*Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *CAIGETC: Area 6</p>		<p>lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations such as debates, research presentations; 2) Evaluation primarily through writing assignments assessed for critical thinking, conceptual understanding, structure and style; 3) Requires three or more writing assignments using advanced analytical and critical thinking skills with a minimum of 4000 words; 4) Development of research skills.</p>	<p>Fall</p>	<p>catalog/schedule description, and SLOs updated to better reflect course content. Re-submission for CalGETC Area 6.</p>
<p>ETHS 161 C Native American History II Units: 3 Lecture: 3 Laboratory: 0</p>	<p>*Outline Update *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 6</p>	<p>35</p>	<p>1) While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations such as debates, research presentations; 2) Evaluation primarily through writing assignments assessed for critical thinking, conceptual understanding, structure and style; 3) Requires three or more writing assignments using advanced analytical and critical thinking skills with a minimum of 4000 words; 4) Development of research skills.</p>	<p>2025 Fall</p>	<p>Outline, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Re-submission for CalGETC Area 6.</p>
<p>ETHS 170 C Introduction to Asian Pacific American Studies Units: 3 Lecture: 3 Laboratory: 0</p>	<p>*Outline Update *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update</p>	<p>45</p>	<p>The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure</p>	<p>2025 Fall</p>	<p>Outline, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Need to revise Objectives and SLOs to be in line with CalGETC Ethnic Studies competencies.</p>
<p>ETHS 171 C Asian Pacific American History Units: 3 Lecture: 3 Laboratory: 0</p>	<p>*Outline Update *Class size from 45 to 35 *Advisories revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update</p>	<p>35</p>	<p>1) While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations such as debates, research presentations; 2) Evaluation primarily through writing assignments assessed for critical thinking,</p>	<p>2025 Fall</p>	<p>Outline, class size, advisories revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Re-submission for CalGETC Area 6.</p>

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	*CalGETC: Area 6		conceptual understanding, structure and style; 3) Requires three or more writing assignments using advanced analytical and critical thinking skills with a minimum of 4000 words; 4) Development of research skills.		
HIST 110 C Western Civilizations I Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 110HC Honors Western Civilizations I Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add Distance Education: Fully and Partially *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2025 Fall	Outline, distance education, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 111 C Western Civilizations II Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 111HC Honors Western Civilizations II Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add Distance Education: Fully and Partially *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2025 Fall	Outline, distance education, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 135 C History of Africa Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add Distance Education: Fully and Partially *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, add distance education, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.

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HIST 142 C History of Latin America I Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 4	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 143 C History of Latin America II Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HIST 160 C Asian Civilizations I Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLO's, and textbook updated to better reflect course content.
HIST 161 C Asian Civilizations II Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcome Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, and SLOs updated to better reflect course content.
HIST 165 C History of the Middle East Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2025 Fall	Outline, advisory revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
HS 277 C Cultural Awareness and the Health Care System Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 4	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Outline, catalog/schedule description, SLOs, and textbook updated to better reflect course content. To make compliant with CalGETC
KIN 134CC Walking for Fitness - Advanced Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Advisory revalidated *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54	30	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2025 Fall	Outline, units, advisory revalidated, student contact hours, total student learning hours, lab hours, FSA, and catalog/schedule description updated to better reflect course content.

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	*Lab hours from 1-3 to 3 *Add FSA: M35 (Coaching) *Catalog/Schedule Description Update				
KIN 147 C Body Building and Development Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Add Distance Education: Fully and Partially *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Add FSAs: B73 (Kinesiology), M35 (Coaching) *Catalog/Schedule Description Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2025 Fall	Outline, units, distance education, student contact hours, total student learning hours, lab hours, FSA, and catalog/schedule description updated to better reflect course content.
KIN 148 C Total Body Fitness Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Add FSAs: B73 (Coaching), M35 (Coaching) *Catalog/Schedule Description Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2025 Fall	Outline Update, units, student contact hours, total student learning hours, lab hours, FSA, Catalog/Schedule description, and textbook updated to better reflect course content.
KIN 192 C Water Polo Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Prerequisite revalidated *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Add FSAs: B73 (Kinesiology), M35 (Coaching) *Catalog/Schedule Description Update	30	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2025 Fall	Outline, units, prerequisite revalidated, student contact hours, total student learning hours, lab hours, FSA, and catalog/schedule description updated to better reflect course content.
KIN 218 C	*Outline Update	25	Most of the time the students	2025	Outline, prerequisite revalidated,

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Intercollegiate Water Polo-Women Units: 3 Lecture: 0 Laboratory: 10	*Prerequisite revalidated *Total student learning hours from 0 to 175 *Add FSA: B73 (Kinesiology) *Catalog/Schedule Description Update *Textbook Update		are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	Fall	total student learning hours, FSA, catalog/schedule description, and textbook updated to better reflect course content.
KIN 242 C Theory of Coaching Baseball Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Add FSAs: B73 (Kinesiology), M35 (Coaching)	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	Outline and FSAs updated to better reflect course content.
KIN 247 C Sports Management Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add FSAs: B73 (Kinesiology), M35 (Coaching) *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations	2025 Fall	Outline, FSAs, and textbook updated to better reflect course content.
MAD 106 C Editing for Social Media Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Title update from Social Media Vlog Production to Editing for Social Media *Catalog/Schedule Description Update *Student Learning Outcomes Update	25	Individualized Instruction 25 Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2025 Fall	Outline, title, catalog/schedule description, and SLOs updated to better reflect course content.
PHOT 115 C Introduction to Digital Photography Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Add Distance Education: Fully Online *Catalog/Schedule Description Update *CalGETC: Area 3	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2025 Fall	Outline, distance education, and catalog/schedule description updated to better reflect course content.
PHOT 148 C Photo Laboratory Studies I Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Class size from 30 to 25 *Student contact hours from 27-54 to 54 *Total student	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and	2025 Fall	Outline, units, class size, student contact hours, total student learning hours, lab hours, catalog description, and SLOs updated to better reflect course content.

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	learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Catalog Description Update *Student Learning Outcomes Update		critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
PHOT 149 C Photo Laboratory Studies II Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Class size from 30 to 25 *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Catalog Description Update *Student Learning Outcomes Update	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. The instructor provides extensive individualized feedback/evaluation on a regular basis.	2025 Fall	Outline, units, class size, student contact hours, total student learning hours, lab hours, catalog description, and SLOs updated to better reflect course content.
PHOT 150 C Photo Laboratory Studies III Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units from .50-1 to 1 *Class size from 30 to 25 *Student contact hours from 27-54 to 54 *Total student learning hours from 27-54 to 54 *Lab hours from 1-3 to 3 *Catalog Description Update *Student Learning Outcomes Update	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. The instructor provides extensive individualized feedback/evaluation on a regular basis.	2025 Fall	Outline, units, class size, student contact hours, total student learning hours, lab hours, catalog description, and SLOs updated to better reflect course content.
PHOT 216 C Advanced Digital Photography Units: 3 Lecture: 2 Laboratory: 4	*Prerequisite language updated	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2024 Fall	Updated prerequisite language to remove PHOT 215 C since course is no longer active, effective Fall 2024, previously board approved 4/9/2024.
PHOT 220 C Alternative Photo Processes I Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite removed *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2025 Fall	Outline, prerequisite removed, catalog/schedule description, SLOs, and textbook updated to better reflect course content.

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PHS 294 C Interpersonal Neurobiology and the Mind- Body Connection F25 Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *TOPS Code Update *CIP Code Update *Catalog/Schedule Description Update *Textbook Update	30	While the instructor does lecture, much of the class time focuses on discussion, and student participation. Evaluation primarily through objective hands on learning. Writing assignments are assessed mostly for concepts.	2025 Fall	Outline, TOPS/CIP Code, catalog/schedule description, and textbook updated to better reflect course content. Revision to address C-ID comments
PHS 296 C Whole Systems Integrative Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *FSA removed: M35 (Coaching) *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *CalGETC: Area 4	30	While the instructor does lecture, much of the class time focuses on discussion, and student participation. Evaluation primarily through objective hands on learning. Writing assignments are assessed mostly for concepts.	2025 Fall	Outline, FSA, catalog/schedule description, SLOs, and textbook updated to better reflect course content. revision to address C-ID comments and add CalGETC 4
REC 100 C Foundations of Recreation and Leisure Services Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Add FSAs: B73 (Kinesiology), M35 (Coaching) *Textbook Update	32	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Outline, FSA, and textbook updated to better reflect course content.
SPAN 101 C Elementary Spanish I Units: 5 Lecture: 5 Laboratory: 0	*Outline Update *Class size update from 35 to 30 *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	30	Instructors use class time to evaluate and develop students' skills in the four major areas of language acquisition: listening, speaking, reading and writing. Additional time is also needed to evaluate students' written production. As such, the course conforms to the district seat count guidelines. Class time focuses on individualized instruction, student presentation time, and/or group learning. The course also requires three or more writing assignments using analytical and critical thinking skills. These assignments are also assessed for critical thinking as well conceptual understanding of Spanish grammatical structures, styles, and	2025 Fall	Outline, class size, catalog/schedule description, SLOs, and textbook updated to better reflect course content. I am revising the course description in the Catalog as well as the Schedule to reflect our department's communicative approach to language teaching, of which readings and discussions on diverse Spanish-speaking cultures are an integral part of instruction and the course content. Additionally, I am revising course SLOs to include an assessment of the intercultural competence that students acquire in our Elementary SPAN 101 course. Hispanic cultures and indigenous cultures within Spanish-speaking countries, histories, traditions and practices

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			mechanics that result in cohesive and meaningful compositions on a given topic in first-semester Spanish.		across the world are already addressed via readings, lectures, and videos as well as class discussions. Additional SLOs will ensure collection of data on the acquisition of this knowledge and how students apply this knowledge in cross-cultural reflections and analysis. Lastly, I am also updating and revising our instructional methods, so that they accurately reflect our course's pedagogy and assessments. Evaluation is not primarily through objective exams, as we also assess a student's conceptual understanding of how to develop meaningful communication in the target language, Spanish, both in writing and orally at the first-semester college level.
SPAN 203 C Intermediate Spanish III Units: 4 Lecture: 4 Laboratory: 0	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	30	This conforms to the District seat count guidelines: "class time focuses on individualized instruction, student presentation time, and/or group learning. This is an appropriate number because this is a four hour class (in contrast to Spanish 101 & 102, (which are five hours), and the instructor needs to have sufficient opportunities to evaluate individual students' oral proficiency.	2025 Fall	Outline, prerequisite revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Updating catalog/schedule description, instructional methods, course content and outline, assignments as well as SLOs so that they more accurately reflect our course pedagogy and content.
SPAN 204 C Intermediate Spanish IV Units: 4 Lecture: 4 Laboratory: 0	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	30	Instructors need time to evaluate students' oral production. This conforms to District seat count guidelines: "Class-time focuses on individualized instruction, student presentation time, and/or group learning."	2025 Fall	Outline, prerequisite revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content. Updating catalog/schedule description, instructional methods, course content and outline, assignments as well as SLOs so that they more accurately reflect our course pedagogy and content.

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																												
Foreign Language	<p>Foreign Language for Professionals in Aviation and Travel Careers Certificate</p> <p>This certificate program is for experts aspiring to excel in the aviation and travel industries. This innovative course is characterized by its meticulous design, emphasizing language acquisition and cultural fluency. This program features a comprehensive curriculum integrating foreign language skills with industry-specific knowledge. Students aim to acquire the ability to use language practically and understand cultural nuances, enabling them to handle international communication. Upon completing this program, graduates are equipped with the language tools necessary to navigate the international environment of the aviation and travel industries, emerging as highly skilled professionals ready for the market. This opens up career opportunities in airlines, travel agencies, international tourism offices, and multicultural corporations. This program is ideal for students who are passionate about the aviation and travel industry and are seeking a rewarding and challenging career. This is not intended to meet the requirements as a professional interpreter or a translator. All courses in this program meet transfer and degree requirements for Cypress College, CSU, and UC. To earn a certificate, complete the required courses as listed with a minimum grade of C or better. At least 50% of all coursework must be completed at Cypress College. This certificate requires a total of 18-21 units.</p> <p>Required Core: Courses to be taken as a discipline group in the suggested sequence listed (12-15 units).</p> <table border="1" data-bbox="318 1062 1016 1869"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL101 C</td> <td>Enhanced College Writing</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ESL110 C</td> <td>College Composition for Non-Native Speakers</td> <td>5</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>CHIN101 C</td> <td>Elementary Chinese-Mandarin I</td> <td>5</td> </tr> <tr> <td>CHIN102 C</td> <td>Elementary Chinese-Mandarin II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>FREN101 C</td> <td>Elementary French I</td> <td>5</td> </tr> <tr> <td>FREN102 C</td> <td>Elementary French II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>JAPN101 C</td> <td>Elementary Japanese I</td> <td>5</td> </tr> <tr> <td>JAPN102 C</td> <td>Elementary Japanese II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SPAN101 C</td> <td>Elementary Spanish I</td> <td>5</td> </tr> <tr> <td>SPAN102 C</td> <td>Elementary Spanish II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CHIN203 C</td> <td>Intermediate Chinese-Mandarin III</td> <td>5</td> </tr> </tbody> </table>			Units	ENGL100 C	College Writing	4		or		ENGL101 C	Enhanced College Writing	5		or		ESL110 C	College Composition for Non-Native Speakers	5		and		CHIN101 C	Elementary Chinese-Mandarin I	5	CHIN102 C	Elementary Chinese-Mandarin II	5		or		FREN101 C	Elementary French I	5	FREN102 C	Elementary French II	5		or		JAPN101 C	Elementary Japanese I	5	JAPN102 C	Elementary Japanese II	5		or		SPAN101 C	Elementary Spanish I	5	SPAN102 C	Elementary Spanish II	5		or		CHIN203 C	Intermediate Chinese-Mandarin III	5	2025 Fall	The Foreign Language for Professionals in Aviation and Travel Careers Certificate program is a valuable new program that will meet the needs of students who are preparing for careers in the Aviation and Travel industry. The program will provide students with the foreign language skills they need to succeed in the globalized aviation industry and promote intercultural communication, and make them more competitive in the global job market. This is not intended to meet the requirements as a professional interpreter or a translator.
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NEW DEGREES/CERTIFICATES				
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	CHIN204 C	Intermediate Chinese-Mandarin IV	4	
		or		
	FREN203 C	Intermediate French III	4	
	FREN204 C	Intermediate French IV	4	
		or		
	JAPN203 C	Intermediate Japanese III	4	
	JAPN204 C	Intermediate Japanese IV	4	
	Select Aviation and Travel Careers Electives (6 units)			
			Units	
	ATC101 C	Introduction to Travel Careers	3	
		and		
	ATC183 C	Customer Care: Airline/Travel	3	
		or		
	ATC270 C	Airline Operations	3	
		or		
	ATC112 C	Homeland Security	3	
	Total Units		18 - 21	
Foreign Language	Foreign Language for Professionals in Culinary Arts and Hospitality Careers Certificate This Foreign Language for Professionals in Culinary Arts and Hospitality Careers Certificate program is a valuable new program that will meet the needs of students who are preparing for careers in the Culinary Arts and Hospitality industry. The program offers a unique and specialized educational experience for people aiming to excel in the global culinary and hospitality sectors. This program provides students with the language and cultural tools necessary for success in an increasingly interconnected world. Upon completion of the program, graduates will have language skills and the ability to adapt to cultural diversity. They will be prepared to tackle the challenges of a multicultural work environment and to communicate effectively with clients and colleagues. This program offers a competitive edge in an industry where cultural and linguistic fluency is increasingly in demand, making them more competitive in the global job market. They will have also successfully completed elementary coursework in the target language, all of which fulfill the lower-division transfer and degree course requirements at CSU and UC. These two elements demonstrate an important milestone along the student's pathway to a foreign language degree, certificate, or transfer. To earn a certificate, complete the required courses as listed with a minimum grade of "C" or better. At least 50% of all coursework must be completed at Cypress College. This certificate requires a total of 23-26 units. Required Core: Courses to be taken as a discipline group in the suggested sequence listed (12-15 units).		2025 Fall	The Foreign Language for Professionals in Culinary Arts and Hospitality Careers Certificate program is a valuable new program that will meet the needs of students who are preparing for careers in the hospitality industry. The program will provide students with the foreign language skills they need to provide excellent customer service to international visitors, help them develop a deeper understanding of the cultures and customs of their target markets, and make them more competitive in the global job market.
			Units	
	ENGL100 C	College Writing	4	

NEW DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
		or		
	ENGL101 C	Enhanced College Writing	5	
		or		
	ESL110 C	College Composition for Non-Native Speakers	5	
		and		
	CHIN101 C	Elementary Chinese-Mandarin I	5	
	CHIN102 C	Elementary Chinese-Mandarin II	5	
		or		
	FREN101 C	Elementary French I	5	
	FREN102 C	Elementary French II	5	
		or		
	JAPN101 C	Elementary Japanese I	5	
	JAPN102 C	Elementary Japanese II	5	
		or		
	SPAN101 C	Elementary Spanish I	5	
	SPAN102 C	Elementary Spanish II	5	
		or		
	CHIN203 C	Intermediate Chinese-Mandarin III	5	
	CHIN204 C	Intermediate Chinese-Mandarin IV	4	
		or		
	FREN203 C	Intermediate French III	4	
	FREN204 C	Intermediate French IV	4	
		or		
	JAPN203 C	Intermediate Japanese III	4	
	JAPN204 C	Intermediate Japanese IV	4	
		or		
	SPAN203 C	Intermediate Spanish III	4	
	SPAN204 C	Intermediate Spanish IV	4	
	Select Culinary Arts and Hospitality Electives (11 units)			
			Units	
	HRC101 C	Introduction to Hospitality Management	3	
	HRC120 C	Sanitation and Safety	2	
	HRC135 C	Culinary Fundamentals I	3	
	HRC160 C	Hotel and Lodging Operations	3	
		or		
	HRC230 C	Hospitality Leadership	3	
	Total Units		23 - 26	
Foreign Language	Foreign Language for Professionals in Global Studies Careers Certificate The Foreign Language for Professionals in Global Studies Careers Certificate program is a valuable new program that will meet the		2025 Fall	Foreign Language for Professionals in Global Studies Careers Certificate program is a valuable new

NEW DEGREES/CERTIFICATES

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	<p>needs of students preparing for careers in global studies. This program is designed to cater to professionals and students aiming for careers in international relations, global studies, and related fields. The curriculum is comprehensive, encompassing a deep dive into the cultural, social, and political contexts of the language studied, thus enabling effective interaction in a globalized professional environment. Students can apply their language skills and cultural knowledge in practical settings such as international diplomacy, global economics, and multicultural communications. Critical to the program is developing analytical skills for evaluating global issues and events, enhanced by the nuanced understanding provided by language proficiency and cultural insights. A significant emphasis is placed on fostering a sense of ethical responsibility and global awareness, focusing on the importance of cultural sensitivity in professional practices. This is achieved through a combination of language skills, including fluency in speaking, reading, and writing, and a thorough understanding of cultural norms, etiquette, and traditions, which make them more competitive in the global job market. They will have also successfully completed elementary coursework in the target language, all of which fulfill the lower-division transfer and degree course requirements at CSU and UC. These two elements demonstrate an important milestone along the student's pathway to a foreign language degree, certificate, or transfer. To earn a certificate, complete the required courses as listed with a minimum grade of "C" or better. At least 50% of all coursework must be completed at Cypress College. This certificate requires a total of 18-21 units.</p> <p>Required Core: Courses to be taken as a discipline group in the suggested sequence listed (12-15 units).</p> <table border="1" data-bbox="318 1150 1016 1879"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL101 C</td> <td>Enhanced College Writing</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ESL110 C</td> <td>College Composition for Non-Native Speakers</td> <td>5</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>CHIN101 C</td> <td>Elementary Chinese-Mandarin I</td> <td>5</td> </tr> <tr> <td>CHIN102 C</td> <td>Elementary Chinese-Mandarin II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>FREN101 C</td> <td>Elementary French I</td> <td>5</td> </tr> <tr> <td>FREN102 C</td> <td>Elementary French II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>JAPN101 C</td> <td>Elementary Japanese I</td> <td>5</td> </tr> <tr> <td>JAPN102 C</td> <td>Elementary Japanese II</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SPAN101 C</td> <td>Elementary Spanish I</td> <td>5</td> </tr> <tr> <td>SPAN102 C</td> <td>Elementary Spanish II</td> <td>5</td> </tr> </tbody> </table>			Units	ENGL100 C	College Writing	4		or		ENGL101 C	Enhanced College Writing	5		or		ESL110 C	College Composition for Non-Native Speakers	5		and		CHIN101 C	Elementary Chinese-Mandarin I	5	CHIN102 C	Elementary Chinese-Mandarin II	5		or		FREN101 C	Elementary French I	5	FREN102 C	Elementary French II	5		or		JAPN101 C	Elementary Japanese I	5	JAPN102 C	Elementary Japanese II	5		or		SPAN101 C	Elementary Spanish I	5	SPAN102 C	Elementary Spanish II	5		<p>program that will meet the needs of students who are preparing for careers in the global studies industry. In the dynamic world of hospitality, this certificate program empowers students to navigate cross-cultural interactions with fluency and confidence. Students will master a foreign language, gain cultural insights, and enhance their employability in the global industry.</p>
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		or		
	CHIN203 C	Intermediate Chinese-Mandarin III	5	
	CHIN204 C	Intermediate Chinese-Mandarin IV	4	
		or		
	FREN203 C	Intermediate French III	4	
	FREN204 C	Intermediate French IV	4	
		or		
	JAPN203 C	Intermediate Japanese III	4	
	JAPN204 C	Intermediate Japanese IV	4	
		or		
	SPAN203 C	Intermediate Spanish III	4	
	SPAN204 C	Intermediate Spanish IV	4	
	Global Studies required courses (6 units):			
			Units	
	INDS200 C	Introduction to Global Citizenship Studies	3	
		and		
	INDS201 C	Global Citizenship Issues	3	
	Total Units		18 - 21	
Foreign Language	<p>Foreign Language for Professionals in Health Science Careers Certificate</p> <p>The Foreign Language for Professionals in Medical Careers Certificate program is a valuable new program that will meet the needs of students who are preparing for careers in the health science industry. This program is designed for students who wish to pursue a rewarding and challenging career in the health science industry. It aims to equip healthcare professionals with the linguistic skills and cultural competence needed to thrive in today's diverse and globalized healthcare landscape. This program is ideally suited for nurses, doctors, medical technicians, therapists, and healthcare administrators seeking to advance their careers in the international healthcare arena. With its emphasis on practical language skills and cultural sensitivity, the program empowers healthcare professionals to make a meaningful impact on patients and communities around the globe. The program will provide students with the foreign language skills they need to provide excellent customer service to international visitors, help them develop a deeper understanding of the cultures and customs of their target markets, and make them more competitive in the global job market. This is not intended to meet the requirements as a professional interpreter or a translator. They will have also successfully completed elementary coursework in the target language, all of which fulfill the lower-division transfer and degree course requirements at CSU and UC. These two elements demonstrate an important milestone along the student's pathway to a foreign language degree, certificate or transfer. To earn a certificate, complete the required courses as listed with a minimum grade of "C" or better. At least 50% of all coursework must be completed at Cypress College. This certificate requires a total of 16.5-21 units.</p>		2025 Fall	Healthcare professionals with a mastery of foreign languages and cultural competence are becoming increasingly sought after. The Foreign Language for Professionals in Medical Careers Certificate program offers a unique learning opportunity to equip healthcare professionals with the essential linguistic skills and cultural understanding to navigate the diverse and interconnected world of healthcare. Participants will acquire a level of proficiency in a foreign language sufficient for basic communication in a healthcare setting in the target language and enhance their cultural competence to provide culturally sensitive care. This program empowers healthcare professionals to make a meaningful impact

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	Total Units	16.5 - 21	

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Administration of Justice	<p>Law, Public Policy and Society Certificate</p> <p>The focus of coursework in this certificate is an interdisciplinary study and breadth in humanities, sciences, and liberal arts, such as anthropology, business, accounting, English, history, philosophy, mathematics, sociology, economics, political science, and psychology. This certificate will introduce students to the legal field, and prepares students for further study in a variety of majors, specifically this certificate pathway will lead students to the Associates in Art for Transfer Degree in Law, Public Policy and Society. This certificate requires a total of 33-34 units.</p> <p>Required Core: (27 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BUS240 C</td> <td>Legal Environment of Business</td> <td>3</td> </tr> <tr> <td>PHIL160 C</td> <td>Introduction to Ethics</td> <td>3</td> </tr> <tr> <td>COMM100 C</td> <td>Human Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM100HC</td> <td>Honors Human Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM124 C</td> <td>Small Group Communication</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>COMM135 C</td> <td>Argument and Critical Thinking</td> <td>3</td> </tr> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL100HC</td> <td>Honors College Writing</td> <td>4</td> </tr> <tr> <td>ENGL103 C</td> <td>Critical Reasoning and Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL103HC</td> <td>Honors Critical Reasoning and Writing</td> <td>4</td> </tr> <tr> <td>MATH120 C</td> <td>Introduction to Probability and Statistics</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MATH120PC</td> <td>Introduction to Probability and Statistics</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161 C</td> <td>Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC161HC</td> <td>Honors Probability and Statistics-Social Sciences</td> <td>4</td> </tr> <tr> <td>HIST170 C</td> <td>History of the United States I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST170HC</td> <td>Honors History of the United States I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> </tbody> </table>			Units	AJ110 C	Introduction to Criminal Justice	3		or		AJ120 C	Concepts of Criminal Law	3		or		BUS240 C	Legal Environment of Business	3	PHIL160 C	Introduction to Ethics	3	COMM100 C	Human Communication	3		or		COMM100HC	Honors Human Communication	3		or		COMM124 C	Small Group Communication	3		or		COMM135 C	Argument and Critical Thinking	3	ENGL100 C	College Writing	4		or		ENGL100HC	Honors College Writing	4	ENGL103 C	Critical Reasoning and Writing	4		or		ENGL103HC	Honors Critical Reasoning and Writing	4	MATH120 C	Introduction to Probability and Statistics	4		or		MATH120PC	Introduction to Probability and Statistics	4		or		PSY161 C	Probability and Statistics-Social Sciences	4		or		PSY161HC	Honors Probability and Statistics-Social Sciences	4		or		SOC161 C	Probability and Statistics-Social Sciences	4		or		SOC161HC	Honors Probability and Statistics-Social Sciences	4	HIST170 C	History of the United States I	3		or		HIST170HC	Honors History of the United States I	3		or		2024 Fall	Updated required courses area to include 'OR' between HIST 170HC and ETHS 131 C. Total units remain the same, effective Fall 2024, previously board approved 6/11/2024.
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	ETHS131 C	African-American History II	3	
	POSC100 C	United States Government	3	
		or		
	POSC100HC	Honors United States Government	3	
	<p>Select 6-7 units from the following elective courses (Note: courses must not have been used above):</p>			
	Administration of Justice/Criminal Justice/Criminology			
			Units	
	AJ110 C	Introduction to Criminal Justice	3	
	AJ120 C	Concepts of Criminal Law	3	
	AJ160 C	Community and the Justice System	3	
	Business:			
			Units	
	BUS240 C	Legal Environment of Business	3	
	Economics:			
			Units	
	ECON100 C	Principles of Economics-Macro	3	
		or		
	ECON100HC	Honors Principles of Economics-Macro	3	
	ECON105 C	Principles of Economics-Micro	3	
		or		
	ECON105HC	Honors Principles of Economics-Micro	3	
	Political Science:			
			Units	
	POSC120 C	Political Theory	3	
	POSC200 C	Introduction to Political Science	3	
	POSC215 C	Comparative Politics	3	
	POSC215 C	Comparative Politics	3	
	POSC230 C	International Relations	3	
	Public Policy:			
			Units	
	ETHS101 C	American Ethnic Studies	3	
		or		
	ETHS101HC	Honors American Ethnic Studies	3	
	HUSR240 C	Drugs and Alcohol in Our Society	3	
	JOUR140 C	Public Relations	3	
	PHS281 C	Health and Social Justice	3	
		or		
	PHS281HC	Honors Health and Social Justice	3	
	PHS285 C	Global and Community Health	3	
	Diversity:			
			Units	
	ANTH102 C	Cultural Anthropology	3	
		or		
	ANTH102HC	Honors Cultural Anthropology	3	
	GEOG160 C	Cultural Geography	3	
	Perspectives of Under-Represented Groups:			
			Units	

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	<table border="1"> <tr><td>ETHS130 C</td><td>African-American History I</td><td>3</td></tr> <tr><td>ETHS131 C</td><td>African-American History II</td><td>3</td></tr> <tr><td>ETHS151 C</td><td>Chicana-o-x History I</td><td>3</td></tr> <tr><td>ETHS152 C</td><td>Chicana-o-x History II</td><td>3</td></tr> <tr><td>ETHS153 C</td><td>Chicana-o-x and Latina-o-x Contemporary Issues</td><td>3</td></tr> <tr><td>ETHS160 C</td><td>Native American History I</td><td>3</td></tr> <tr><td>ETHS171 C</td><td>Asian Pacific American History</td><td>3</td></tr> <tr><td>HIST270 C</td><td>Women in United States History</td><td>3</td></tr> </table>	ETHS130 C	African-American History I	3	ETHS131 C	African-American History II	3	ETHS151 C	Chicana-o-x History I	3	ETHS152 C	Chicana-o-x History II	3	ETHS153 C	Chicana-o-x and Latina-o-x Contemporary Issues	3	ETHS160 C	Native American History I	3	ETHS171 C	Asian Pacific American History	3	HIST270 C	Women in United States History	3			
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	College Success:																											
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	COUN105 C	Stress and Anxiety Management	1																									
	COUN150 C	Academic and Life Success	3																									
	COUN151 C	Career and Life Planning	3																									
	Internship/Fieldwork:																											
		Units																										
	HUSR210 C	Introductory Fieldwork	3																									
	HUSR211 C	Advanced Fieldwork	3																									
	Total Units		33 - 34																									
Automotive Technology	Automotive Technology - Electrical Diagnostic Specialist Certificate		2024 Fall	<p>*Updated Catalog Description *Updated AT 295 C Total units from 13.5-16 to 13.5-19</p> <p>Updated course units of AT 295 C, total degree units from 13.5-16 to 13.5-19, and catalog description, effective Fall 2024, previously board approved 4/9/2024.</p>																								
	<p>This program is designed to prepare students for employment as automotive electrical system diagnostic specialists. Coursework includes the theory and operation of electrical systems, the use of test instruments, and skill competency in electrical system diagnosis and repair. The program will allow the student to acquire the knowledge and skills demanded of the modern automotive electrical system specialist. To earn a certificate, complete the courses listed below with a minimum grade of C or better. At least 50% of all coursework must be completed at Cypress College. This certificate requires a total of 13.5-19 units.</p>																											
	Electrical Diagnostic Specialist (16 units)																											
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	AT105 C	Automotive Electrical I	6																									
	AT106 C	Automotive Electrical II	6																									
	AT050 C	Auto Tech Special Projects	.5-3																									
	AT295 C	Automotive Internship	1-4																									
	Total Units		13.5-19																									
Career Education	CE Instructor Training Associate in Science Degree		2024 Fall	<p>*Updated Catalog Description</p> <p>Updated total units from 21-25 to 18-25 and catalog description, effective Fall 2024, previously board approved 4/9/2024.</p>																								
	<p>The Career Education (CE; CTE) Instructor Training program provides current and aspiring Career Education educators and students with course work to enhance their teaching expertise and to further their professional goals. Students completing this certificate will acquire highly useful technical skills, pedagogical expertise, and historical/contemporary knowledge of the increasingly significant Career Education opportunities in high schools, regional occupational, continuing, and higher education. To earn an Associate Degree, students must complete all graduation requirements to include (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC</p>																											

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	<p>General Education requirements; (3) the social justice, equity and sustainability and reading requirements; (4) any elective courses to complete a total of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, visit www.assist.org or visit the Transfer Center. This degree requires a total of 18-25 units in the major in addition to other graduation requirements.</p> <p>Required Core: Complete nine units of CE Instructor Training coursework (9 units):</p> <table border="1" data-bbox="342 621 1032 743"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CE201 C</td> <td>CE Teacher Training 1: Portfolio</td> <td>3</td> </tr> <tr> <td>CE202 C</td> <td>CE Teacher Training 2: Technologies</td> <td>3</td> </tr> <tr> <td>CE295 C</td> <td>CE Teacher Training 3: Practicum</td> <td>3</td> </tr> </tbody> </table> <p>Complete or be in the process of completing a minimum of 9 or 12 units within a discipline that falls within a career education pathway or in consultation with the Department Chair of a CTE pathway. Please see the careers.cypresscollege.edu website for examples of career education programs and examples, below, of expertise areas.</p> <p>Automotive Technology (12-16 units):</p> <table border="1" data-bbox="342 951 1032 1104"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT110 C</td> <td>Introduction to Automotive Technology</td> <td>4</td> </tr> <tr> <td>AT105 C</td> <td>Automotive Electrical I</td> <td>6</td> </tr> <tr> <td>AT106 C</td> <td>Automotive Electrical II</td> <td>6</td> </tr> <tr> <td>AT115 C</td> <td>Automotive Air Conditioning</td> <td>4</td> </tr> </tbody> </table> <p>Aviation and Travel Careers (9-10 units):</p> <table border="1" data-bbox="342 1161 1032 1314"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC101 C</td> <td>Introduction to Travel Careers</td> <td>3</td> </tr> <tr> <td>ATC132 C</td> <td>Private Pilot</td> <td>4</td> </tr> <tr> <td>ATC270 C</td> <td>Airline Operations</td> <td>3</td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services and Safety</td> <td>3</td> </tr> </tbody> </table> <p>Hotel, Restaurant, Culinary Arts (9-11 units):</p> <table border="1" data-bbox="342 1371 1032 1524"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HRC101 C</td> <td>Introduction to Hospitality Management</td> <td>3</td> </tr> <tr> <td>HRC120 C</td> <td>Sanitation and Safety</td> <td>2</td> </tr> <tr> <td>HRC135 C</td> <td>Culinary Fundamentals I</td> <td>3</td> </tr> <tr> <td>HRC235 C</td> <td>Culinary Fundamentals II</td> <td>3</td> </tr> </tbody> </table> <table border="1" data-bbox="342 1549 1032 1583"> <tr> <td>Total Units</td> <td>18 - 25</td> </tr> </table>			Units	CE201 C	CE Teacher Training 1: Portfolio	3	CE202 C	CE Teacher Training 2: Technologies	3	CE295 C	CE Teacher Training 3: Practicum	3			Units	AT110 C	Introduction to Automotive Technology	4	AT105 C	Automotive Electrical I	6	AT106 C	Automotive Electrical II	6	AT115 C	Automotive Air Conditioning	4			Units	ATC101 C	Introduction to Travel Careers	3	ATC132 C	Private Pilot	4	ATC270 C	Airline Operations	3	ATC274 C	Passenger Services and Safety	3			Units	HRC101 C	Introduction to Hospitality Management	3	HRC120 C	Sanitation and Safety	2	HRC135 C	Culinary Fundamentals I	3	HRC235 C	Culinary Fundamentals II	3	Total Units	18 - 25		
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Career Education	<p>CE Instructor Training Certificate</p> <p>Career Education and Career Technical Education (CTE TOP-coded programs) teachers will learn, practice and apply pedagogical approaches and instructional technologies in actual and virtual teaching environments. This instructor training and professional development certificate program complements and enhances one's career education subject knowledge and expertise and includes: career education history, pedagogy and labor market overview; course syllabus, lesson plan and curriculum development; practical teaching opportunities; and creation of a professional portfolio. This certificate requires a total of 18-25</p>	2024 Fall	*Updated Catalog Description Updated total units from 21-25 to 18-25 and catalog description, effective Fall 2024, previously board approved 4/9/2024.																																																											

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Computer Information Systems	<p>DevSecOps (Development, Security, and Operations) Certificate</p> <p>This curriculum prepares the students for a career in DevOps and DevSecOps. The program is designed to teach students the skills of secure coding, security as code and integration of security practices within the DevOps process. Students will learn to incorporate security features in every step of the development and operations process. The curriculum also helps prepare students for the industry recognized DevSecOps, AWS Certified Cloud Practitioner, CompTIA Security+, Project+ certification exams. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 17 to 18 units.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>CIS190 C</td> <td>IT & Cybersecurity Fundamentals</td> <td align="right">4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CIS230 C</td> <td>Cisco Networking 1</td> <td align="right">4</td> </tr> <tr> <td>CIS195 C</td> <td>Network Security</td> <td align="right">3</td> </tr> <tr> <td>CIS247 C</td> <td>Python Programming</td> <td align="right">3</td> </tr> <tr> <td>CIS257 C</td> <td>Cloud Implementation and Security</td> <td align="right">4</td> </tr> <tr> <td colspan="3">And 1 course from the below list:</td> </tr> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>CIS226 C</td> <td>Java Programming</td> <td align="right">3</td> </tr> <tr> <td>CIS256 C</td> <td>Application Security and Penetration Testing</td> <td align="right">4</td> </tr> <tr> <td>CIS274 C</td> <td>IT Project Management</td> <td align="right">3</td> </tr> <tr> <td>CIS275 C</td> <td>Data Structures in Python</td> <td align="right">3</td> </tr> <tr> <td>CIS259 C</td> <td>Advanced Cloud Implementation</td> <td align="right">3</td> </tr> <tr> <td colspan="3">Total Units</td> </tr> <tr> <td colspan="2"></td> <td align="right">17 - 18</td> </tr> </table>			Units	CIS190 C	IT & Cybersecurity Fundamentals	4		or		CIS230 C	Cisco Networking 1	4	CIS195 C	Network Security	3	CIS247 C	Python Programming	3	CIS257 C	Cloud Implementation and Security	4	And 1 course from the below list:					Units	CIS226 C	Java Programming	3	CIS256 C	Application Security and Penetration Testing	4	CIS274 C	IT Project Management	3	CIS275 C	Data Structures in Python	3	CIS259 C	Advanced Cloud Implementation	3	Total Units					17 - 18	2024 Fall	Replaced CIS 256 C under required courses with CIS 257 C, and moved CIS 256 C to where CIS 257 C was. Total units remain the same effective Fall 2024, previously board approved 1/23/2024.
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Diagnostic Medical Sonography	<p>Diagnostic Medical Sonography Certificate</p> <p>The department of Radiologic Technology will provide occupational training in Diagnostic Medical Sonography. The purpose of this instruction is to qualify the student for examination by the American Registry of Diagnostic Medical Sonography and to prepare the student for gainful employment in Diagnostic Medical Sonography. To earn a certificate, students must have an Associate Degree and complete the required DMS Program courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 68.5 units.</p> <p>Semester I (15 units)</p>	2024 Fall	*Updated Catalog Description *Total units from 74.5 to 68.5 Updated course units of DMS 163 C and DMS 183 C to reflect 1, total certificate units from 74.5 to 68.5, and catalog description, effective Fall 2024, previously board approved,4/9/2024.																																																

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	DMS170 C	Sonography Physics	3.5	
	DMS175 C	Abdomen Sonography	4	
	DMS172 C	Sonography Externship	4	
	RADT262 C *	Cross-Sectional Imaging	1	
	DMS165 C *	Ethical and Legal Issues	1.5	
	DMS163 C	Scanning Lab I	1	
	Semester II (16 units)			
			Units	
	DMS176 C	Pathology and Small Parts	3	
	DMS186 C	Ob/Gyn Sonography	4	
	DMS207 C	Clinical Education I	8	
	DMS183 C	Scanning Lab II	1	
	Summer Intersession (8.5 units)			
			Units	
	DMS188 C	Venous Doppler Ultrasound	1.5	
	DMS217 C	Clinical Education II	7	
	Semester III (15 units)			
			Units	
	DMS227 C	Clinical Training III	11	
	DMS195 C	Carotid & Arterial Sonography	4	
	Semester IV (14 units)			
			Units	
	DMS210 C	Advanced Sonography Topics	3	
	DMS237 C	Clinical Education IV	11	
	Total Units		68.5	
Diagnostic Medical Sonography	<p>Diagnostic Medical Sonography Associate in Science Degree</p> <p>DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM MISSION STATEMENT. The Department of Radiologic Technology will provide occupational training in Diagnostic Medical Sonography. The purpose of this instruction is to qualify the student for examination by the American Registry of Diagnostic Medical Sonography and to prepare the student for gainful employment in Diagnostic Medical Sonography. To earn the Diagnostic Medical Sonography Associate Degree, the student must: 1) satisfactorily complete by the end of the Spring semester all college requirements for an Associate Degree General Education requirements with a grade of C or better in each course or have completed an Associate Degree or higher. This includes: Written Communication and Analytical Thinking, (6 units) ENGL 100 3 units, CIS 111 3 units, MATH to meet GE 3 units, BIOL 210 5 units, Social Justice, Equity and Sustainability 3 units, Reading Proficiency 3 units, Social Sciences, any choice, 6 units. 2)Satisfactorily complete the prerequisite courses by the end of the Spring semester with a grade of C or better in each course: RADT 142 C Radiologic Electronics, 4 units RADT 153 C Patient Care, 3 units HS 145 C Medical Terminology, 3 units HS 147 C Survey of Disease, 3 units *DMS 160 C Introduction to Sonography all major course requirements with a grade of C or better; (3) the Social Justice, Equity and Sustainability and reading requirements; (4) any elective courses to complete a minimum of 60 units; and (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Total Units</p>		2024 Fall	<p>*Updated Catalog Description</p> <p>*Total units from 74.5 to 68.5</p> <p>Updated course units of DMS 163 C and DMS 183 C to reflect 1, total degree units from 74.5 to 68.5, and catalog description, effective Fall 2024, previously board approved,4/9/2024.</p>

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																		
	<p>Required, 40 units. Note: All General Education and prerequisite courses must be completed by the application deadline. This degree requires a total of 68.5 units in addition to other general education requirements.</p> <p>SEMESTER I (15 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DMS170 C</td> <td>Sonography Physics</td> <td>3.5</td> </tr> <tr> <td>DMS 175 C</td> <td>Abdomen Sonography</td> <td>4</td> </tr> <tr> <td>DMS172 C</td> <td>Sonography Externship</td> <td>4</td> </tr> <tr> <td>RADT262 C *</td> <td>Cross-Sectional Imaging</td> <td>1</td> </tr> <tr> <td>DMS165 C *</td> <td>Ethical and Legal Issues</td> <td>1.5</td> </tr> <tr> <td>DMS163 C</td> <td>Scanning Lab I</td> <td>1</td> </tr> </tbody> </table> <p>SEMESTER II (16 Units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DMS 176 C</td> <td>Pathology and Small Parts</td> <td>3</td> </tr> <tr> <td>DMS 186 C</td> <td>OB/GYN Sonography</td> <td>4</td> </tr> <tr> <td>DMS 207 C</td> <td>Clinical Education I</td> <td>8</td> </tr> <tr> <td>DMS183 C</td> <td>Scanning Lab II</td> <td>1</td> </tr> </tbody> </table> <p>SUMMER INTERSESSION (8.5 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DMS188 C</td> <td>Venous Doppler Ultrasound</td> <td>1.5</td> </tr> <tr> <td>DMS 217 C</td> <td>Clinical Education II</td> <td>7</td> </tr> </tbody> </table> <p>SEMESTER III (15 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DMS 227 C</td> <td>Clinical Training III</td> <td>11</td> </tr> <tr> <td>DMS 195 C</td> <td>Carotid & Arterial Sonography</td> <td>4</td> </tr> </tbody> </table> <p>SEMESTER IV (14 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DMS210 C</td> <td>Advanced Sonography Topics</td> <td>3</td> </tr> <tr> <td>DMS237 C</td> <td>Clinical Education IV</td> <td>11</td> </tr> <tr> <td colspan="2">Total Units</td> <td>68.5</td> </tr> </tbody> </table>			Units	DMS170 C	Sonography Physics	3.5	DMS 175 C	Abdomen Sonography	4	DMS172 C	Sonography Externship	4	RADT262 C *	Cross-Sectional Imaging	1	DMS165 C *	Ethical and Legal Issues	1.5	DMS163 C	Scanning Lab I	1			Units	DMS 176 C	Pathology and Small Parts	3	DMS 186 C	OB/GYN Sonography	4	DMS 207 C	Clinical Education I	8	DMS183 C	Scanning Lab II	1			Units	DMS188 C	Venous Doppler Ultrasound	1.5	DMS 217 C	Clinical Education II	7			Units	DMS 227 C	Clinical Training III	11	DMS 195 C	Carotid & Arterial Sonography	4			Units	DMS210 C	Advanced Sonography Topics	3	DMS237 C	Clinical Education IV	11	Total Units		68.5		
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English as a Second Language	<p>ESL Milestone Certificate- Pathway to Transfer: Social Sciences & Humanities</p> <p>The Guided Pathways ESL Milestone certificate program is designed to prepare English Language learners (ELLs) for the academic rigor of degree-applicable coursework in various academic pathways. Students completing these certificates have achieved academic English reading and writing skills at an advanced, post-secondary level; they have also achieved success in prerequisite or introductory coursework in a variety of degree, certificate, or general education patterns. These two elements combine to demonstrate significant achievement of a milestone along their pathways to Social Sciences/Humanities degrees, certificates, or transfer. To earn a certificate, students must complete the required courses as listed with a grade of C or better. At least 50% of all major course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required ESL courses are listed in suggested sequence (15 units):</p>	2025 Fall	Add courses: COMM 105 C, HIST 171 C, HIST 171HC																																																																		

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DEGREE		EFF DATE	JUSTIFICATION																																																																																							
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Interdisciplinary Studies	<p>Global Citizenship Studies Certificate As a result of completing this certificate program, students will be able to: 1. Describe key developments in the ongoing processes of globalization, climate change, mono-culturalization, decreasing biodiversity and ongoing social injustices and inequities 2. Analyze the concepts of global and local interdependence with reference to United Nations policies and documents 3. Critically consider and connect political, economic, cultural and ecological challenges as discussed in contemporary news and social media venues 4. Examine and practice strategies for resolution. This certificate requires a total of 21-22.5 units.</p> <p>Required core courses (6 units):</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>INDS200 C</td> <td>Introduction to Global Citizenship Studies</td> <td align="right">3</td> </tr> <tr> <td>INDS201 C</td> <td>Global Citizenship Issues</td> <td align="right">3</td> </tr> </table> <p>List A: Select 1 course from each of the 4 areas below: (12 units) Culture and Society Area</p> <table border="1"> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>ANTH102HC</td> <td>Honors Cultural Anthropology</td> <td align="right">3</td> </tr> <tr> <td>COMM120 C</td> <td>Intercultural Communication</td> <td align="right">3</td> </tr> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>ETHS101HC</td> <td>Honors American Ethnic Studies</td> <td align="right">3</td> </tr> </table>			Units	INDS200 C	Introduction to Global Citizenship Studies	3	INDS201 C	Global Citizenship Issues	3			Units	ANTH102 C	Cultural Anthropology	3		or		ANTH102HC	Honors Cultural Anthropology	3	COMM120 C	Intercultural Communication	3	ETHS101 C	American Ethnic Studies	3		or		ETHS101HC	Honors American Ethnic Studies	3	2024 Fall	Updated the humanities area to include THEA 107HC, total units remain the same, previously board approved 12/12/2023, effective Fall 2024.																																																						
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	ETHS130 C	African-American History I	3	
	ETHS131 C	African-American History II	3	
	ETHS151 C	Chicana-o-x History I	3	
	ETHS152 C	Chicana-o-x History II	3	
	ETHS160 C	Native American History I	3	
	ETHS161 C	Native American History II	3	
	ETHS171 C	Asian Pacific American History	3	
	PSY131 C	Cross-Cultural Psychology	3	
	Biology and Geography Area			
			Units	
	BIOL103 C	Environmental Science	3	
	PHS107 C	Nutrition and World Food Issues	3	
	GEOG100 C	World Geography	3	
		or		
	GEOG100HC	Honors World Geography	3	
	GEOG102 C	Physical Geography	3	
	GEOG160 C	Cultural Geography	3	
	Economics and Political Science Area			
			Units	
	ECON120 C	International Economics	3	
	POSC215 C	Comparative Politics	3	
	POSC230 C	International Relations	3	
	Humanities Area			
			Units	
	DANC101 C	Multicultural Dance in the US	3	
	ENGL208 C	Asian American Literature	3	
	ENGL243 C	Mythology	3	
	ENGL255 C	African-American Literature I	3	
	ENGL260 C	Survey of Arabic Literature (in translation)	3	
		or		
	ENGL260HC	Honors Survey of Arabic Literature (in translation)	3	
	ENGL256 C	African-American Literature II	3	
	PHIL101 C	Introduction to Religious Studies	3	
	SOC277 C	Sociology of Religion	3	
	THEA107 C	Diversity in American Theatre	3	
		or		
	THEA 107HC	Honors Diversity in American Theatre	3	
	List B: Select minimum 1 course from Career Education list below: (3-4.5 units)			
			Units	
	AJ160 C	Community and the Justice System	3	
	ATC182 C	Cultural Tourism	3	
	EST100 C	Renewable and Sustainable Energy	3	
	HRC265 C	World Cuisine	4.5	
	JOUR110 C	Global Media	3	
	PHS280 C	Introduction to Public Health	3	
		or		
	PHS280HC	Honors Introduction to Public Health	3	
	PHS281 C	Health and Social Justice	3	
		or		
	PHS281HC	Honors Health and Social Justice	3	
	PHS285 C	Global and Community Health	3	
	Total Units			21 - 22.5

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Media Arts Design	<p>2D Animation Certificate</p> <p>This 2D Animation Certificate provides the skills necessary for creating 2D digital animation. Students will learn to create digital frame by frame animation, digital drawings, paintings and illustrations for the purpose of creating two-dimensional animations. Emphasis is placed on development of a portfolio for employment and/or advancement. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 21 units.</p> <p>Required courses are listed in numeric sequence: (21 units)</p> <table border="1" data-bbox="342 583 1036 1066"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART182 C</td> <td>Beginning Drawing</td> <td>3</td> </tr> <tr> <td>MAD110 C</td> <td>Animation History and Technology</td> <td>3</td> </tr> <tr> <td>MAD134 C</td> <td>Digital Imaging</td> <td>3</td> </tr> <tr> <td>MAD193 C</td> <td>Introduction to 2D Animation</td> <td>3</td> </tr> <tr> <td>MAD203 C</td> <td>Intermediate 2D Animation</td> <td>3</td> </tr> <tr> <td>MAD132 C</td> <td>Digital Painting</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD112 C</td> <td>Digital Illustration</td> <td>3</td> </tr> <tr> <td>MAD107 C</td> <td>Motion Design I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD204 C</td> <td>Visual Development and Layout</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD200 C</td> <td>Storyboarding, Comics, Previz</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>21</td> </tr> </tbody> </table>			Units	ART182 C	Beginning Drawing	3	MAD110 C	Animation History and Technology	3	MAD134 C	Digital Imaging	3	MAD193 C	Introduction to 2D Animation	3	MAD203 C	Intermediate 2D Animation	3	MAD132 C	Digital Painting	3		or		MAD112 C	Digital Illustration	3	MAD107 C	Motion Design I	3		or		MAD204 C	Visual Development and Layout	3		or		MAD200 C	Storyboarding, Comics, Previz	3							Total Units		21	2025 Fall	<p>*Catalog Description Update *PSLOs Update Add: MAD 107 C, MAD 110 C</p> <p>Total units from 18 to 21.</p>
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Media Arts Design	<p>3D Certificate</p> <p>The 3D Certificate provides the skills necessary to create three dimensional models and 3D models appropriate for use in movies, television, electronic gaming, and Internet distribution. Emphasis is placed on development of a portfolio for employment and/or advancement. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in numeric sequence: (18 units)</p> <table border="1" data-bbox="342 1413 1036 1749"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>MAD104 C</td> <td>Introduction to 3D</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MAD120 C</td> <td>Beginning 3D</td> <td>3</td> </tr> <tr> <td>MAD150 C</td> <td>Intermediate 3D</td> <td>3</td> </tr> <tr> <td>MAD156 C</td> <td>Advanced 3D</td> <td>3</td> </tr> <tr> <td>MAD180 C</td> <td>Video Editing</td> <td>3</td> </tr> <tr> <td>MAD200 C</td> <td>Storyboarding, Comics, Previz</td> <td>3</td> </tr> <tr> <td>MAD210 C</td> <td>3D Storyboarding and Layout</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>18</td> </tr> </tbody> </table>			Units	MAD104 C	Introduction to 3D	3		or		MAD120 C	Beginning 3D	3	MAD150 C	Intermediate 3D	3	MAD156 C	Advanced 3D	3	MAD180 C	Video Editing	3	MAD200 C	Storyboarding, Comics, Previz	3	MAD210 C	3D Storyboarding and Layout	3				Total Units		18	2025 Fall	<p>*Program title update from 3D Animation Certificate *Catalog Description Update *PSLOs Update Total units remain the same. Program Title change from 3D Animation to 3D Certificate as the courses taught in the certificate are not focusing on animation but rather on the general 3D process.</p>																		
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MAD200 C	Storyboarding, Comics, Previz	3																																																				
MAD210 C	3D Storyboarding and Layout	3																																																				
Total Units		18																																																				
Media Arts Design	<p>Motion Design Certificate</p> <p>This certificate provides production knowledge and skills used by digital artists to perform a variety of production duties in the graphic design, animation and live-action production fields. This certificate is a part of a</p>	2025 Fall	<p>*Catalog Description Update *PSLOs Update *Add: MAD 104 C *Course title update: MAD</p>																																																			

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																
	<p>sequence of certificates focused on providing essential skills for employment in the field of graphic design, animation, game art and live-action production. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 21 units.</p> <p>Required courses are listed in suggested sequence: (21 units)</p> <table border="1" data-bbox="342 457 1031 940"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>MAD107 C</td><td>Motion Design I</td><td>3</td></tr> <tr><td>MAD187 C</td><td>Motion Design II</td><td>3</td></tr> <tr><td>MAD201 C</td><td>3D Typography for Media Design</td><td>3</td></tr> <tr><td>MAD207 C</td><td>Projection Design</td><td>3</td></tr> <tr><td>MAD116 C</td><td>Graphic Design I</td><td>3</td></tr> <tr><td>MAD104 C</td><td>Introduction to 3D</td><td>3</td></tr> <tr><td>MAD193 C</td><td>Introduction to 2D Animation</td><td>3</td></tr> <tr><td></td><td>or</td><td></td></tr> <tr><td>MAD180 C</td><td>Video Editing</td><td>3</td></tr> <tr><td></td><td>or</td><td></td></tr> <tr><td>MAD106 C</td><td>Editing for Social Media</td><td>3</td></tr> <tr><td></td><td>or</td><td></td></tr> <tr><td>PHOT101 C</td><td>Introduction to Photography</td><td>3</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td>Total Units</td><td></td><td>21</td></tr> </tbody> </table>			Units	MAD107 C	Motion Design I	3	MAD187 C	Motion Design II	3	MAD201 C	3D Typography for Media Design	3	MAD207 C	Projection Design	3	MAD116 C	Graphic Design I	3	MAD104 C	Introduction to 3D	3	MAD193 C	Introduction to 2D Animation	3		or		MAD180 C	Video Editing	3		or		MAD106 C	Editing for Social Media	3		or		PHOT101 C	Introduction to Photography	3				Total Units		21		<p>106 C Total units from 18 to 21.</p>
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Photography	<p>Creative Photo Arts Certificate</p> <p>The Creative Photo Arts Certificate is designed to prepare students for a career as an individual artist or as an employee in the visual arts. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 19 units.</p> <p>Required Courses (19 units)</p> <table border="1" data-bbox="342 1205 1031 1507"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>PHOT101 C</td><td>Introduction to Photography</td><td>3</td></tr> <tr><td>PHOT202 C</td><td>Contemporary Photography</td><td>3</td></tr> <tr><td>PHOT220 C</td><td>Alternative Photo Processes I</td><td>3</td></tr> <tr><td>PHOT204 C</td><td>History of Photography</td><td>3</td></tr> <tr><td>PHOT219 C</td><td>Editorial Photography</td><td>3</td></tr> <tr><td>PHOT149 C</td><td>Photo Laboratory Studies II</td><td>1</td></tr> <tr><td>PHOT216 C</td><td>Advanced Digital Photography</td><td>3</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td>Total Units</td><td></td><td>19</td></tr> </tbody> </table>			Units	PHOT101 C	Introduction to Photography	3	PHOT202 C	Contemporary Photography	3	PHOT220 C	Alternative Photo Processes I	3	PHOT204 C	History of Photography	3	PHOT219 C	Editorial Photography	3	PHOT149 C	Photo Laboratory Studies II	1	PHOT216 C	Advanced Digital Photography	3				Total Units		19	2025 Fall	<p>*Catalog Description Update *PSLOs Update *Remove course: ART 166 C *Add course: PHOT 216 C *Course unit update: PHOT 149 C Total units from 18.5 to 19</p>																		
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Photography	<p>Digital Photography Certificate</p> <p>The Digital Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau Industry. Students are trained in the use of state-of-the-art printing and processing equipment. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires 19 units.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="342 1835 1031 1894"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>PHOT101 C</td><td>Introduction to Photography</td><td>3</td></tr> </tbody> </table>			Units	PHOT101 C	Introduction to Photography	3	2025 Fall	<p>*Catalog Description Update *PSLOs Update *Remove: PHOT 103 C *Add: PHOT 202 C Total units from 18.5-19 to 19</p> <p>Due to changes in the technical nature of this program, it is necessary to adjust the variety of courses that make up this certificate. We intend to eliminate</p>																																										
		Units																																																	
PHOT101 C	Introduction to Photography	3																																																	

MODIFY DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
	PHOT115 C	Introduction to Digital Photography	3	courses that incorporate outdated technology and replace them with existing courses that deliver more current applications of our medium. This is not a major overhaul of the program, yet one which is essentially a non-substantial adjustment, maintaining the basic integrity of our certificate.
	PHT 202 C	Contemporary Photography	3	
	PHOT203 C	Studio Lighting Techniques	3	
	PHOT219 C	Editorial Photography	3	
	PHOT216 C	Advanced Digital Photography	3	
	PHOT148 C	Photo Laboratory Studies I	1	
	Total Units		19	
Photography	Portrait and Wedding Photography Certificate The Portrait and Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 22 units.		2025 Fall	*Catalog Description Update *Course unit update: PHOT 150 C Total units from 21.5-22 to 22
	Required Courses (22)			
			Units	
	PHOT103 C	Intermediate Photography	3	
	PHOT118 C	Available Light Photography	3	
	PHOT104 C	Wedding and Event Photography	3	
	PHOT216 C	Advanced Digital Photography	3	
	PHOT109 C	Portrait Photography	3	
	PHOT203 C	Studio Lighting Techniques	3	
	PHOT219 C	Editorial Photography	3	
	PHOT150 C	Photo Laboratory Studies III	1	
	Total Units		22	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	November 12, 2024	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Fullerton College Curriculum Matters		

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

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

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee.

This agenda item is submitted by John Ison, Fullerton College Curriculum Committee Chair and Dr. José Ramón Núñez, Vice President, Instruction.

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2024, Fall 2025, and Fall 2026. The curricula have been signed by the Campus Curriculum Chairperson and the College President and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

B. V. Dipt Bredl

Approved for Submittal

4.b.2

Item No.



Board of Trustees
 Agenda Attachment
 Fullerton College Curriculum

November 12, 2024 | DCCC Approved on **October 10, 2024**

NEW COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BUS 256 F Artificial Intelligence and Prompt Engineering for Business Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE GE: CSU Transfer Course Yes	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	As Artificial Intelligence (AI) continues to transform industries, the ability to communicate with AI systems through prompt engineering is becoming essential. Proposed for Distance Education (online synchronous and hybrid).
CISG 191 F Electronic Sports (eSports) I Beginning Units: 1 Lecture: 0 Laboratory: 3	Prerequisites: NONE GE: CSU Transfer Course Yes	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding,	2025 Spring	New course. Introduction of a new career pathway for students interested in eSports.

NEW COURSES					
			structure, style and mechanics.		
CISG 192 F Electronic Sports (eSports) II Intermediate Units: 1 Lecture: 0 Laboratory: 3	Advisory: <ul style="list-style-type: none"> CISG 191 F GE: CSU Transfer Course Yes	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	New course. Introduction of a new career pathway for students interested in eSports.
CISG 193 F Electronic Sports (eSports) III Advanced Units: 1 Lecture: 0 Laboratory: 3	Advisory: <ul style="list-style-type: none"> CISG 192 F GE: CSU Transfer Course Yes	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	New course. Introduction of a new career pathway for students interested in eSports.
SOC 295HF Honors Social Inequality Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE GE: <ul style="list-style-type: none"> Associate Degree General Education Requirements Area D1: Social and Behavioral Sciences - Social, Political and Economic Institutions 	25	The Fullerton College Honors Advisory Board recommends a class size of 25, to encourage a seminar environment, in which there is extensive instructor-student interaction, as well as extensive interaction between students.	2026 Fall	New Honors course. Proposed for AA GE Area D1; Multicultural Education Graduation Requirement; CalGETC Area 4. Proposed for Distance Education (Online and Hybrid).

NEW COURSES					
TUT N01 Supervised Tutoring Units: 0 Lecture: 0 Laboratory: .5-6	Prerequisites: NONE	9999	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis.	2025 Spring	New course to claim apportionment for supervised tutoring interactions per new California Code Regulations, Title 5 § 58170.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 101AF Financial Accounting Units: 5 Lecture: 5 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-Year Review • Textbooks 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
ACCT 107 F Computerized Accounting with QuickBooks Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
BUS 110 F Business English Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
BUS 115 F Professional Business Etiquette Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Six-Year Review • Textbooks 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2025 Fall	Six-Year Review. Textbooks.
BUS 162 F Business Economics Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
BUS 182 F Mobile Applications (APPs) for Business Units: 3	Advisory: Familiarity with Adobe Dreamweaver and HTML <ul style="list-style-type: none"> • Advisory Validation 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 		presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
BUS 186 F Funding Special Projects and New Ventures Units: 1 Lecture: 1 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Method of Evaluation • Schedule Description Update • Six-Year Review • Textbooks • Course Content (that do not change the overall scope of the course) 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2025 Fall	Six-Year Review. Textbooks.
BUS 251 F Business Finance Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Six-Year Review • Textbooks • Course Content (that do not change the overall scope of the course) 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
BUS 267 F Principles of Supervision Units: 3	Prerequisites: NONE <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Six-Year Review • Textbooks 		through objective exams. Writing assignments are assessed mostly for concepts and structure.		
CIS 152 F Web Design I Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Six-Year Review • Textbooks 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics	2025 Fall	Six-Year Review. Textbooks. Revising and updating Distance Education (online asynchronous and synchronous; hybrid; hyflex).
CIS 153 F Business Web Graphics Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Six-Year Review • Textbooks 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics	2025 Fall	Six-Year Review. Textbooks.
CIS 155 F Web Page Multimedia Design I Units: 3	Advisory: <ul style="list-style-type: none"> • CIS 152 F • Advisory Validation • Six-Year Review 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES

<p>Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> • Textbooks 		<p>three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.</p>		
<p>CIS 157 F Web Design II</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Advisory:</p> <ul style="list-style-type: none"> • CIS 152 F • Advisory Validation • Six-Year Review • Textbooks 	<p>30</p>	<p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>ETHS 202 F Race, Ethnicity, and Popular Culture</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Cal-GETC Addition • Catalog Description Update • Assignments Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Schedule Description Update • Student Learning Outcomes 	<p>35</p>	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	<p>2026 Fall</p>	<p>Proposed for Cal-GETC Area 3b and Area 6.</p>

REVISED COURSES

	• Textbooks				
<p>FASH 010 F Clothing Construction Studio</p> <p>Units: 1 Lecture: 0 Laboratory: 3</p>	<p>Corequisite:</p> <ul style="list-style-type: none"> • FASH 110 F • Assignments Revision • Catalog Description Update • Corequisite Validation • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	25	<p>This course utilizes the Sewing Laboratory and requires garment preparation and individual projects. Intensive individualized instruction and supervision of garment sewing and construction projects are required. This also includes close supervision to maintain student safety on all sewing machines. A larger class would not allow for the many presentations or adequate supervision. This is a combo class with other fashion classes.</p>	2025 Fall	<p>Six-Year Review. Textbooks.</p>
<p>FASH 085 F Bridal and Special Occasion Wear</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 201 F • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks 	25	<p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many</p>	2025 Fall	<p>Six-Year Review. Textbooks.</p>

REVISED COURSES

REVISED COURSES					
			presentations or adequate supervision.		
<p>FASH 088 F Digital Fashion Flat Sketching</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Assignments Revision • Catalog Description Update • Course Content (Changing the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Objectives Revision • Prerequisite Deletion • Schedule Description Update • Student Learning Outcomes • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) • Unit Revision 	25	<p>The students are engaged in practicing the skill(s) they are learning. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis</p>	2025 Fall	<p>Hours revised FROM 1 lecture 3 lab TO 2 lecture and 3 lab. Units revised FROM 2 units TO 3 units. Textbook review. Removal of pre-requisite to enhance enrollment and to change scope of course to be introductory. Title changed to better describe course content. Title revised FROM CAD for Apparel TO Digital Fashion Flat Sketching. Addition of advisory notes which advise use of Adobe software for industry.</p>
<p>FASH 093 F Pattern Alteration and Fitting</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Objectives Revision • Student Learning Outcomes • Textbooks 	25	<p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines</p>	2025 Fall	<p>Six Year Review, Textbooks.</p>

REVISED COURSES

			related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.		
FASH 101 F Basic Sewing Techniques Units: 2 Lecture: 1 Laboratory: 3	Prerequisites: NONE <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Grading Options Revision • Method of Evaluation • Objectives Revision • Six-Year Review • Student Learning Outcomes • Textbooks 	25	This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.	2025 Fall	Six-Year Review. Textbooks. Changing from Pass/No Pass to standard letter grade.
FASH 107 F Apparel Analysis Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Assignments Revision • Catalog Description Update • Class Size Revision • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Method of Instruction • Schedule Description Update 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Textbooks. Class size revision FROM 25 TO 35 in order to reflect methods of instruction. Added Distance Education (online and hybrid).

REVISED COURSES

	<ul style="list-style-type: none"> • Textbooks 				
<p>FASH 108 F Flat Pattern Methods and Design I</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	25	<p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.</p>	2025 Fall	<p>Six-Year Review. Textbooks. Proposed for Distance Education (online and hybrid).</p>
<p>FASH 109 F Flat Pattern Methods and Design II</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 108 F • Add Distance Education(online) • Assignments Revision • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Remove Distance Education(hybrid) • Six-Year Review • Textbooks 	25	<p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many</p>	2025 Fall	<p>Six-Year Review. Textbooks. Proposed for Distance Education (online), with hybrid option removed.</p>

REVISED COURSES

REVISED COURSES					
			presentations or adequate supervision.		
<p>FASH 110 F Computer Patterning and Grading</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 108 F • Add Distance Education(hybrid) • Add Distance Education(online) • Assignments Revision • Catalog Description Update • Course Content (Changing the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Method of Instruction • Objectives Revision • Prerequisite Revision • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) • Unit Revision 	25	<p>Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, vocational skills, lab reports)</p>	2025 Fall	<p>Six-Year Review. Including content from course FASH 190 F to deactivate course FASH 190 F. Increasing FASH 110 units FROM 2 units TO 3 units because we saw the need to put in the skill set of grading in this course. Revision to the prerequisite is FASH 108 F because this is a basic pattern based class. Textbooks. Title revision FROM Flat Pattern Methods and Design III TO Computer Patterning and Grading. Proposed for DE Online (Asynchronous) and Hybrid. Remove pre-requisite FASH 109 F as skills learned from pre-requisite FASH 108 F are sufficient for course success.</p>
<p>FASH 183 F Fashion Marketing and Promotion</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 150 F • Assignments Revision • Catalog Description Update • Class Size Revision 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily</p>	2025 Fall	<p>Six-Year Review. Including content from course FASH 250 F to deactivate course FASH 250 F. Class size revision FROM 25 TO 35 to reflect methods of instruction. Title</p>

REVISED COURSES					
	<ul style="list-style-type: none"> • Course Content (Changing the overall scope of the course) • Method of Evaluation • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) 		through objective exams. Writing assignments are assessed mostly for concepts and structure.		revision FROM Fashion Marketing TO Fashion Marketing and Promotion.
<p>FASH 186 F Workroom Sketching</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Objectives Revision • Six-Year Review • Student Learning Outcomes • Textbooks • Unit Revision 	25	This course utilizes the Lecture Laboratory and requires garment(s) drawing and individual projects. A larger class would not allow for the many presentations. The instructor will give the students Individualized instruction and feedback during the course.	2025 Fall	Six-Year Review. Textbooks. Hours revised FROM 1 lecture and 3 lab TO 2 lecture and 3 lab. Units revised FROM 2 TO 3.
<p>FASH 188 F Apparel Production</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 101 F and • FASH 108 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (Changing the overall scope of the course) • Hours (WSCH Lecture and/or Lab) 	25	This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close	2025 Fall	Including content from course FASH 255 F to deactivate course FASH 255 F. WSCH revised FROM 1 lecture and 3 lab TO 2 lecture and 3 lab. Units revised FROM 2 units TO 3 units.

REVISED COURSES

	<ul style="list-style-type: none"> • Method of Evaluation • Method of Instruction • Objectives Revision • Prerequisite Revision • Schedule Description Update • Student Learning Outcomes • Textbooks • Unit Revision 		supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision. The student projects utilize specialized equipment, body forms and industrial pattern layouts that replicate the apparel industry.		
<p>FASH 201 F Fashion Sewing</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 101 F • Assignments Revision • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Six-Year Review • Student Learning Outcomes • Textbooks 	25	This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.	2025 Fall	Six-Year Review. Textbooks.
<p>FASH 209 F Draping</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update 	25	This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES

	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Schedule Description Update • Six-Year Review • Textbooks 		individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines and dress forms related to the apparel industry.		
<p>FASH 211 F Draping – Advanced</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 209 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Objectives Revision • Prerequisite Validation • Six-Year Review • TOPS Code Revision • Textbooks 	25	This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.	2025 Fall	Six-Year Review. Textbooks.
<p>FASH 221 F Retail and Fashion Buying Practices</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Assignments Revision • Catalog Description Update • Class Size Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective	2025 Fall	Six-Year Review. Textbooks. Removing pre-requisite FASH 220 F to help improve student pathways. Has also has been reviewed by faculty and Advisory

REVISED COURSES

	<ul style="list-style-type: none"> • Method of Instruction • Objectives Revision • Prerequisite Deletion • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) 		exams. Writing assignments are assessed mostly for concepts and structure.		committee and deemed not necessary. Class size revision FROM 25 TO 35 to reflect methods of instruction. Title revised FROM Advanced Retail and Fashion Buying TO Retail and Fashion Buying Practices.
<p>FASH 240 F Introduction to Fashion Styling and Current Topics in Fashion</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 150 F • Add Distance Education(online) • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Objectives Revision • Prerequisite Validation • Six-Year Review • Student Learning Outcomes • Textbooks • Unit Revision 	25	This course utilizes the Lecture Laboratory and requires computer use and individual projects. A larger class would not allow for the many presentations. The instructor will give the students Individualized instruction and feedback during the course	2025 Fall	Six-Year Review. Textbooks. Hours revised FROM 1 hour lecture and 3 hours lab TO 2 hours lecture and 3 hours lab. Units revised FROM 2 units TO 3 units.
<p>FASH 244 F Ethnic Costume</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Assignments Revision • Catalog Description Update 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are	2025 Fall	Six-Year Review. Textbook update. Proposed for Distance Education (online and hybrid).

REVISED COURSES

	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-Year Review • Textbooks 		assessed mostly for concepts and structure.		
<p>FASH 260 F Fashion Forecasting</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Method of Evaluation • Method of Instruction • Objectives Revision • Add Distance Education(hybrid) • Six-Year Review • Student Learning Outcomes • Textbooks • Unit Revision 	25	Lab in which the instructor provides extensive individualized feedback and evaluation on a regular basis.	2025 Fall	Six-Year Review. Textbooks. Hours revised FROM 1 lecture and 3 lab TO 2 lecture and 3 lab. Unit revision FROM 2 units TO 3 units. Proposed for Distance Education (hybrid).
<p>FASH 284 F Fashion Design</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education(online) • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Objectives Revision • Remove Distance Education(hybrid) • Six-Year Review 	25	This course utilizes the Lecture Laboratory and requires garment(s) drawing and individual projects. A larger class would not allow for the many presentations. The instructor will give the students Individualized instruction and feedback during the course.	2025 Fall	Six-Year Review. Textbooks. Unit revision FROM 2 units TO 3 units.

REVISED COURSES

	<ul style="list-style-type: none"> • Student Learning Outcomes • TOPS Code Revision • Textbooks • Unit Revision 				
<p>FASH 285 F Fashion Design Collections</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 108 F and • FASH 209 F and FASH 284 F <ul style="list-style-type: none"> • Add Distance Education(hybrid) • Add Distance Education(online) • Assignments Revision • Catalog Description Update • Course Content (Changing the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Objectives Revision • Prerequisite Revision • Remove Distance Education(hybrid) • Schedule Description Update • Six-Year Review • Student Learning Outcomes • TOPS Code Revision • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) • Unit Revision 	25	<p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision</p>	2025 Fall	<p>Six-Year Review. Hours revised FROM 1 hours lecture 3 hours lab TO 2 hours lecture and 3 hours lab. Units revised FROM 2 TO 3. Title revised FROM Fashion Design - Advanced TO Fashion Design Collections. Including content from course FASH 975 F and deactivating course FASH 975 F.</p>
<p>FASH 288 F Digital Fashion Illustration and Portfolio</p> <p>Units: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 088 F <ul style="list-style-type: none"> • Assignments Revision 	25	<p>Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual</p>	2025 Fall	<p>Six-Year Review. Including content from course FASH 297 F, as it is being deactivated. Hours revised FROM 1 lecture 3 lab TO 2</p>

REVISED COURSES

<p>Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (Changing the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Method of Evaluation • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks • Title Revision with Program Impacts (LIST Programs in Justification) • Unit Revision 		<p>instruction as the class proceeds.</p>		<p>lecture and 3 lab. Units revised FROM 2 units TO 3 units. Textbooks.</p>
<p>FASH 299 F Fashion Industry Internship</p> <p>Units: 2-4 Lecture: 1 Laboratory: 3-9</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • FASH 088 F and • FASH 109 F and FASH 150 F or FASH 183 F and FASH 209 F and FASH 220 F and FASH 284 F and • Add Distance Education(online) • Assignments Revision • Catalog Description Update • Method of Evaluation • Method of Instruction • Prerequisite Revision • Repeatability Revision • Six-Year Review • Student Learning Outcomes • Textbooks 	<p>25</p>	<p>Class in which the instructor coordinates internship practice opportunities and supervises students individually at different locations.</p>	<p>2025 Spring</p>	<p>Six-Year Review. Textbooks.</p>

REVISED COURSES

<p>MKT 103 F Principles of Advertising</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Objectives Revision • Six-Year Review • Textbooks 	<p>30</p>	<p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style, and mechanics.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>MKT 201 F Small Business Promotions</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	<p>35</p>	<p>This class meets the Class Size Planning & Resource document description for a class with class size of 35: Lecture with much of the class time focused on discussion, group learning, and formal/informal student presentations. Evaluation primarily through objective exams with essay questions. Writing assignments are assessed mostly for concepts and structure.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>MKT 203 F Principles of Retail Management</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-Year Review • Textbooks 	<p>35</p>	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>

REVISED COURSES

			through objective exams. Writing assignments are assessed mostly for concepts and structure.		
PHOT 214 F Professional Portrait II Units: 3 Lecture: 2 Laboratory: 3	Prerequisite: <ul style="list-style-type: none"> • PHOT 114 F • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Prerequisite Validation • Student Learning Outcomes • Textbooks 	25	Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2025 Fall	CIP and SOC codes revision to reflect course content. Advisory Committee recommends decreasing lab hours now that the department is completely digital.
PHOT 228 F Introduction to Adobe Photoshop for Photographers Units: 3 Lecture: 2 Laboratory: 3	Prerequisites: NONE <ul style="list-style-type: none"> • CIP Code Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Hours (WSCH Lecture and/or Lab) • Textbooks • Assignments Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2025 Fall	CIP and SOC codes revision to reflect course content. Advisory Committee recommends decreasing lab hours. Upon further review of this course the number of hours required to become proficient in this skill is less than 4 hours. Hence, we are revising it from 4 to 3 hours lab.
PLEG 211 F Real Property Law and Procedures	Prerequisite: <ul style="list-style-type: none"> • PLEG 101 F and • PLEG 104 F 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES

<p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks 		<p>formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure</p>		
<p>PLEG 214 F Contract Law and Procedure</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • PLEG 101 F and • PLEG 104 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks 	<p>35</p>	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>PLEG 218 F Entertainment and Sports Law</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision 	<p>35</p>	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>

REVISED COURSES

	<ul style="list-style-type: none"> • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks • Assignments Revision 		assignments are assessed mostly for concepts and structure.		
<p>PLEG 219 F Intellectual Property</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • PLEG 101 F and • PLEG 104 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Objectives Revision • Prerequisite Validation • Schedule Description Update • Six-Year Review • Student Learning Outcomes • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
<p>RE 101 F Principles of Real Estate</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Method of Instruction • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
<p>RE 102 F Legal Aspects of Real Estate</p>	<p>Prerequisites: NONE</p>	35	While the instructor does lecture, much of the class time focuses	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES

<p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 		<p>on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>		
<p>RE 201 F Real Estate Practice</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Objectives Revision • Schedule Description Update • Six-Year Review • Textbooks 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	2025 Fall	Six-Year Review. Textbooks.
<p>RE 202 F Real Estate Finance</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	2025 Fall	Six-Year Review. Textbooks.
<p>RE 203 F Appraisal: Residential</p>	<p>Prerequisites: NONE</p>	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group</p>	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES

<p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks • Add Distance Education (online) 		<p>learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>		
<p>RE 204 F Appraisal: Income</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Add Distance Education (online) • Assignments Revision • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	2025 Fall	Six-Year Review. Textbooks.
<p>RE 205 F Property Management</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>	2025 Fall	Six-Year Review. Textbooks.
<p>RE 206 F Real Estate Economics</p> <p>Units: 3</p>	<p>Prerequisites: NONE</p> <ul style="list-style-type: none"> • Assignments Revision 	35	<p>While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or</p>	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Objectives Revision • Six-Year Review • Textbooks 		formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
RE 207 F Mortgage Loan Brokering in California Units: 3 Lecture: 3 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
RE 210 F Advanced Residential Appraisal Applications and Residential Report Writing Units: 3.5 Lecture: 3.5 Laboratory: 0	Prerequisites: NONE <ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.
RE 212 F Uniform Standards of Professional Appraisal Practice (USPAP)	Prerequisites: NONE	35	Class focuses on individualized instruction, student presentation time, and/or group learning. Writing	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
Units: 1 Lecture: 1 Laboratory: 0	<ul style="list-style-type: none"> • Course Content (that do not change the overall scope of the course) • Schedule Description Update • Six-Year Review • Textbooks 		assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
SOSC 120 F Introduction to Probability and Statistics Units: 4 Lecture: 4 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> • intermediate algebra or the equivalent or • by assessment through the college's multiple measures placement processes. <ul style="list-style-type: none"> • Catalog Description Update • Method of Evaluation • Method of Instruction • Prerequisite Revision • Six-Year Review • Textbooks 	35	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentations of problems. Includes multiple exams and homework assignments requiring demonstration of problem solving ability.	2025 Fall	Six-Year Review. Revision of the prerequisite. Replacement of MATH 040 F with "intermediate algebra" in response to AB 705.
SOSC 125 F Introduction to Research Methods Units: 3 Lecture: 3 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> • SOC 101 F or • SOC 101HF <ul style="list-style-type: none"> • Method of Instruction • Prerequisite Validation • Six-Year Review • Textbooks 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams and critical thinking exercises. Writing assignments are assessed for empirical support and evidence, development of hypotheses and measurable variables, as well as sociological concepts and structure. Emphasis on computer	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES				
			applications appropriate for Social Science research.	

DEACTIVATION OF COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
BUS 290 F Managerial Communications	2025 Fall	Course Deactivation. Course is no longer taught, and there are no program impacts.
FASH 082 F Beginning Designing and Sewing Leather	2025 Fall	Course Deactivation. This course is being deactivated, no program impacts.
FASH 202 F Display and Visual Merchandising	2025 Fall	Course Deactivation, with no program impacts.
FASH 205 F Tailoring	2025 Fall	Course Deactivation.
FASH 255 F Advanced Clothing Construction Industrial	2025 Fall	Course Deactivation.
MKT 152 F Internet Advertising	2025 Fall	Course Deactivation. Course is no longer taught, and there are no impacts.
MKT 153 F Customer Service on the Internet	2025 Fall	Course Deactivation. Course is no longer taught, and there are no impacts.
PLEG 207 F Computer Assisted Legal Research	2025 Fall	Course Deactivation, as the course will no longer be offered.
PLEG 216 F Computers in the Law Office II	2025 Fall	Course Deactivation, as the course will no longer be offered. There are no program impacts.
PLEG 220 F Elder Law	2025 Fall	Course Deactivation, as the course will no longer be offered.
RE 298 F Advanced Topics in Real Estate	2025 Fall	Course Deactivation, as it is not used, nor is it connected to any program or other course.

NEW DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Earth Sciences	Meteorology Associate in Science Degree	2025 Fall	Increased student (and public) interest in extreme weather and the

NEW DEGREES/CERTIFICATES

	<p>The Meteorology Associate in Science Degree is designed to introduce students to the fields of meteorology and climate science. Students who complete the degree will be prepared for future study in meteorology and careers in government and private forecasting, and broadcast meteorology. This degree requires a total of 18-19 units, in addition to other graduation requirements.</p> <p>Required Courses (11 units):</p> <p align="center">Units</p> <p>ESC 105 F Introduction to Weather and Climate 3</p> <p>ESC 105LF Introduction to Weather and Climate Laboratory 1</p> <p>ESC 110 F Introduction to Climate Science 3</p> <p>GEOG 102 F Physical Geography 3</p> <p>or</p> <p>GEOG 102HF Honors Physical Geography 3</p> <p>GEOG 102LF Physical Geography Lab 1</p> <p>Restricted Electives (7-8 units):</p> <p align="center">Units</p> <p>ESC 130 F Introduction to Oceanography 3</p> <p>or</p> <p>ESC 130HF Honors Introduction to Oceanography 3</p> <p>MATH 151 F Calculus I 4</p> <p>or</p> <p>MATH 151HF Honors Calculus I 4</p> <p>MATH 152 F Calculus II 4</p> <p>or</p> <p>MATH 152HF Honors Calculus II 4</p> <p>PHYS 221 F General Physics I 4</p> <p>PHYS 222 F General Physics II</p>	<p>requirement of weather and climate courses for FC's drone certification program provide an opportunity to prepare students for future studies in meteorology, climatology, and careers in government, private forecasting, and broadcast meteorology.</p>
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NEW DEGREES/CERTIFICATES			
	4		
	Total Units		
	18 - 19		
Earth Sciences	<p>Oceanography Associate in Science Degree</p> <p>The Oceanography Associate in Science Degree is designed to introduce the student to the field of ocean science and the blue economy. Students who complete the degree will be prepared for future study and employment in oceanography, marine biology, or related ocean science fields. This degree requires a total of 18-22 units in addition to other graduation requirements.</p> <p>Required Courses (7 units):</p> <p style="text-align: center;">Units</p> <p>ESC 110 F Introduction to Climate Science 3</p> <p>ESC 130 F Introduction to Oceanography 3</p> <p>or</p> <p>ESC 130HF Honors Introduction to Oceanography 3</p> <p>ESC 130LF Introduction to Oceanography Field Experience 1</p> <p>Restricted Electives (11-15 units):</p> <p style="text-align: center;">Units</p> <p>ESC 105 F Introduction to Weather and Climate 3</p> <p>ESC 105LF Introduction to Weather and Climate Laboratory 1</p> <p>ESC 230 F Coastal Oceanography 3</p> <p>CHEM 111AF General Chemistry I 5</p> <p>CHEM 111BF General Chemistry II 5</p> <p>MATH 151 F Calculus I 4</p> <p>or</p> <p>MATH 151HF Honors Calculus I</p>	2025 Fall	We want to offer this degree to take advantage of expansion of courses within the earth sciences department, to meet increased student interest in the blue and green economies, and to provide opportunities to students for increased job growth in the field.

NEW DEGREES/CERTIFICATES

	<p align="center">4</p> <p>MATH 152 F Calculus II</p> <p align="center">4</p> <p>or</p> <p>MATH 152HF Honors Calculus II</p> <p align="center">4</p> <p>PHYS 205 F Physics for the Life Sciences I</p> <p align="center">4</p> <p>PHYS 206 F Physics for the Life Sciences II</p> <p align="center">4</p> <p>PHYS 221 F General Physics I</p> <p align="center">4</p> <p>PHYS 222 F General Physics II</p> <p align="center">4</p> <p>PHYS 223 F General Physics III</p> <p align="center">4</p> <p>BIOL 101 F General Biology</p> <p align="center">5</p> <p>or</p> <p>BIOL 101HF Honors General Biology</p> <p align="center">5</p> <p>BIOL 170 F Organismal Biology</p> <p align="center">5</p> <p>BIOL 276 F Genetics and Evolutionary Biology</p> <p align="center">4</p> <p>Total Units</p> <p align="center">18 - 22</p>		
Graphic Design	<p>Graphic Design Certificate</p> <p>The Graphic Design Certificate is designed to prepare students for entry level positions in the graphic design related professions. The hands-on classes allow a student to create professional quality designs suitable for inclusion in a portfolio. This certificate requires a total of 40-41 units. A grade of C or better is required in each course taken.</p> <p>Required Courses</p> <p>Required Courses (34-35 units):</p> <p align="center">Units</p> <p>ART 123 F Business Practices in Art</p> <p align="center">3</p> <p>ART 299 F Art Independent Study</p> <p align="center">1 - 2</p>	2025 Fall	The Graphic Design Certificate focuses on design skills across multiple disciplines with an emphasis on new and emerging digital platforms.

NEW DEGREES/CERTIFICATES

	<p>DART 100 F Introduction to Digital Art 3</p> <p>DART 112 F Vector Graphics 3</p> <p>DART 132 F Digital Imaging I 3</p> <p>GRFX 100 F Graphic Design I 3</p> <p>GRFX 120 F Typography I 3</p> <p>GRFX 150 F Graphic Design II 3</p> <p>GRFX 160 F Publication Design 3</p> <p>GRFX 200 F Graphic Design III 3</p> <p>GRFX 250 F Graphic Design IV 3</p> <p>GRFX 270 F UI-UE User Experience Design 3</p> <p>Restricted Electives</p> <p>Restricted Electives (6 units): Units</p> <p>ART 182 F Basic Drawing 3</p> <p>GRFX 151 F History of Graphic Design 3</p> <p>GRFX 230 F Advertising Design 3</p> <p>GRFX 240 F Packaging Design 3</p> <p>GRFX 170 F Typography II 3</p> <p>PRNT 101 F Introduction to Printing 3</p> <p>Total Units 40 - 41</p>		
Paralegal Studies	<p>Criminal Law Specialty Certificate</p> <p>The Criminal Law Specialty Certificate is designed to prepare students for employment or their continued education. The focus of the coursework for this certificate is skill building in the areas of legal</p>	2025 Fall	New certificate designed to improve job skills and continuing education pathways for students and alumni alike, as

NEW DEGREES/CERTIFICATES

	<p>drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment in the legal field, with a special focus on criminal law. Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing this certificate. Non-paralegal courses taken toward this certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their paralegal certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this certificate. Prerequisites note: For students who have obtained a certificate of completion/achievement from an ABA-approved Paralegal Studies program at another institution can have prerequisites required for a Fullerton College paralegal (PLEG) course waived. ABA required disclaimer: This certificate is not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before, or concurrently with, applying for any specialized certificate. This certificate on its own does not prepare students to work as a paralegal. This certificate requires 15 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (15 Units):</p> <table border="0"> <thead> <tr> <th></th> <th align="right">Units</th> </tr> </thead> <tbody> <tr> <td>AJ 100 F Introduction to Criminal Justice</td> <td align="right">3</td> </tr> <tr> <td>AJ 223 F Criminal Investigation</td> <td align="right">3</td> </tr> <tr> <td>PLEG 203 F Tort Law</td> <td align="right">3</td> </tr> <tr> <td>PLEG 209 F Criminal Law and Procedures</td> <td align="right">3</td> </tr> <tr> <td>PLEG 226 F Constitutional Law</td> <td align="right">3</td> </tr> <tr> <td>Total Units</td> <td align="right">15</td> </tr> </tbody> </table>		Units	AJ 100 F Introduction to Criminal Justice	3	AJ 223 F Criminal Investigation	3	PLEG 203 F Tort Law	3	PLEG 209 F Criminal Law and Procedures	3	PLEG 226 F Constitutional Law	3	Total Units	15	<p>recommended by PLEG advisory.</p>
	Units															
AJ 100 F Introduction to Criminal Justice	3															
AJ 223 F Criminal Investigation	3															
PLEG 203 F Tort Law	3															
PLEG 209 F Criminal Law and Procedures	3															
PLEG 226 F Constitutional Law	3															
Total Units	15															

NEW DEGREES/CERTIFICATES

Paralegal Studies	<p>Law School First-Year Prep Specialty Certificate</p> <p>The Law School First-Year Prep Specialty Certificate is designed to prepare students for both employment and law school. The focus of the coursework for this certificate is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for the challenging first year of law school or the legal environment. Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing this certificate. Non-paralegal courses taken toward this certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their paralegal certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this certificate. Prerequisites note: For students who have obtained a certificate of completion/achievement from an ABA-approved Paralegal Studies program at another institution can have prerequisites required for a Fullerton College paralegal (PLEG) course waived. ABA required disclaimer: This certificate is not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before, or concurrently with, applying for any specialized certificate. This certificate on its own does not prepare students to work as a paralegal. This certificate requires 15 units. A grade of C or better is required in each course taken.</p> <p>Required Course (15 Units):</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td align="right">Units</td> </tr> <tr> <td>BUS 242 F International Business Law</td> <td align="right">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>BUS 246 F Business Law II</td> <td align="right">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>PLEG 227 F International Law</td> <td align="right">3</td> </tr> </table>		Units	BUS 242 F International Business Law	3	or		BUS 246 F Business Law II	3	or		PLEG 227 F International Law	3	2025 Fall	New certificate designed to improve job skills and continuing education pathways for students and alumni alike, as recommended by PLEG advisory.
	Units														
BUS 242 F International Business Law	3														
or															
BUS 246 F Business Law II	3														
or															
PLEG 227 F International Law	3														

NEW DEGREES/CERTIFICATES

	<p>BUS 245 F Business Law I 3</p> <p>or</p> <p>PLEG 214 F Contract Law and Procedure 3</p> <p>PLEG 203 F Tort Law 3</p> <p>PLEG 209 F Criminal Law and Procedures 3</p> <p>PLEG 226 F Constitutional Law 3</p> <p>Total Units 15</p>		
Paralegal Studies	<p>Real Estate Law Specialty Certificate</p> <p>The Real Estate Law Specialty Certificate is designed to prepare students to work or for their continued education. The focus of the coursework for this certificate is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment, with a special focus on real estate or contract matters. Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing this certificate. Non-paralegal courses taken toward this certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their paralegal certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this certificate. Prerequisites note: For students who have obtained a certificate of completion/achievement from an ABA-approved Paralegal Studies program at another institution can have prerequisites required for a Fullerton College paralegal (PLEG) course waived. ABA required disclaimer: This certificate is not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before, or concurrently with, applying for any specialized</p>	2025 Fall	New certificate designed to improve job skills and continuing education pathways for students and alumni alike, as recommended by PLEG advisory.

NEW DEGREES/CERTIFICATES

	<p>certificate. This certificate on its own does not prepare students to work as a paralegal. This certificate requires 15 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (15 units):</p> <table border="0"> <tr> <td></td> <td align="right">Units</td> </tr> <tr> <td>PLEG 211 F Real Property Law and Procedures</td> <td align="right">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>RE 102 F Legal Aspects of Real Estate</td> <td align="right">3</td> </tr> <tr> <td>BUS 245 F Business Law I</td> <td align="right">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>PLEG 214 F Contract Law and Procedure</td> <td align="right">3</td> </tr> <tr> <td>PLEG 222 F Alternative Dispute Resolution</td> <td align="right">3</td> </tr> <tr> <td>RE 101 F Principles of Real Estate</td> <td align="right">3</td> </tr> <tr> <td>RE 201 F Real Estate Practice</td> <td align="right">3</td> </tr> <tr> <td>Total Units</td> <td align="right">15</td> </tr> </table>		Units	PLEG 211 F Real Property Law and Procedures	3	or		RE 102 F Legal Aspects of Real Estate	3	BUS 245 F Business Law I	3	or		PLEG 214 F Contract Law and Procedure	3	PLEG 222 F Alternative Dispute Resolution	3	RE 101 F Principles of Real Estate	3	RE 201 F Real Estate Practice	3	Total Units	15		
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Paralegal Studies	<p>eDiscovery and Technology Specialty Certificate</p> <p>The eDiscovery and Technology Specialty Certificate is designed to prepare students for employment or their continued education. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal or non-legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment. Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing this certificate. Non-paralegal courses taken toward this certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their paralegal</p>	2025 Fall	New certificate designed to improve job skills and continuing education pathways for students and alumni alike, as recommended by PLEG advisory.																						

NEW DEGREES/CERTIFICATES

	<p>certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this certificate. Prerequisites note: For students who have obtained a certificate of completion/achievement from an ABA-approved Paralegal Studies program at another institution can have prerequisites required for a Fullerton College paralegal (PLEG) course waived. ABA required disclaimer: This certificate is not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before, or concurrently with, applying for any specialized certificate. This certificate on its own does not prepare students to work as a paralegal. This certificate requires 15 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (15 Units):</p> <table style="margin-left: 40px;"> <tr> <td></td> <td align="right">Units</td> </tr> <tr> <td>CIS 120 F Project Management I</td> <td align="right">3</td> </tr> <tr> <td>CIS 142 F Database I</td> <td align="right">3</td> </tr> <tr> <td>CYBR 106 F Introduction to Cybersecurity</td> <td align="right">3</td> </tr> <tr> <td>PLEG 215 F Electronic Discovery and Software Application</td> <td align="right">3</td> </tr> <tr> <td>PLEG 225 F Law Office Management</td> <td align="right">3</td> </tr> <tr> <td>Total Units</td> <td align="right">15</td> </tr> </table>		Units	CIS 120 F Project Management I	3	CIS 142 F Database I	3	CYBR 106 F Introduction to Cybersecurity	3	PLEG 215 F Electronic Discovery and Software Application	3	PLEG 225 F Law Office Management	3	Total Units	15		
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PLEG 225 F Law Office Management	3																
Total Units	15																

MODIFY DEGREES/CERTIFICATES

DEGREE	REVISION TYPE		EFF DATE	JUSTIFICATION
Ethnic Studies	<ul style="list-style-type: none"> • Catalog Description Update • Program SLOA Revision • Adding Courses to "Required" 	<p>Ethnic Studies Associate in Arts Degree</p> <p>The Ethnic Studies Associate in Arts Degree is designed to provide students a holistic and transdisciplinary education with a focus on the historical and contemporary relational</p>	2025 Fall	Adding ETHS 111HF, ETHS 129HF, ETHS 130HF, ETHS 150 HF, ETHS 162F, ETHS 201F, and ETHS 220F to this degree in order to increase student access and success.

MODIFY DEGREES/CERTIFICATES

	<ul style="list-style-type: none"> • Adding Courses to "Restricted Electives" • Course Title Revision 	<p>experiences of Black, Indigenous, and People of Color (BIPOC) in the United States. Ethnic Studies is committed to critical theorizations of race, racism, and white supremacy as foundational elements of modern social formations. Through an intersectional analysis, students examine ethnicity, class, gender, and sexuality and interrogate interlocking systems of oppression in order to unsettle and disrupt them. Ethnic Studies cultivates activist-scholars by providing students opportunities to bridge academic study with community engagement. Graduates develop a liberatory vision for social change and acquire skills in community-centered leadership, media literacy, critical and creative thinking, and an ability to advance social justice for BIPOC. The major prepares students for transfer and career pathways that serve BIPOC populations in areas/fields such as education and research, community advocacy, union organizing, city planning and housing development, health and human services, mediation and conflict resolution, marketing and communications, law and policy, fine and performing arts, multicultural affairs, and more. This degree requires a total of 18 units, in addition to other graduation requirements.</p> <p>Required Courses (12 units):</p> <table border="0"> <tr> <td></td> <td align="center">Units</td> </tr> <tr> <td>ETHS 101 F American Ethnic Studies</td> <td align="center">3</td> </tr> </table> <p>or</p>		Units	ETHS 101 F American Ethnic Studies	3	
	Units						
ETHS 101 F American Ethnic Studies	3						

MODIFY DEGREES/CERTIFICATES

		<p>ETHS 101HF Honors American Ethnic Studies 3</p> <p>ETHS 111 F Women of Color in the U.S. 3</p> <p>or</p> <p>ETHS 111HF Honors Women of Color in the U.S. 3</p> <p>ETHS 202 F Race, Ethnicity, and Popular Culture 3</p> <p>ETHS 235 F U.S. Racial Liberation Movements 3</p> <p>or</p> <p>ETHS 235HF Honors U.S. Racial Liberation Movements 3</p> <p>Restricted Electives. Must choose courses from two different subfields (6 units): Units</p> <p>Subfield I: Africana Studies</p> <p>ETHS 129 F Introduction to African-American Studies 3</p> <p>or</p> <p>ETHS 129HF Honors Introduction to African American Studies 3</p> <p>ETHS 130 F African-American History I 3</p> <p>or</p> <p>ETHS 130HF Honors African-American History I 3</p> <p>ETHS 131 F African American History II 3</p> <p>ETHS 220 F Mental Health in Black Communities</p>		
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MODIFY DEGREES/CERTIFICATES

		<p align="center">3</p> <p>Subfield II: Chicanx/Latinx Studies</p> <p>ETHS 150 F Introduction to Chicana/o Studies</p> <p align="center">3</p> <p>or</p> <p>ETHS 150HF Honors Introduction to Chicana/o Studies</p> <p align="center">3</p> <p>ETHS 151 F Chicana/o History I</p> <p align="center">3</p> <p>ETHS 152 F Chicana/o History II</p> <p align="center">3</p> <p>ETHS 153 F Chicana/o and Latina/o Contemporary Issues</p> <p align="center">3</p> <p>or</p> <p>ETHS 153HF Honors Chicana/o and Latina/o Contemporary Issues</p> <p align="center">3</p> <p>ETHS 201 F Chicana and Latina Feminisms</p> <p align="center">3</p> <p>Subfield III: American Indian & Indigenous Studies</p> <p>ETHS 159 F Introduction to American Indian Studies</p> <p align="center">3</p> <p>ETHS 160 F American Indian History</p> <p align="center">3</p> <p>ETHS 162 F Introduction to Federal Indian Law and Policy</p> <p align="center">3</p> <p>Subfield IV: Asian/Pacific Islander American Studies</p> <p>ETHS 170 F Introduction to Asian Pacific Islander American Studies</p> <p align="center">3</p> <p>ETHS 171 F Asian Pacific Islander American History</p> <p align="center">3</p>		
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MODIFY DEGREES/CERTIFICATES

MODIFY DEGREES/CERTIFICATES														
		Total Units 18												
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Program SLOA Revision • Course Title Revision • Course Unit Revision 	<p>Advanced Fashion Design Certificate</p> <p>The Advanced Fashion Design Certificate Program is designed to prepare students for a career as a fashion design room assistant or an assistant designer. The Advanced Fashion Design Certificate provides the student with advanced training in digital computer in designing, patternmaking and the mass production of apparel domestically and overseas. The course of study gives the students the current skills leading to certification and employment in the apparel industry. The course provides students with communication skills, the ability to collaborate and be detail orientated. This certificate requires a total of 62-66 units. The student is required to complete the Fashion Design Certificate (41-45 units) plus the Advanced Fashion Design Certificate requirements of 21 units. A grade of C or better is required in each course taken.</p> <p>Advanced Fashion Design Certificate Required Courses (37-39 units)</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td align="center" colspan="2">Units</td> </tr> <tr> <td>FASH 050 F Careers in Fashion</td> <td align="center">1</td> </tr> <tr> <td>FASH 088 F Digital Fashion Flat Sketching</td> <td align="center">3</td> </tr> <tr> <td>FASH 093 F Pattern Alteration and Fitting</td> <td align="center">2</td> </tr> <tr> <td>FASH 101 F Basic Sewing Techniques</td> <td></td> </tr> </table>	Units		FASH 050 F Careers in Fashion	1	FASH 088 F Digital Fashion Flat Sketching	3	FASH 093 F Pattern Alteration and Fitting	2	FASH 101 F Basic Sewing Techniques		2025 Fall	Revising program units to include recently updated/revised (with unit changes) FASH 088F, FASH 110 F, FASH 186F, FASH 88, FASH, 260 F, FASH 284F, FASH 285 F, FASH 288 F. Remove ART 186 F, FASH 190 F, FASH 045 F, 975 F and FASH 976 F. Program units revised FROM 63-67 units TO 62-66 units.
Units														
FASH 050 F Careers in Fashion	1													
FASH 088 F Digital Fashion Flat Sketching	3													
FASH 093 F Pattern Alteration and Fitting	2													
FASH 101 F Basic Sewing Techniques														

MODIFY DEGREES/CERTIFICATES

		2		
		FASH 107 F Apparel Analysis		
		3		
		FASH 108 F Flat Pattern Methods and Design I		
		2		
		FASH 109 F Flat Pattern Methods and Design II		
		2		
		FASH 150 F Introduction to the Fashion Industry		
		3		
		FASH 186 F Workroom Sketching		
		3		
		FASH 201 F Fashion Sewing		
		2		
		FASH 206 F Textiles		
		4		
		FASH 209 F Draping		
		2		
		FASH 242 F Fashion History: The Evolution of Dress, Culture and Style		
		3		
		FASH 284 F Fashion Design		
		3		
		FASH 299 F Fashion Industry Internship		
		2 - 4		
		Advanced Fashion Design Certificate Restricted Electives (4-6 units)		
		Units		
		FASH 060 F Professional Image		
		2		
		FASH 145 F Field Studies in Fashion		
		1		
		FASH 152 F Ready-to-Wear Evaluation		
		3		
		FASH 244 F Ethnic Costume		
		3		
		FASH 260 F Fashion Forecasting		
		3		

MODIFY DEGREES/CERTIFICATES

		<p>Required Courses (19 units) Units</p> <p>ART 139 F Fashion Sketching 2</p> <p>FASH 110 F Computer Patterning and Grading 3</p> <p>FASH 183 F Fashion Marketing and Promotion 3</p> <p>FASH 188 F Apparel Production 3</p> <p>FASH 211 F Draping - Advanced 2</p> <p>FASH 285 F Fashion Design Collections 3</p> <p>FASH 288 F Digital Fashion Illustration and Portfolio 3</p> <p>Restricted Electives (2 units) Units</p> <p>FASH 085 F Bridal and Special Occasion Wear 2</p> <p>FASH 090 F Creative Serging: Overlock Machine 2</p> <p>Total Units 62 - 66</p>		
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Six-Year Review • Removing Courses from "Required" • Course Unit Revision 	<p>Dressmaking-Alterations Certificate</p> <p>The Dressmaking-Alterations Certificate program prepares students for entry-level employment as a professional in the fields of dressmaker, garment construction, fit, and alterations specialist. These courses will prepare the student to alter and fit different body types related to clothing. This certificate requires a total of 34 units. A grade of C or</p>	2025 Fall	<p>Removing courses FASH 145, FASH 255.</p> <p>Increasing units of FASH 186 FROM 2 units TO 3 units. Increasing units of FASH 188 FROM 2 units TO 3 units. Six-year review.</p>

MODIFY DEGREES/CERTIFICATES

		better is required in each course taken.		
		Required Courses (34 units)		
		Units		
		FASH 060 F Professional Image		
		2		
		FASH 085 F Bridal and Special Occasion Wear		
		2		
		FASH 093 F Pattern Alteration and Fitting		
		2		
		FASH 096 F Exploring a Fashion E-Commerce Home-Based Business		
		2		
		FASH 101 F Basic Sewing Techniques		
		2		
		FASH 108 F Flat Pattern Methods and Design I		
		2		
		FASH 109 F Flat Pattern Methods and Design II		
		2		
		FASH 150 F Introduction to the Fashion Industry		
		3		
		FASH 152 F Ready-to-Wear Evaluation		
		3		
		FASH 186 F Workroom Sketching		
		3		
		FASH 188 F Apparel Production		
		3		
		FASH 201 F Fashion Sewing		
		2		
		FASH 206 F Textiles		
		4		
		FASH 209 F Draping		
		2		
		Total Units		
		34		

MODIFY DEGREES/CERTIFICATES

<p>Fashion</p>	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Removing Courses from "Required" • Adding Courses to "Required" • Course Title Revision • Course Unit Revision 	<p>Fashion Design Associate in Arts Degree</p> <p>The Fashion Design Associate in Arts Degree is designed to provide a course of study that prepares students for entry-level employment as a professional and competent in the fashion apparel industry as an assistant designer or equivalent. Individuals with this degree are able to design, build an apparel line, illustrate collections by hand and on the computer, and create patterns digitally and manually. Individuals with this degree may also find entry level positions in the field of design, technical design, and merchandising. This degree requires completion of 31-33 units of required courses, in addition to other graduation requirements. A grade of C or better is required in each course taken.</p> <p>Required Courses (31-33 units) Units</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 088 F Digital Fashion Flat Sketching 3</p> <p>FASH 101 F Basic Sewing Techniques 2</p> <p>FASH 108 F Flat Pattern Methods and Design I 2</p> <p>FASH 109 F Flat Pattern Methods and Design II 2</p> <p>FASH 110 F Computer Patterning and Grading 3</p> <p>FASH 150 F Introduction to the Fashion Industry</p>	<p>2025 Fall</p>	<p>Revising program units to include recently updated/revised courses (with unit changes) The following courses have proposed a title change: FASH 088 F - FROM "FASH 088 F CAD for Apparel" TO "FASH 088 F Digital Fashion Flat Sketching" FASH 110 F - FROM FASH 110 F Flat Pattern Methods and Design III" TO "FASH 110 F Computer Patterning and Grading". The following courses have proposed a unit change: FASH 088 F - FROM 2 TO 3 units FASH 110 F - FROM 2 TO 3 units FASH 186 F - FROM 2 TO 3 units. FASH 284 F - FROM 2 TO 3 units. FASH 188 F - FROM 2 TO 3 units. Adding FASH 050F, FASH 101F. Removing FASH 201F. Revising program units FROM 25-27 units TO 31-33 units.</p>
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MODIFY DEGREES/CERTIFICATES

		<p align="center">3 FASH 186 F Workroom Sketching</p> <p align="center">3 FASH 188 F Apparel Production</p> <p align="center">3 FASH 206 F Textiles</p> <p align="center">4 FASH 284 F Fashion Design</p> <p align="center">3 FASH 299 F Fashion Industry Internship</p> <p align="center">2 - 4</p> <p>Total Units 31 - 33</p>		
<p>Fashion</p>	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Course Title Revision • Course Unit Revision 	<p>Fashion Design Certificate</p> <p>The Fashion Design Certificate program is designed to provide a course of study that prepares students for entry-level employment as a professional and competent in the field of the fashion apparel industry as a worker in the design room or equivalent. Individuals with this certificate are able to design, build a apparel line, illustrate by hand and on the computer garments, alter patterns, and create patterns manually as well as on the computer. This course of study brings the student deeper into the fashion field. This certificate requires the completion of 41-45 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (37-39 units) Units</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 088 F Digital Fashion Flat Sketching 3</p>	<p>2025 Fall</p>	<p>Revising program units to include recently updated/revised (with unit changes) FASH 088F, FASH 186F, FASH 284F, and FASH 260. Revising program units FROM 38-42 units TO 41-45 units.</p>

MODIFY DEGREES/CERTIFICATES

		<p>FASH 093 F Pattern Alteration and Fitting 2</p> <p>FASH 101 F Basic Sewing Techniques 2</p> <p>FASH 107 F Apparel Analysis 3</p> <p>FASH 108 F Flat Pattern Methods and Design I 2</p> <p>FASH 109 F Flat Pattern Methods and Design II 2</p> <p>FASH 150 F Introduction to the Fashion Industry 3</p> <p>FASH 186 F Workroom Sketching 3</p> <p>FASH 201 F Fashion Sewing 2</p> <p>FASH 206 F Textiles 4</p> <p>FASH 209 F Draping 2</p> <p>FASH 242 F Fashion History: The Evolution of Dress, Culture and Style 3</p> <p>FASH 284 F Fashion Design 3</p> <p>FASH 299 F Fashion Industry Internship 2 - 4</p> <p>Restricted Electives (4-6 units) Units</p> <p>FASH 060 F Professional Image 2</p> <p>FASH 145 F Field Studies in Fashion 1</p> <p>FASH 152 F Ready-to-Wear Evaluation 3</p> <p>FASH 244 F Ethnic Costume 3</p>		
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MODIFY DEGREES/CERTIFICATES

		FASH 260 F Fashion Forecasting 3		
		Total Units 41 - 45		
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Six-Year Review • Program SLOA Revision • Removing Courses from "Required" • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" • Course Unit Revision 	<p>Fashion Illustration Certificate</p> <p>The Fashion Illustration Certificate is designed to prepare students for employment in fashion illustration fields such as technical designer, textiles, model/croquis drawing, direct-mail catalog and advertising. This certificate requires the completion of 30-32 units of which 23 are in required courses. An additional 7-9 units must be chosen from the restricted electives listed below. A grade of C or better is required in each course taken.</p> <p>Required Courses (23 units) Units</p> <p>ART 118 F Color Theory 3</p> <p>ART 139 F Fashion Sketching 2</p> <p>FASH 088 F Digital Fashion Flat Sketching 3</p> <p>FASH 150 F Introduction to the Fashion Industry 3</p> <p>FASH 186 F Workroom Sketching 3</p> <p>FASH 260 F Fashion Forecasting 3</p> <p>FASH 284 F Fashion Design 3</p> <p>FASH 288 F Digital Fashion Illustration and Portfolio 3</p> <p>Restricted Electives (7-9 units) Units</p>	2025 Fall	Unit revision of FASH 288 F to 3 units from 2 and change the name, change FASH 088 F from 2 units to 3 units and change the name. Remove FASH 297, FASH 101 F, 201 F and ART 244 F, Add FASH 260 F and FASH 284 F and change the units from 2 to 3. Program unit change FROM 35-37 TO 30-32.

MODIFY DEGREES/CERTIFICATES

		<p>ART 182 F Basic Drawing 3</p> <p>ART 186 F Beginning Life Drawing 3</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 242 F Fashion History: The Evolution of Dress, Culture and Style 3</p> <p>Total Units 30 - 32</p>		
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Six-Year Review • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" • Course Title Revision • Course Unit Revision 	<p>Fashion Merchandising Associate in Arts Degree</p> <p>The Fashion Merchandising Associate in Arts Degree is designed to prepare students for employment in the ready-to-wear industry, department stores, specialty shops, and wholesale fashion showrooms. This degree requires 25 units in required courses. An additional 4-6 units must be chosen from the restricted units list. This degree requires a total of 29-31 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (25 units) Units</p> <p>FASH 107 F Apparel Analysis 3</p> <p>FASH 150 F Introduction to the Fashion Industry 3</p> <p>FASH 152 F Ready-to-Wear Evaluation 3</p> <p>FASH 183 F Fashion Marketing and Promotion 3</p> <p>FASH 206 F Textiles 4</p>	2025 Fall	<p>Revising program units to include recently updated/revised (with unit changes). The following courses have proposed a title change: FASH 183 F - FROM "FASH 183 F Fashion Marketing" TO "FASH 183 F Fashion Marketing and Promotion". FASH 221 F - FROM "FASH 221 F Advanced Retail and Fashion Buying" TO "FASH 221 F Retail and Fashion Buying Practices" The following course have proposed a unit change: FASH 260 F - FROM 2 TO 3 units. Adding FASH 260 F. Removing restricted electives BUS 151 F, CIS 106 F, FASH 250 F, and FASH 183 F. Adding restricted electives FASH 096 F and FASH 050 F. Revising program units FROM 22-23 units TO 29-31 units. Six year review.</p>

MODIFY DEGREES/CERTIFICATES

		<p>FASH 220 F Retail and Fashion Buying 3</p> <p>FASH 221 F Retail and Fashion Buying Practices 3</p> <p>FASH 260 F Fashion Forecasting 3</p> <p>Restricted Electives (4-6 units) Units</p> <p>BUS 267 F Principles of Supervision 3</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 096 F Exploring a Fashion E-Commerce Home-Based Business 2</p> <p>FASH 145 F Field Studies in Fashion 1</p> <p>FASH 242 F Fashion History: The Evolution of Dress, Culture and Style 3</p> <p>Total Units 29 - 31</p>		
<p>Fashion</p>	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Removing Courses from "Required" • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from 	<p>Fashion Merchandising Certificate</p> <p>The Fashion Merchandising Certificate is designed to provide a course of study that prepares students for entry-employment as a professional and competent in fashion merchandising fields such as fashion merchandiser, fashion apparel buyer, visual merchandiser, and fashion sales representative. Individuals with this certificate are able to know how to sell and market apparel, merchandise apparel lines, and visually showcase apparel in all aspect from digital to brick and mortar stores. This certificate requires 30-32 units in required</p>	<p>2025 Fall</p>	<p>Revising program units to include recently updated/revised (with unit changes). The following course have proposed a title change: FASH 183 F - FROM "FASH 183 F Fashion Marketing" TO "FASH 183 F Fashion Marketing and Promotion". FASH 221 F - FROM "FASH 221 F Advanced Retail and Fashion Buying" TO "FASH 221 F Retail and Fashion Buying Practices". Adding FASH 260 F. Removing FASH</p>

MODIFY DEGREES/CERTIFICATES

	<p>"Restricted Electives"</p> <ul style="list-style-type: none"> • Course Title Revision • Course Unit Revision 	<p>courses. An additional 4-5 units must be chosen from the restricted units list. This certificate requires a total of 34-37 units. A grade of C or better is required in each course taken.</p> <p>Required Courses (30-32 units):</p> <p align="center">Units</p> <p>BUS 131 F Principles of International Business 3</p> <p>FASH 107 F Apparel Analysis 3</p> <p>FASH 150 F Introduction to the Fashion Industry 3</p> <p>FASH 152 F Ready-to-Wear Evaluation 3</p> <p>FASH 183 F Fashion Marketing and Promotion 3</p> <p>FASH 206 F Textiles 4</p> <p>FASH 220 F Retail and Fashion Buying 3</p> <p>FASH 221 F Retail and Fashion Buying Practices 3</p> <p>FASH 260 F Fashion Forecasting 3</p> <p>FASH 299 F Fashion Industry Internship 2 - 4</p> <p>Restricted Electives (4-5 units):</p> <p align="center">Units</p> <p>BUS 267 F Principles of Supervision 3</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 096 F Exploring a Fashion E-Commerce Home-Based Business 2</p>	<p>250 F. Removing restricted electives BUS 132 F, FASH 060 F, and FASH 297 F. Adding restricted electives BUS 267 F, FASH 096 F. Moving FASH 145 F FROM required TO restricted electives. Revising program units FROM 35-39 units TO 34-37 units.</p>
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MODIFY DEGREES/CERTIFICATES

		FASH 145 F Field Studies in Fashion 1 Total Units 34 - 37		
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update • Six-Year Review • Adding Courses to "Required" • Course Title Revision • Course Unit Revision 	<p>Fashion Skills Certificate</p> <p>The Fashion Skills Certificate is designed to provide the student with a course of study leading to fast employment in the fashion apparel industry. This skills certificate requires 14 units, all of which are required courses. A grade of C or better is required in each course taken.</p> <p>Required Courses (14 units)</p> <p align="center">Units</p> <p>FASH 088 F Digital Fashion Flat Sketching 3</p> <p>FASH 108 F Flat Pattern Methods and Design I 2</p> <p>FASH 109 F Flat Pattern Methods and Design II 2</p> <p>FASH 110 F Computer Patterning and Grading 3</p> <p>FASH 145 F Field Studies in Fashion 1</p> <p>FASH 284 F Fashion Design 3</p> <p>Total Units 14</p>	2025 Fall	Six-Year Review. FASH 110 F has proposed a title change FROM FASH 110 F Flat Pattern Methods and Design III TO FASH 110 F Computer Patterning and Grading. Program unit revision FROM 9 units TO 14 units. FASH 110 F has also proposed a unit change FROM 2 TO 3. FASH 284 F has also proposed a unit change FROM 2 TO 3. FASH 110 F has proposed a title change FROM FASH 110 F Flat Pattern Methods and Design III TO FASH 110 F Computer Patterning and Grading. FASH 110 F has also proposed a unit change FROM 2 TO 3. FASH 088 F also proposed a unit change and name change from 2 to 3.
Fashion	<ul style="list-style-type: none"> • Program Title Revision • Program Unit Revision • Catalog Description Update 	<p>Fashion Stylist Certificate</p> <p>The Fashion Stylist Certificate prepares students for a career as a professional wardrobe and color consultant. This certificate requires completion of 25 units of which 22</p>	2025 Fall	Revising program units to include recently updated/revised (with unit changes) The following course have proposed a unit change: FASH 240 F - FROM 2

MODIFY DEGREES/CERTIFICATES

	<ul style="list-style-type: none"> • TOPS Code Revision • Program SLOA Revision • Removing Courses from "Required" • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" • Course Title Revision • Course Unit Revision 	<p>units are in required courses and 3 units must be chosen from the restricted electives. A grade of C or better is required in each course taken.</p> <p>Required Courses (22 units) Units</p> <p>ART 118 F Color Theory 3</p> <p>FASH 050 F Careers in Fashion 1</p> <p>FASH 060 F Professional Image 2</p> <p>FASH 107 F Apparel Analysis 3</p> <p>FASH 150 F Introduction to the Fashion Industry 3</p> <p>FASH 206 F Textiles 4</p> <p>FASH 240 F Introduction to Fashion Styling and Current Topics in Fashion 3</p> <p>FASH 260 F Fashion Forecasting 3</p> <p>Restricted Electives (3 units) Units</p> <p>FASH 152 F Ready-to-Wear Evaluation 3</p> <p>FASH 186 F Workroom Sketching 3</p> <p>FASH 183 F Fashion Marketing and Promotion 3</p> <p>Total Units 25</p>		<p>TO 3 units. FASH 260 F - FROM 2 TO 3 units.</p> <p>FASH 186 F - FROM 2 TO 3 units. The following course have proposed a title change: FASH 183 F - FROM "FASH 183 F Fashion Marketing" TO "FASH 183 F Fashion Marketing and Promotion" The following courses are being removed: FASH 145 F, FASH 250 F, PSY 101 F, BUS 266 F, FASH 096 F, IDEA 130 F. Revising program title FROM "Image Consultant Certificate" TO "Fashion Stylist Certificate," to increase student completion. Revising program units FROM 32-35 TO 25 units.</p>
Fashion	<ul style="list-style-type: none"> • Program Unit Revision • Catalog Description Update 	<p>Textiles and Clothing Associate in Arts Degree</p> <p>The Textiles and Clothing Associate in Arts Degree is designed to</p>	2025 Fall	Six-year review. FASH 088 F title change FROM CAD for Apparel TO Digital Fashion Flat Sketching and units

MODIFY DEGREES/CERTIFICATES

	<ul style="list-style-type: none"> • Six-Year Review • Course Title Revision • Course Unit Revision 	<p>prepare students for an entry level position as a textile assistant designer creating prints in CAD and/or the field of a Fit Specialist in garment construction and alterations. This degree requires the completion of 21 units of required courses. A grade of C or better is required in each course taken.</p> <p>Required Courses (21 units) Units</p> <p>ART 118 F Color Theory 3</p> <p>FASH 085 F Bridal and Special Occasion Wear 2</p> <p>FASH 088 F Digital Fashion Flat Sketching 3</p> <p>FASH 093 F Pattern Alteration and Fitting 2</p> <p>FASH 101 F Basic Sewing Techniques 2</p> <p>FASH 201 F Fashion Sewing 2</p> <p>FASH 206 F Textiles 4</p> <p>FASH 284 F Fashion Design 3</p> <p>Total Units 21</p>		<p>revised FROM 2 TO 3. FASH 284 F units revised FROM 2 TO 3. Revising program units revised FROM 19 TO 21 units.</p>
<p>Geography and the Environment</p>	<ul style="list-style-type: none"> • Removing Courses from "Restricted Electives" 	<p>Environmental Sustainability Associate in Arts Degree</p> <p>The Environmental Sustainability Associate in Arts degree provides students with an interdisciplinary understanding of the environmental, social, political, and economic connections between environmental issues and</p>	<p>2024 Fall</p>	<p>Program revision due to course deactivation of ESC 102 F.</p>

MODIFY DEGREES/CERTIFICATES

		<p>contemporary societies. It is a focused path of study designed to</p> <p>1) prepare students to transfer to a CSU, UC or other four-year institution to major in Environmental Sustainability or related fields; 2) expose students to theoretical and applied environmental studies; and 3) prepare students to research, analyze, and propose holistic solutions for a sustainable future. This degree requires 24-25 units in the major in addition to other graduation requirements.</p> <p>Required Core Courses (15-16 Units):</p> <table border="0"> <tr> <td></td> <td align="center">Units</td> </tr> <tr> <td>GEOG 102 F Physical Geography</td> <td align="center">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>GEOG 102HF Honors Physical Geography</td> <td align="center">3</td> </tr> <tr> <td>GEOG 120 F Global Environmental Problems</td> <td align="center">3</td> </tr> <tr> <td>ECON 101 F Principles of Economics - Micro</td> <td align="center">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>ECON 101HF Honors Principles of Economics - Micro</td> <td align="center">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>ECON 102 F Principles of Economics-Macro</td> <td align="center">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>ECON 102HF Honors Principles of Economics-Macro</td> <td align="center">3</td> </tr> <tr> <td>HIST 273 F United States Environmental History</td> <td align="center">3</td> </tr> </table>		Units	GEOG 102 F Physical Geography	3	or		GEOG 102HF Honors Physical Geography	3	GEOG 120 F Global Environmental Problems	3	ECON 101 F Principles of Economics - Micro	3	or		ECON 101HF Honors Principles of Economics - Micro	3	or		ECON 102 F Principles of Economics-Macro	3	or		ECON 102HF Honors Principles of Economics-Macro	3	HIST 273 F United States Environmental History	3	
	Units																												
GEOG 102 F Physical Geography	3																												
or																													
GEOG 102HF Honors Physical Geography	3																												
GEOG 120 F Global Environmental Problems	3																												
ECON 101 F Principles of Economics - Micro	3																												
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ECON 102 F Principles of Economics-Macro	3																												
or																													
ECON 102HF Honors Principles of Economics-Macro	3																												
HIST 273 F United States Environmental History	3																												

MODIFY DEGREES/CERTIFICATES

		<p>SOSC 120 F Introduction to Probability and Statistics 4</p> <p>or</p> <p>SOSC 125 F Introduction to Research Methods 3</p> <p>Applied Environmental Studies (3 Units): Select from the following Units</p> <p>GEOG 230 F Introduction to Geographic Information Systems 3</p> <p>TECH 165 F Aerial Mapping and Photogrammetry 3</p> <p>Environment & Society (6 Units)</p> <p>Environmental/Earth/Life Sciences (3 Units): Select from the following Units</p> <p>BIOL 108 F Plants and People 3</p> <p>BIOL 141 F Marine Mammal Biology and Conservation 3</p> <p>ENVS 105 F Environmental Biology 3</p> <p>ENVS 105LF Environmental Biology Lab 1</p> <p>ENVS 140 F Introduction to the Natural History of Birds 1</p> <p>ENVS 141 F Desert Natural History 1</p> <p>ENVS 142 F Geology and Marine Biology of the Channel Islands 2</p> <p>ESC 101 F Earth Science Survey 3</p> <p>ESC 105 F Introduction to Weather and Climate 3</p>		
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MODIFY DEGREES/CERTIFICATES

		<p>ESC 110 F Introduction to Climate Science 3</p> <p>ESC 130 F Introduction to Oceanography 3</p> <p>or</p> <p>ESC 130HF Honors Introduction to Oceanography 3</p> <p>ESC 190 F Environmental Geology 3</p> <p>GEOG 102LF Physical Geography Lab 1</p> <p>Social Sciences (3 Units): Select from the following Units</p> <p>ANTH 102 F Cultural Anthropology 3</p> <p>or</p> <p>ANTH 102HF Honors Cultural Anthropology 3</p> <p>ETHS 159 F Introduction to American Indian Studies 3</p> <p>ETHS 235 F Contemporary Social Justice Movements 3</p> <p>or</p> <p>ETHS 235HF Honors Contemporary Social Justice Movements 3</p> <p>GEOG 100 F Global Geography 3</p> <p>or</p> <p>GEOG 100HF Honors Global Geography 3</p> <p>GEOG 130 F California Geography 3</p> <p>GEOG 160 F Cultural Geography 3</p> <p>PHIL 160 F Introduction to Ethics</p>		
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MODIFY DEGREES/CERTIFICATES

		<p align="center">3 POSC 150 F California Government and Politics</p> <p align="center">3 POSC 230 F Introduction to International Relations</p> <p align="center">3 SOC 101 F Introduction to Sociology</p> <p align="center">3 or SOC 101HF Honors Introduction to Sociology</p> <p align="center">3 SOC 102 F Social Problems</p> <p align="center">3</p> <p>Total Units</p> <p align="center">24 - 25</p>		
<p>Music</p>	<ul style="list-style-type: none"> • Program Title Revision • Program Unit Revision • Catalog Description Update • Six-Year Review • Program SLOA Revision • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" 	<p>Music Recording and Production Certificate</p> <p>The Music Recording and Production Certificate is a four-semester program crafted to equip students with both the technical prowess and theoretical insights required for a professional journey in the fields of music recording and production. Students are required to complete 27 units of required courses and restricted electives, with a grade of C or better in each course taken.</p> <p>Required Courses (25 units):</p> <p align="center">Units</p> <p>MUS 108 F Introduction to Music Technology</p> <p align="center">2</p> <p>MUS 110 F Electronic Music I: Beginning Music Production</p> <p align="center">3</p> <p>MUS 112 F The Music Business</p> <p align="center">2</p> <p>MUS 116 F Music Appreciation</p>	<p>2025 Fall</p>	<p>The program is undergoing revisions to adapt to the evolving trends in the music recording/production industry, incorporate new course numbering and titles, and implement recommendations from the advisory committee. The CIP is being revised to accurately reflect the current "crosswalk" relationship between TOP and CIP codes. The program title has been revised to remove punctuation. The program units have been revised because one of the restricted electives (MUS 125 F) has never been offered and there are no plans to offer it in the future.</p>

MODIFY DEGREES/CERTIFICATES

		<p align="center">3</p> <p>or</p> <p>MUS 119 F History of Rock Music</p> <p align="center">3</p> <p>MUS 124 F Recording Lab I: Beginning Techniques</p> <p align="center">3</p> <p>MUS 224 F Recording Studio II: Intermediate Techniques</p> <p align="center">3</p> <p>MUS 226 F Recording Studio III: Advanced Techniques</p> <p align="center">3</p> <p>MUS 291 F Electronic Music II: Intermediate Music Production</p> <p align="center">3</p> <p>MUS 292 F Electronic Music III: Advanced Music Production</p> <p align="center">3</p> <p>Restricted Electives (2 units): Units</p> <p>MUS 122 F Advanced Music Business</p> <p align="center">2</p> <p>MUS 208 F Music Copying and Notation Software</p> <p align="center">2</p> <p>Total Units</p> <p align="center">27</p>	<p>Therefore, this course has been removed the Restricted Electives area, resulting in an overall change in the number of units for this certificate. Program units revised FROM 31-32 units TO 27 units.</p>
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DEACTIVATION OF DEGREES/CERTIFICATES

DEGREE	EFF DATE	JUSTIFICATION
Fashion Journalism Associate in Arts Degree	2025 Fall	Program Deactivation.
Patternmaker Certificate	2025 Fall	Program Deactivation.
Product Development for Apparel Industries Certificate	2025 Fall	Program Deactivation.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	November 12, 2024	Information	_____
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Curriculum Matters		

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

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

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

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Spring 2025 and Fall 2025. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President and have been approved by the District Curriculum Coordinating Committee.

<u>Cherry Li-Bugg</u> Recommended by	 Approved for Submittal	4.c.1 Item No.
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**North Orange Continuing Education
Curriculum**

Pending Board approval on November 12, 2024.

Approved by the District Curriculum Coordinating Committee on October 10, 2024.

Approved by North Orange Continuing Education Curriculum Committee on September 10, 2024.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
PARN 136	Joyful Parenting-Art, Music and Movement Lab (Ages 1.5 - 2.5 years)	8-16	2025 Spring	The PARN Program sees a need to offer an asynchronous lab to be offered as a recommended advisory to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 137	Joyful Parenting- Art, Music and Movement Lab (Ages 2.5 - 4.5 years)	8-16	2025 Spring	The PARN Program sees a need to offer an asynchronous lab to be offered as an advisory to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 247	Raising Thoughtful Children Lab (Ages 1.5-2.5 years)	9-18	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended advisory to PARN 237. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 248	Raising Thoughtful Children Lab (Ages 2.5-5 years)	9-18	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended advisory to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 270	Developmental Movement Lab (Ages 1-2 years)	6-9	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended advisory to PARN 260. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
PARN 271	Developmental Movement Lab (Ages 2 – 3 years)	6-9	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended advisory to PARN 261. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 272	Developmental Movement Lab (Ages 3 - 4.5 years)	6-9	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended advisory to PARN 262. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 311	Connected Parenting: Early Childhood and Infancy Seminar	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 300. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 312	Foster, Kinship, and Adoptive Families Seminar	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 302. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 313	Strengthening Families Seminar	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 303. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 314	Mental Wellness in the Home Seminar	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 304. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 315	Understanding LGBTQ+ Seminar	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 305. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 351	Love and Logic® Seminar 2	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 268. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
PARN 353	Love and Logic® Seminar 3	1-1.5	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 268. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
WFPR 212	Career Exploration: Career Paths in the Restaurant Industry, Introduction	90	2025 Spring	In this course, students will learn the importance of food safety, identify foodborne illnesses, practice personal hygiene, implement temperature control, manage allergens, and improve knife skills.
WFPR 213	Career Exploration: Career Paths in the Restaurant Industry	90	2025 Spring	Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry.
WFPR 216	Career Exploration: Introduction to Guest Services	90	2025 Spring	This course is designed to equip enrolled students with introductory guest service skills and basic employment skills that are essential for long-term success in the expansive hotel and resort industries.
WFPR 217	Career Exploration: Guest Services Skills	90	2025 Spring	Offered for students interested in developing the skills needed to work in Guest Services industries.
WFPR 220	Career Exploration: Paths in the Food Service, Industry Introduction	90	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in animal care. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.
WFPR 221	Career Exploration: Paths in the Food Service Industry	90	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in the food service industry. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.
WFPR 224	Career Exploration: Retail Services, Introduction	90	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in retail services. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
WFPR 225	Career Exploration: Consumer Services Skills	90	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in the customer service industry. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.
WFPR 244	Career Exploration: Orientation to College	90	2025 Fall	This course expands our offerings in line with CDCP objectives, offering a pathway to career technical education and credit courses. It equips students with foundational skills needed to successfully participate and complete career technical education and credit courses. This enhances our curriculum, responding to institutional demands and serving as a steppingstone for students.
WFPR 245	Career Exploration: Survey to Career Fields	90	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to career technical education and credit courses. It equips students with knowledge of different career fields and their pathways. This enhances our curriculum, responding to institutional demands and serving as a steppingstone for students.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
EMER 310	Health and Wellness for Older Adults	36	2025 Spring	Update course objectives, Student learning outcomes, instructional methodologies, method of evaluation, and update text.
PARN 301	Connected Parenting: Early Childhood and Infancy	36	2025 Spring	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content.

New Programs					
Program Title		Eff Date	Justification		
Career Exploration: Career Paths in the Restaurant Industry	The Career Exploration: Career Paths in the Restaurant Industry program focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths.		2025 Spring	The goal of the proposed Career Exploration: Career Paths in the Restaurant Industry program is to provide students with a comprehensive understanding of food safety principles, preparation for the Food Handler's Certification exam, and exploration of diverse career paths within the restaurant industry. The program aims to equip students with the knowledge, skills, and awareness necessary for success in various roles while fostering a strong commitment to food safety and professional excellence.	
	Core Courses:				
					Hours
	WFPR 212	Career Exploration: Career Paths in the Restaurant Industry, Introduction			90
	WFPR 213	Career Exploration: Career Paths in the Restaurant Industry			90
Total Hours		180			
Career Exploration: Guest Services	The Guest Services Certificate is offered for students interested in developing the skills needed to work in Guest Services industries. Students take a series of courses to receive both a Guest Services Certificate and START Guestroom Attendant Certification. This program will support enrolled students in learning basic guest services skills and basic employment skills to support long-term success in the expansive hotel and resort environments throughout Orange County. Students graduating with a Guest Services Certificate will be prepared for many entry-level paid employment opportunities within the hospitality industry. These jobs include entry-level positions in the fields of Cottage or Room Attendant, Server, Lobby Attendant, Ticket Attendant, Usher, Bell Person, Doorman, Security and Food Runner.	2025 Spring	This program is designed not only to meet the requests of the student population but also to address the local deficit in job training in this career area. O*Net has designated Guest Services and Housekeeping Vocations as having a "Bright Outlook" in this geographic area. The vast hospitality needs of the Anaheim, and Southern California area, offer robust opportunities for students looking for successful and fulfilling entry-level employment. Currently, there are no training options in this field in this area. Providing this valuable opportunity at NOCE will fill an educational void in the community.		

New Programs				
Program Title			Eff Date	Justification
	Core Courses:			
			Hours	
WFPR 216	Career Exploration: Introduction to Guest Services		90	
WFPR 217	Career Exploration: Guest Services Skills		90	
Total Hours			180	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 12, 2024	Information	_____ X _____
		Enclosure(s)	_____
SUBJECT:	Cypress College Professional Development Program 2024-2025		

BACKGROUND: The mission of the Professional Development Committee (formerly Staff Development Committee) remains focused on the planning and implementation of professional development activities for all College employees. Virtual Flex activities continued throughout Fall 2023 to Fall 2024 and presently, faculty and staff are encouraged to attend the offered educational and equity opportunities. Cypress College remains supportive in making professional development a shared effort involving all employees, as a faculty and staff-driven process, where managers are included in the formation and promotion of professional development opportunities. It remains the intent of the multi-disciplinary Committee to work toward the goals of the College's Educational Master Plan and promote and enhance our learning community in a collegial manner. The intention to expand and improve professional development opportunities collegially is also apparent in the district's progress toward a more cohesive District Professional Development Plan.

Flex Day and Opening Day Program

Fall 2024: Joint FLEX Day with Fullerton College

- Keynote Speaker: Ashley Berry and Zola Aponte: Leveraging AI for Academic Excellence
- Workshops:
 - Teaching Enhanced with AI: Streamlining Lesson Plans, Assessments, and Rubrics
 - Ascend: Learning from Out Students' Experiences to Create Classroom Cultures that Promote Equity
 - AA Native GE & Other Curriculum Developments, Roadblocks, Opportunities for Change
 - Distance Education: Open Lab and Canvas Help
 - The Diversity Dilemma by Moral Courage

- From Serving to Transforming Navigating Starfish: Faculty Tools for Student Success
- NOCCCD RISE Program: Elevating Out Youth
- Pronouns 101
- Supporting SWANA Students in the Time of Crisis
- UndocuAlly Training: Fostering Inclusivity and Support for Undocumented Students
- Using AI in our Classrooms: Intentional Educator use of AI
- What Faculty Needs to Know About Their Hiring Committee
- What are AI and Neural Networks?
- What is Your EQ? Emotional Intelligence: Supporting Students with Compassion and Empathy
- ZTC Remix
- From Policy to Practice: Empowering Students to use AI Ethically and Responsibly.
- AI and Generative AI Impact on the Classroom
- Starfish for Department Coordinators

A Brief Look at Spring 2024

- An exceptionally successful Spring 2024 FLEX Day took place on January 25. The keynote speaker, Rebecca Watts Hull, Ph.D. and Carol Subiño Sullivan, Ph.D., delivered a presentation on "Educating for Sustainability," while 17 workshops were provided by Cypress College faculty and staff. These workshops covered a wide range of topics including Artificial Intelligence, Imposter Syndrome, Hiring Procedures, Starfish, Cidi Labs, POER, OER, NetZero, and many others. Approximately 20 departments chose not to participate in any or some of FLEX to carry out their own departmental programs.
- Stephanie Tran and Angela de Dios, the Content Creators, have been instrumental in organizing "Tech Talks" and CoRe throughout the semester. They have also helped in professional development events, meetings, and the evaluation of funding requests.
- 60 submissions for conference/travel funding have been received, processed, and granted since October. Currently, there are two further funding dates scheduled for this year: April 12 and May 3.

- The Professional Development Charter has been drafted and endorsed by PBC. The Bylaws have been meticulously formulated by Regina Russell and will undergo a thorough evaluation during the academic year of 2024/2025.
- Jacqueline Aguet was appointed as the new Professional Development Coordinator.
- The Year-end Celebration was successful. The event took place beneath the tent adjacent to the duckpond. Serving TK Burgers, the event had the theme "The Superpowers of Cypress College Staff and Faculty." The formal solicitation for raffle baskets for fundraising has been distributed to all users.

This item was prepared by Jacqueline Aguet, Professional Development Coordinator.

How does this relate to the five District Strategic Directions? This item relates to District-wide Strategic Direction 2, The Employee Experience: *NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators, contributing to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. The goals of the Professional Development program relate to District Objective 2.2: *The District will regularly offer professional development and training opportunities for all employees.* By providing transformational learning experiences focused on best practices for educators and encouraging all employees to consider the ways in which professional improvement contributes to the development of a true learning institution; we will enhance the learning experience for the students we serve.


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

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for the Professional Development Program is \$50,000 from the College General Fund and \$40,000 from the College's Guided Pathway funding.

RECOMMENDATION: The Board should receive as information the above highlights relating to the Cypress College 2024-2025 Professional Development Program.

Cherry Li-Bugg

 Recommended by



 Approved for Submittal

4.d.3

 Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 12, 2024
SUBJECT: Fullerton College
Staff Development Program
2024-2025

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

BACKGROUND: The Professional Learning Committee (PLC) at Fullerton College supports the campus vision to transform lives and inspire positive change by providing powerful learning for our educators, so they can positively impact the student learning experience. The committee recognizes that the college can best realize this vision and optimize equity and student success by providing race-conscious professional development that is aligned with Fullerton College’s Goals and Objectives, the Student Equity and Achievement 2.0 plan, Guided Pathways Initiatives, and current data from the Office of Institutional Effectiveness. We also realize that providing in-depth training series with high levels of engagement that target the needs of specific groups of faculty, classified professionals, and managers within the campus community is the most effective method of delivering professional learning.

The Office of Staff Development in collaboration with the Professional Learning Committee has planned activities for the 2024-2025 academic year that are consistent with statewide staff development guidelines, the Districtwide Strategic Directions, Fullerton College goals, and accreditation standards. The planned offerings are designed to be opportunities for sustained and ongoing learning, with an emphasis on meeting faculty, classified professionals, and managers where they are, rather than simply providing a collection of “one and done” workshops. These include:

Flex Day Programs

Fall: Joint remote program with Cypress

- Keynote: Ashley Berry & Zola Aponte
 - Title: “Innovate, Elevate, Educate: Leveraging Artificial Intelligence (AI) for Academic Excellence”
 - Staff Development-planned breakout sessions on a variety of topics including DEIA and student success-related best practices
 - SD Committee-approved department and division activities
- Spring: Joint remote program with Cypress
- Keynote Speaker in collaboration with Student Development (TBD)
 - Staff Development-sponsored sessions on a variety of topics including DEIA and student success-related best practices
 - Professional Learning Committee (PLC)-approved department and division activities

Course Redesign for Equity (CoRE)

- Development of CoRE course for Fullerton College
- Culturally Responsive Pedagogical Training
- Training on Equitable Syllabi and Practices
- Cohort 1 for CoRE began in Summer 2024
- Cohorts 2 & 3 will begin in Winter & Spring 2025

Race-Conscious Certificate (RCC) TLC 2.0

- Development Race-Conscious course for Fullerton College
- Race-Conscious training aligned with SEA 2.0
- Training on racial bias and racism. z
- Training on DEIAA sensitivity and understanding.
- Cohort 1 began in Fall 2024
- Cohorts 2 & 3 will begin in Spring and Summer 2025

Ongoing Academies/Communities of Practice/Initiatives

- New Faculty: smaller cohort, bimonthly check-in sessions
- “Got Data” Trainings (Fall 2023, Spring 2024)
- Ally Trainings (Vet, LGBTQIA2S+, Undocumented, FYSI)
- Guided Pathways, Starfish Trainings

Online Teaching/Distance Education Collaboration

- Online Teaching Certificates
- @One series
- Online Learning Consortium
- OLC Membership for Fullerton College

Adjunct Professional Learning

- Adjunct Academy Professional Learning Days
- Division Adjunct Professional Learning Days

Classified Professional Learning

- First Friday Series (Equity, Teams, Excel, Banner, etc.)
- January Classified Mixer Event
- Development of a Classified Professional Learning Certificate
- Developing specific trainings in collaboration with Classified Senate and Classified Professionals to meet needs.

Faculty Inquiry and Book Study Groups

- Faculty Inquiry Group proposal solicitation
- HSI Book Club: *Transforming Hispanic-Serving Institutions for Equity and Justice*

Conference Attendance/Trainings

- Provide group conference access (OLC Innovate and Accelerate)
- Individual employees attend and share learning from Professional Learning Conferences

Pathways Collaboration

- Data Coach Training
- Starfish Training
- CoRE program collaboration

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

How does this relate to the five District Strategic Directions? Our Staff Development program obviously supports *District Strategic Direction 2 on the Employee Experience: NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.* Everything we do supports *Goal 2.2: The District will regularly offer professional development and training opportunities for all employees,* and we have been increasingly mindful about bringing learning to bare upon the work employees--managers, classified, or faculty--do every day. For *Goal 2.1: The District will support all employees in the essential elements of well-being,* we are especially excited about our Well-being initiatives this year as well as our usual academies and learning workshops. Because all of the learning we provide is designed to support successful student outcomes, our program also supports *District Strategic Direction 1 on Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educations and career goals* as well as *District Objective 2.2: The District will regularly analyze data in order to identify and document internal barriers that inhibit student success and will develop action plans to reduce opportunity gaps among students.* This strategic direction will particularly inform our Instructional Success Team project which includes data analysis and action planning; the ISTs are designed to link data and the Program Review process with direct instructional interventions, engaging discipline faculty in a collaborative process of reflection and improvement. We will also work in this direction by continuing to bring intentional race-conscious data-driven equity work into focus on all of our professional learning efforts: Flex day programming, professional learning workshop series, Well-being Initiative, or faculty inquiry and book study groups. Our race-conscious data-driven equity-based faculty inquiry groups will be investigating culturally inclusive classroom practices, students who are disproportionately impacted, among other topics. If Staff Development places race-conscious data-driven equity work at the center of our mission, then all the learning we provide will support educators to examine their own practice through an race-conscious data-driven equity lens and this will increase educators ability to recognize barriers to student success and strategies for achieving more equitable outcomes in classrooms and student support centers.

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

support centers, and the offices that support the work of the college, When equity is placed at the center of this culture of learning, we can make genuine progress toward building a truly equitable and antiracist institution.

FUNDING SOURCE AND FINANCIAL IMPACT: The overall funds for Staff Development equals \$507,047. These funds are broken down, as follows: \$128,414 from college general funds; \$47,170 from Student Equity and Achievement funds; \$14,823 from Perkins Grant funds, \$26,336 from Enrollment and Re-engagement Funds, \$6,890 from Carryover Funds, and \$283,414 (of the \$300,000 originally allocated) from Culturally Responsive Pedagogy & Practices Innovative Best Practices Produced grant funds (CoRE).

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Fullerton College 2024-2025 Staff Development Program. Expenditures are estimated to include, but are not limited to:

General funds, Student Equity and Achievement funds, Perkins funds, and Enrollment & Reengagement funds (\$223,633):

- \$5,000 for Book Study groups, memberships (4C/SD and Online Learning Consortium Conference Subscriptions)
- \$40,000 for Faculty Inquiry Groups
- \$35,000 for Adjunct Professional Learning Days and Adjunct Academy
- \$42,000 for speakers/presenters and academy coordination/expenses
- \$65,000 for conference attendance and trainings
- \$26,633 for workshop facilitation (including Flex Day, Classified Professional First Fridays, ally trainings, New Faculty Seminar, Data Trainings, Equity Trainings, etc)
- 10,000 for general office needs

CoRE Grant (\$283,414 left from the original \$300,000 allocation) to be used specifically on this program, as outlined in the grant proposal.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	November 12, 2024	Resolution	_____
		Information	X _____
		Enclosure(s)	_____
SUBJECT:	North Orange Continuing Education Professional Development Program 2024-2025		

BACKGROUND: The mission of the North Orange Continuing Education (NOCE) Professional Development team (ProD) is to provide innovative and meaningful support to all NOCE employees. Our goal is to provide professional development opportunities that improve student success and access from all points in our operations, both seen and unseen, to our student population. Below are the highlights of the NOCE ProD activities planned for 2024–2025.

An annual professional development needs and interest survey goes out to all employees every spring for the following academic year. The NOCE Professional Development Committee has examined the employee feedback from its Spring 2024 survey instrument and has chosen to incorporate the topics listed below. Participant evaluations will be used for each activity for further planning and fine-tuning of future offerings. The NOCE Professional Development Committee will also oversee NOCE’s Flexible Calendar Program (FLEX) as well as approve funding applications for individual professional development opportunities for faculty and staff. We will be working closely with the District Professional Development office as well as with our colleagues at Cypress and Fullerton Colleges when possible and relevant in terms of joint planning, sharing of information, and collaboration in areas of mutual interest.

Professional Development Topics The topics below are the most requested on the 2024-2025 needs assessment survey for each of the six areas included.

Workplace Support:

- NOCE Organization/Dissemination of Information
- Technology for Workplace Productivity

Workplace Communication:

- Emotional Intelligence
- Communication across Departments

Classroom Environment:

- Student Engagement
- The Science of Learning

Counseling Support:

- Supporting Students with Specific Needs
- Asking the Right Questions

Meeting Student Needs/Student as a Whole Person:

- Student Mental Wellness and Basic Needs
- Age and Information Assimilation
- Educational Technology Tools:
- AI
- Online Digital Engagement & Interaction
- Online Teaching Best Practices

Professional and Personal Growth:

- Self-Care (work-life balance, growth mindset, mindfulness)
- Leadership (Academic Senate, committee participation, team-building, mentorship)

DEIA:

- Minimizing Negative Impacts for Students
- Building Safe and Open Spaces
- Principles of Inclusivity
- Cultural Proficiency

Flex Program Elements

Fall 2024 Mandatory FLEX: The NOCE ProD committee hosted a day of workshops on relevant and timely topics for faculty, including *An Introduction to Timely Care*, presented by Jayson Hamilton; *Level Up: Navigating and Reporting Student Learning Outcomes in Canvas*, presented by NOCE faculty and SLO Coordinator, Alli Stanojkovic; *Keeping it Real...Top 10 Ways to Maintaining Safe & Inclusive Classroom*, presented by District Director of Diversity, Inclusion and Culture, Flavio Medina-Martin and NOCE Pride Center Coordinator, Christian Garcia; and *Understanding Stress and Building Resilience* presented by NOCE faculty members Chivonne Carter and Jamie De La Mora.

Spring 2025 Mandatory FLEX: The NOCE ProD Committee is planning a day of events on timely topics related to school-wide needs and interests.

Ongoing Professional Development Opportunities

Third Thursdays: Hosted during the 2024-2025 academic year as a way to bring ongoing professional development opportunities to faculty and staff.

- Spring events to be determined

One Book, One School Initiative:

The 2024-2025 professional development book selection is still under decision. Once chosen, a reading group will begin in January 2025, and in later Spring 2025, related professional development workshops will start.

Other Workshops

The NOCE ProD committee is committed to providing professional growth opportunities for faculty, administrators and staff in the areas of need identified on the Spring 2024 ProD Needs Assessment Survey as well as other identified needs.

- Classified professional development series
- Other workshops and trainings to be determined

Management Team

Each manager is encouraged to select at least one training in alignment with their job. If the professional development activity requires funding, requests are submitted for review and approval by the President's Staff. A total of \$20,000 of PD funds is set aside to support attendance of workshops and conferences with the focus on enrollment management, research and planning, program development and equity. In addition, the following activities have been planned:

- District Management Association participation and leadership
- Individual coaching sessions with Dynamic Cultures
- Association of Continuing and Community Education (ACCE) annual fall workshop and spring conference
- Vision 2030 Noncredit Education Summit
- California Adult Education Program (CAEP) Summit
- National Council on Marketing and Public Relations (NCMPR) Annual Conference
- Moral Courage Mentor Training Program
- One management team retreat on leadership skills
- Quarterly Management Team meetings covering at least one topic on leadership development

NOCE Administrative Professionals Team

The NOCE Administrative Professionals Team, consisting of all administrative assistants across NOCE, is provided monthly team training. The team collaborates to determine which trainings would create consistency and efficiency school-wide, keeping in mind the goals of the NOCE Strategic Plan. A variety of trainers are invited to attend to provide training in their area of expertise. Trainers for 2024-2025 will include: team coordinator Julie Schoepf, NOCE managers and faculty, admin team members, and district staff.

The team will receive the following trainings for the 2024/25 school year:

- Event Planning: high-profile attendee's protocols
- Logistics: meetings and events
- Improve your meeting experience with "visual candy"
- Problem solving in a busy environment
- Accreditation: Finding ways to continually elevate NOCE
- Canva is your best friend
- Teamwork
- Customer Service
- HR Paperwork
- Diversity Appreciation
- Budget training
- Bridging the gaps between campuses and departments

This item was prepared by Erin Sherard, Professional Development Committee Co-Chair.

How does this relate to the five District Strategic Directions? The NOCE 2024-2025 Professional Development Program was developed with the current needs and challenges of faculty, staff, and students in mind, given the dynamic nature of external forces that shape and alter the education environment. Our focus is first and foremost student success driven. The District Strategic Directions and Goals (July 2020) are the key drivers of our professional development efforts. Those that have formulated our focus for the year are highlighted here: District Strategic Direction: Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. This first District Strategic Direction will be addressed by the NOCE Professional Development committee's focus on improving teaching and learning. It is our goal to prepare students for the next step in their journeys, and we will partner with our credit colleagues to foster opportunities for students to make those transitions more seamlessly. District Strategic Direction: Employee Experience: NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. This key principle will be woven through all of our learning and training opportunities. Our focus is to provide opportunity for all NOCE employees to grow professionally to the betterment of our institution and the students we serve.

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

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

RECOMMENDATION: It is recommended the Board receive as information the above highlights relating to the NOCE 2024-2025 Professional Development Program. The program's budget will include:

- \$47,515 (including annual allocation of \$20,000 plus carryover) for conferences, workshops, and on-campus speakers and presentations
- \$20,000 for management professional development opportunities

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 12, 2024	Information	X
		Enclosure(s)	_____
SUBJECT:	NOCCCD Professional Development 2023-2024		

BACKGROUND: The District proudly supports the professional development of all its employees. In alignment with the District's mission and vision, District Services is committed to offering professional development opportunities to all its employees so they can, in turn, better support our students.

District Services takes a proactive approach to identifying gaps and anticipating diverse professional development needs based on the District's Strategic Directions, Objectives, and Goals. A variety of methodologies, including surveys are used to assess employee needs. Collaborating closely with campuses and employee groups through the Professional Development Committee and other ad hoc committees, District Services ensures the development and delivery of timely, relevant programs.

Since its launch, EdVantage, our learning management system (LMS), has significantly expanded its offerings, empowering employees to pursue training in areas of interest at their convenience. Additionally, several mandatory courses are now available through EdVantage, providing employees with the flexibility to complete their training on their own schedules. By integrating the EdVantage calendar, employees also have the opportunity to connect and collaborate with colleagues from across the state, enhancing their learning experience. This year, our District was recognized by the Vision Resource Center for having one of the most user-engaged learning management system in the California Community College System, highlighting our dedication to fostering a culture of continuous learning and professional growth.

Many training courses are now offered in a hybrid format. Career development programs are offered to provide employees with growth opportunities. Job-related training is provided to support employees in becoming more effective in their roles. Programs such as the P.I.E. series and Infusing Diversity, Equity, and Inclusion into Curriculum, promote an inclusive, equitable, and welcoming environment. The EEO and Hiring Committee training supports equity efforts in the recruitment process.

The following summary highlights the professional development activities available District-wide, as well as the training provided by District Services during the 2023-24 academic year.

Career Development Programs

<p>Classified Professionals Training Academy</p>	<p>The second cohort of the Classified Professionals Training Academy gave the program a 100% overall satisfaction rating. The program, held from March to December 2023, included ten sessions and twenty (20) participants.</p> <p>The objectives of the academy are to:</p> <ul style="list-style-type: none"> • Offer an opportunity for professional growth. • Improve knowledge, skills, and abilities. • Foster a culture of learning. • Develop awareness of the vital role of classified staff in the shared governance process. • Build intercultural proficiency. <p>Detailed information about the program is available at dist-classified-professionals-training-academy-brochure_2023_v2_06084.pdf (ncccd.edu)</p>
<p>Management Development Program</p>	<p>The third cohort of the Management Development Program, which ran from March 2023 to November 2023, achieved 100% overall satisfaction. The program consisted of nine sessions. Fifteen (15) managers participated in the program.</p> <p>The objectives of the program are to:</p> <ul style="list-style-type: none"> • Provide managers with the skills necessary to be effective leaders. • Promote access to and dialogue with leaders and other managers throughout the District. • Learn District-specific practices and challenges and how to address them. • Enhance skills to lead diverse employees while promoting equity. <p>Detailed information about the program is available at https://ncccd.edu/management-development-program</p>
<p>Leadership Academy</p>	<p>The sixth cohort of the Leadership Academy reported 100% overall satisfaction with the program. Starting in September 2023 and concluding with graduation in May 2024, the program comprised nine sessions. Twenty-three (23) employees from various classifications participated in the program. A key highlight this year was the return of the trip to Sacramento for CCLC Conference and the visit to the Capitol in January, both of which offered participants valuable insights and enhanced their learning experience.</p>

Learning Management System (LMS)

EdVantage	EdVantage, the Learning Management System (LMS) for NOCCCD, offers employees access to thousands of learning modules, including content specially designed for California Community Colleges. The platform enables users to track their professional development through a personalized transcript of completed courses. It also features approximately forty (40) Learning Communities—collaborative spaces where employees statewide can connect, share resources, exchange ideas, and engage in discussions. During 2023-24, employees collectively invested 5,561 hours in learning through the platform.
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Mandatory Trainings

Mandatory Trainings provided in 2023-2024	<ul style="list-style-type: none"> • Harassment Prevention for California Employees • Harassment Prevention for California Managers • Cyber Security Curriculum 2024 • FERPA for Higher Education • Child Abuse and Neglect Reporting Act (CANRA) Regulations Acknowledgement
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Diversity Training

Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	In this week-long seminar in January 2024, faculty cohorts engaged in cooperative learning and discussions designed to assist them in developing materials on diversity, equity, and inclusion that can be integrated into their course content and/or teaching approach. Eleven (11) participants attended this seminar. The composition included District interns, full-time, and part-time faculty, as well as administrators.
Future Instructors Training Program (FIT)	The FIT program aims to connect equity-minded faculty at NOCCCD to mentor and inspire future instructors in selected fields. This program offers stipends and additional resources for participants. The goal is to close the opportunity gap and foster the growth of the next generation of community college faculty. The sixth cohort of the program graduated in May 2024. Six mentors and ten mentees participated in the program.
Hire Me Workshop	The “Hire Me Workshop” was a joint effort between the DCI Office, faculty fellows, and HR. The goal was to prepare and walk participants through the application process, how to better prepare for interviews, what to expect during the interview process, and what happens after the interviews are over. There was engagement and re-enactment of “mock” interviews, so participants were able to gain experience on what it is like to view this process from the interviewer’s perspective and gain knowledge on how to better prepare to obtain a full-time position. There were about twenty-four participants. This workshop was open to our FIT mentees, as well as our District Adjuncts.

Pluralism, Inclusion, and Equity (P.I.E.) Series	<ul style="list-style-type: none"> • Implicit Bias Workshop • “Naming Our Bodyminds for Liberation: Unlearning Sanism and Ableism in the Academy” • Four Lines of My Thought, 1983-2023 • Diversity, Equity & Inclusion in Medicine, A Cure for Sickle Cell • Reimagining the Latin@/x/e Experience in our Communities & Schools • Language, Gender, and Sexuality – Embracing a Culture of Inclusivity
Other Training	<ul style="list-style-type: none"> • CCC LGBTQ+ Summit - How To Have Impassioned Disagreements Without Damaging Relationships
Activities	<ul style="list-style-type: none"> • Cultural, Social, and Personal Identities” for NOCE in honor of Classified Professional Week • “Unraveling the True Meaning of Freedom of Speech and Academic Freedom” – Offered through ACHRO and facilitated by NOCCCD’s DCI office.

Technology Trainings

Technology Trainings	<ul style="list-style-type: none"> • Banner Navigation with Security Awareness for new employees (48 sessions) • ARGOS Reporting (24 sessions) • Dynamic Forms (6 sessions)
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Communication Trainings

Basic Mediation Training	<ul style="list-style-type: none"> • This 4-day training, conducted by Groundswell, covered a range of pivotal topics including the history of alternative dispute resolution, the facilitative style of mediation, and exploration of bias and ethics in mediation. The program is designed to be both deeply engaging and highly informative, comprising four days of intensive learning, each providing 6 hours of educational content. There were also 8 hours of pre-work to ensure a comprehensive understanding of the subjects covered. Twenty (20) management employees participated in this training.
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Accounting Trainings

Accounting Trainings	<ul style="list-style-type: none"> • Budget Allocation Forums – Districtwide webinar that included participation by the campus budget officers to expand the discussion to include the campus budget processes. • Presentations to the Management Development Program on the budget, accounting processes, and payroll. • Presentations to the Leadership Academy on District finance.
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Risk Management Trainings

Risk Management Trainings	<ul style="list-style-type: none"> • Workers Compensation Training • Hearing Conservation/Testing • Fire safety and Extinguisher training. • Utility Cart Training • Utility Cart Train the Trainer • Forklift Training • Forklift Train the Trainer • Bloodborne Pathogens • Injury and Illness Prevention Plan • Hazard Communication • Heat Illness Prevention • Hazard Materials Awareness • Pesticide Training • Slips, Trips, and Falls • Electrical Safety Training • Workplace Violence Prevention Plan
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Other Trainings

Employee Orientations	<ul style="list-style-type: none"> • New Employee/Faculty Orientation: This 7.5-hour orientation program for new employees and faculty is conducted twice a year. • Adjunct Faculty Orientation: This 4-hour training session specifically for adjunct faculty is also held twice annually. <p>Both programs cover key topics such as the history of the District, sexual harassment policies, Title IX regulations, employee benefits, risk management, payroll procedures, classroom technology, disability support services, the fraud hotline, and available health services. These orientations provide a valuable opportunity for employees across all locations to connect and build a professional network. Union representatives are also available to meet with their members during the sessions.</p>
First Aid and CPR/AED Workplace Training	<p>This training focused on supporting employees who require job-related recertification, but it was open to any interested employees. A total of six trainings sessions were offered across the District.</p>

District Services is intentional about expanding and consistently offering professional development programs and opportunities for all employee groups and continually searches for ways to remove barriers to employee growth and foster a culture of continuous learning.

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

How does this relate to Board Policy? District Services professional development programs support BP 1001 Mission, Vision, and Values (1.1, 3.7); BP 1002 Philosophy (2.5); and BP 7160 Professional Development (1.0, 2.0, 3.0). Professional Development programs support the District's mission by providing ongoing learning opportunities for all employees to strengthen their practice so they may better serve our students. In addition to providing internal training, District Services also sponsors employees to attend conferences, seminars, and workshops, helping them acquire and apply new knowledge to improve job performance. Regular EEO Hiring Committees training and Diversity training are offered to advance equity, inclusiveness, and anti-racism within the District.

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

RECOMMENDATION: It is recommended that the Board receive as information highlights of the District Services 2023-24 Professional Development Program.

Cherry Li-Bugg

Recommended by


Approved for Submittal

4.g.6

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 12, 2024	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	2022-2026 NOCCCD District-wide Strategic Plan	Enclosure(s)	<u> X </u>

BACKGROUND: The *North Orange County Community College District Integrated Planning Manual* stipulates a 10-year period for master planning purposes and designates two short-term District-wide strategic plans to be developed within this timeframe. These four-year strategic plans describe how the District Strategic Directions identified in the *2021-2030 Educational and Facilities Master Plan* will be achieved through initiatives requiring collaboration and coordination among District Services and campus administrators, faculty, and staff. The plan objectives represent commonalities from the site-specific plans that describe efforts toward achieving the District Strategic Directions for districtwide implementations. The *2022-2026 District-wide Strategic Plan* is the first of the two short-term plans in the current master planning cycle of 2021-2030.

In spring 2022, the District Consultation Council (DCC) authorized the formation of a Districtwide Workgroup (Design Team) to develop the *2022-2026 Districtwide Strategic Plan*. The Design Team met and worked to develop the *Strategic Plan* using a strategic compass approach in spring 2023. The strategic compass approach shifts the focus from rigid planning to flexible thinking and adaptation guided by a collective set of values, beliefs, and sense of purpose. The resulting *2022-2026 Districtwide Strategic Plan* represents the collective effort of a collaborative group of stakeholders from across the District, and provides a framework for implementing, evaluating, and achieving the District Strategic Directions, which guide NOCCCD's districtwide initiatives. Dr. Li-Bugg, Vice Chancellor of Educational Services and Technology also hosted a districtwide Feedback Forum in May 2024 to get input and recommendations on the draft *2022-2026 Districtwide Strategic Plan* from campus stakeholders. DCC approved this draft strategic plan at its May 15, 2024 meeting.

The draft *2022-2026 Districtwide Strategic Plan* was presented to the Board for information, review and first reading at its September 24, 2024 meeting. We have incorporated the feedback and comments of the Board at its first reading into the final draft. The final draft is now ready to be presented to the Board for second reading and approval.

This item is being submitted by Dr. Cherry Li-Bugg, Vice Chancellor of Educational Services and Technology and Dr. Gabrielle Stanco, District Director, Research, Planning and Data Management.

How does this relate to the five District Strategic Directions? This item meets District Strategic Direction 3: Stewardship of Resources by supporting transparent and inclusive decision-making and integrated planning activities across the District.

How does this relate to Board Policy: This item responds to BP 3250: Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable

RECOMMENDATION: It is recommended that the Board approve the *2022-2026 Districtwide Strategic Plan*.

Cherry Li-Bugg
Recommended by


Approved for Submittal

4.h.2
Item No.

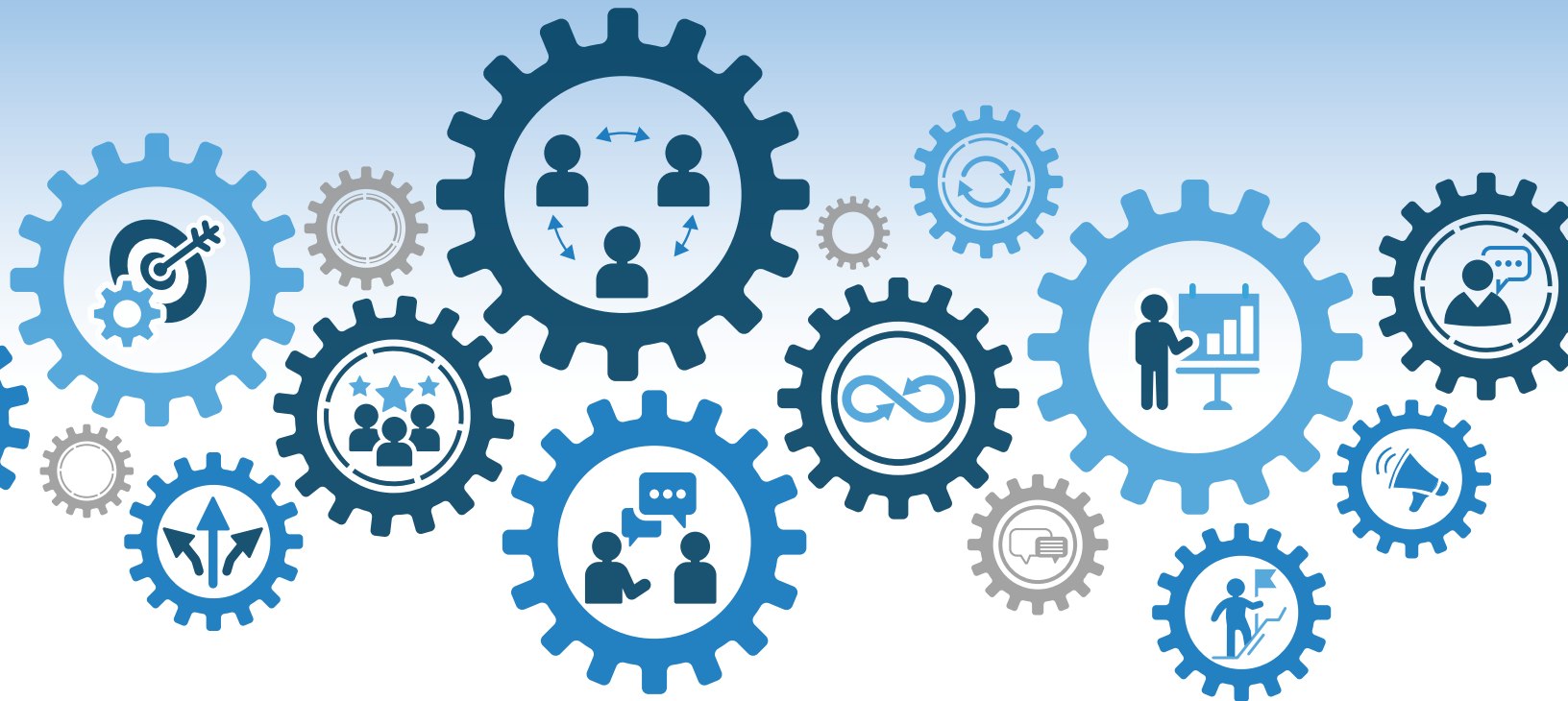


NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

2022-2026

NOCCCD

District-wide Strategic Plan



North Orange County Community College District 2022-26 District-wide Strategic Plan

Approved by District Consultation Council, May 20, 2024

District Services
1830 West Romneya Drive
Anaheim, CA 92801-1819
<http://www.nocccd.edu>

Fullerton College
321 East Chapman Avenue
Fullerton, CA 92832
<http://www.fullcoll.edu>

Cypress College
9200 Valley View Street
Cypress, CA 90630
<http://www.cypresscollege.edu>

North Orange Continuing Education
1830 West Romneya Drive
Anaheim, CA 92801-1819
<http://www.noce.edu>



Introduction

The *North Orange County Community College District Integrated Planning Manual* stipulates a 10-year period for master planning purposes and designates two short-term District-wide strategic plans to be developed within this timeframe. These four-year strategic plans describe how the District Strategic Directions identified in the *2021-2030 Educational and Facilities Master Plan* will be achieved through initiatives requiring collaboration and coordination among District Services and campus administrators, faculty, and staff. The plan objectives represent commonalities from the site-specific plans that describe efforts toward achieving the District Strategic Directions for districtwide implementations. The *2022-2026 District-wide Strategic Plan* is the first of the two short-term plans in the current master planning cycle of 2021-2030.

In spring 2022, the District Consultation Council (DCC) authorized the formation of a Districtwide Workgroup (Design Team) to develop the *2022-2026 Districtwide Strategic Plan*. The Design Team met and worked to develop the *Strategic Plan* using a strategic compass approach in spring 2023. The strategic compass approach shifts the focus from rigid planning to flexible thinking and adaptation guided by a collective set of values, beliefs, and sense of purpose. The resulting *2022-2026 Districtwide Strategic Plan* represents the collective effort of a collaborative group of stakeholders from across the District, and provides a framework for implementing, evaluating, and achieving the District Strategic Directions, which guide NOCCCD's districtwide initiatives.

Strategic Compass

A contemporary approach to strategy development that shifts focus from rigid planning to flexible thinking and adaptation guided by a collective set of values, beliefs, and sense of purpose.

- **Intentional Alignment with Identity and Purpose:** Application of the belief that shared values, beliefs, and purpose should guide strategic efforts.
- **Continuous Adaptation and Learning:** Recognizing the dynamic nature of the environment, the organization commits to continuous adaptation and learning. It embraces agile thinking, scenario planning, and feedback mechanisms to adjust its course and stay responsive to evolving challenges and opportunities.
- **Incorporates Leading Measures of Inputs and Processes:** The ability to be flexible and to be able to adapt within a year is created by using leading measures of the inputs and processes necessary to achieve a specific goal and realize the intended outcome.

Our Purpose

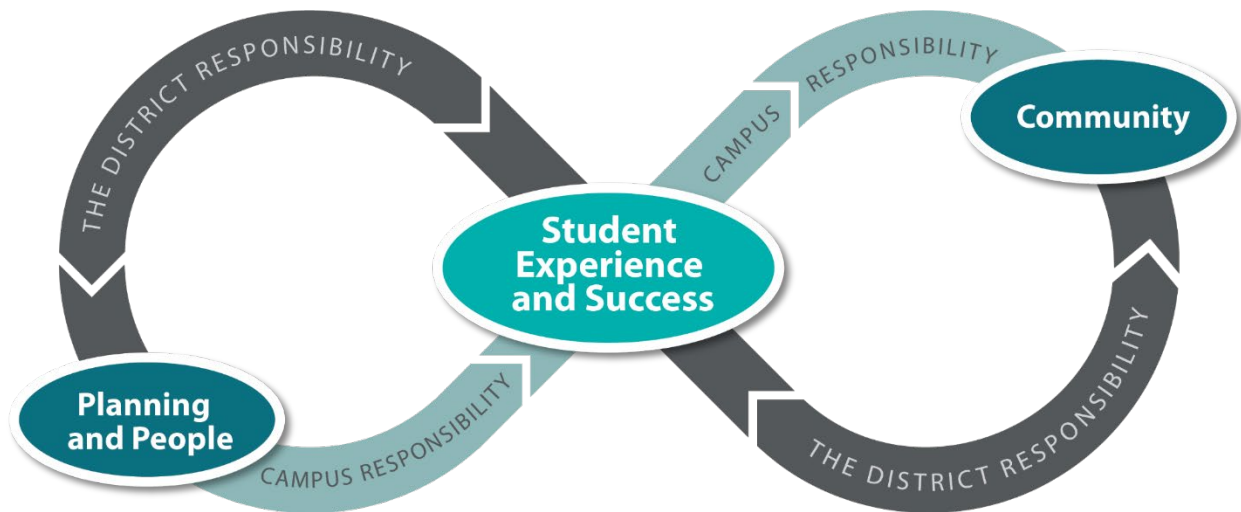
To **uplift** individuals and communities through education, a vehicle for social mobility.

We are passionate about **empowering** students, families and communities and understand the transformative power of education to help individuals engage with their communities in a socially responsive way.

Connection is at the heart of what we do and we strive to connect with our students and colleagues in purposeful and equitable ways, knowing these efforts contribute to our institutions missions and goals.

Building a Strategic Compass

The primary responsibility of NOCCCD is to support Cypress College, Fullerton College, and NOCE in achieving their site-specific strategic plans while supporting all three sites and the district towards addressing the strategic initiatives outlined in the *2021-30 Educational and Facilities Master Plan (EFMP)* and the *2023 EFMP Refresh*. The visual illustrates the desired relationship between the district and sites, including three categories of strategic initiatives: Student Experience and Success, Planning and People, and Community.



NOCCCD District-wide Objectives	Input Measures <i>Prioritize and Support Innovation</i>	Process Measures	Outcomes
<p>Student Experience and Success Support equitable outcomes and achievement through care, compassion, and connection to:</p> <ul style="list-style-type: none"> a) enhance the student experience through DEIAA approaches b) develop collaborative, autonomous learners c) strengthen student support services d) provide clear pathways to completion e) use technology to offer flexible learning options 	<ul style="list-style-type: none"> a) DEIAA approaches implemented (curricular audit, prof learning, process reviews) b) Enhanced instructional approaches c) Evaluate, enhance, and expand services supporting the unique needs of students d) Ed plan development e) Tech infrastructure to support flexibility and innovation 	<ul style="list-style-type: none"> • Belonging/connection/engagement • Measures of aspiration/hope/goal* • Use of student services and measure of needs being met • Measures of “on-track” to completion • Disaggregate measures (range of groups) 	<p>Course Retention Course Completion Fall-to-Fall Persistence Degree/Certificate Completion Transfers/Transfer Degree Disaggregate Measures (range of groups)</p>
<p>Community Facilitate inclusive partnerships, expand access to programs and services, encourage collaboration, and prioritize DEIAA, supporting:</p> <ul style="list-style-type: none"> a) academic and career goals b) basic needs c) success through seamless pathways within/beyond our institutions 	<ul style="list-style-type: none"> a) Strengthen and expand partnerships (businesses/community) b) Create the space and support for cross-collaboration (internal and external) c) DEIAA focus across all partnerships and collaborations 	<ul style="list-style-type: none"> • Increased matriculation from high school pathway programs • Cross-collaboration in action (opportunity to participate) • Belonging, connection, and engagement • Diverse needs being met • Professional development applied (6 weeks later) 	<p>Enrollment Course Completion Persistence</p> <p>Climate Survey (Employee)</p>
<p>Planning and People Promote resource stewardship, employee development, inclusive decision making, and campus accessibility/sustainability to:</p> <ul style="list-style-type: none"> a) foster a positive experience/support employee development b) strengthen participatory governance with a DEIAA emphasis c) improve campus physical space to enhance student and employee well-being d) align resources through integrated planning 	<ul style="list-style-type: none"> a) Support professional development, engagement, and community building (connection) b) Create opportunities for better communication & shared leadership; include employee voice in decisions c) Facility improvement and sustainability projects d) Align resources to goals and support innovation 	<ul style="list-style-type: none"> • Employee satisfaction measures • Diverse (lived experience) participants • Improved communication • Increased and/or enhanced use of sustainable physical space and technology • Resources aligned to goals, innovation to meet unique needs (campus resource requests tied to plans) • Professional development applied (6 weeks later) 	<p>Climate Survey (Employee) Employee Exit Interviews</p> <p>Employee / Student Well-being</p> <p>Goal Achievement through fiscal stewardship</p>



Measurement Plan

First Semester

Service Utilization Data

- develop systems to track student use of and access to programs and services

Matriculation Data

- monitor dual enrollment high school student pathways
- review NOCCCD enrollment after dual enrollment participation

Employee Experience Survey

- belonging, connection, engagement
- access to opportunity / actual participation
- professional development application

Collaboration

- variety of employee stakeholders in governance bodies, associations, and workgroups

Second Semester

Service Utilization Data

- review data on student use and access to programs and services by demographics

Student Experience Survey

- belonging, connection, engagement
- needs met based on service utilization

On-Track Data from 1st Semester

- % of program requirements completed
- % of student educational plans developed

Employee Experience Interviews

- belonging, connection, engagement
- access to opportunity / actual participation
- professional development application

Collaboration

- variety of stakeholder participants
- communication strong/improved

End of Year

Course Retention

Course Completion

Fall-to-Spring Persistence

Fall-to-Fall Persistence

Degree/Certificate Completion

Climate Survey (employees)

Employee Exit Interviews

Employee Collaboration in key Decisions

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.a.1

Item No.

RETIREMENTS

Moran, Maricela	NOCE	Non-Credit Counselor Last Date of Employment: 12/20/2024 PN SCF976
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CHANGE IN SALARY CLASSIFICATION

Kherfan, Sadeddin	CC	Chemistry (ADJ) Adjunct Salary Schedule A From: Column 1, Step 1 To: Column 3, Step 1 Eff. 08/26/2024
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ADDITIONAL DUTY DAYS @ PER DIEM

Austin, Phil	FC	Assistant Coach, Basketball	11 days
Webster, Perry	FC	Head Coach, Basketball	15 days

LEAVES OF ABSENCE

@01417928	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/17/2024 – 11/11/2024 (Consecutive Leave)
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@00638228	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/5/2024 – 11/1/2024 (Consecutive Leave)
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 FALL SEMESTER

Avila, Vera	CC	Column 1, Step 1
Blas, Dennis	CC	Column 1, Step 4

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2025 SPRING SEMESTER

Reyes, Alexander	FC	Column 2, Step 1
Won, Jongwook	CC	Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Diaz, Monica	FC	Column 1, Step 1
Grega, Erica	FC	Column 1, Step 1
Sebastian, Ilona	FC	Column 2, Step 1
Session, Andrea	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Aarons, Rhiannon	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Aguet, Jacqueline	CC	Peer Online Course Review - ATC 101 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Aguilar, Hugo	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Aponte, Zola	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Awad, Abigail	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Bai, Xi	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Balasi, Liliana	NOCE	Hiring Committee Service (Adjunct Participation) Stipend not to exceed \$240.00 Eff. 04/16/2024
Balasi, Liliana	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Bauer, Jill	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024

Academic Personnel
November 12, 2024

Bonakdar, Mehrdad	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Borla, Linda	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Borla, Linda	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Borla, Linda	CC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 07/01/2024-01/31/2025
Brydges, Michael	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Caraveo, Noemi	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Carlopio, Heather	NOCE	@ONE Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 03/01/2024-03/10/2024
Carrithers, Joseph	FC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 10/04/2024
Carrithers, Joseph	FC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 10/04/2024
Cisco Reuter, Hilary	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Clark, Lisa	CC	Peer Online Course Review - HRC 101 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025

Academic Personnel
November 12, 2024

Cornet, Karen	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Cornet, Karen	CC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 07/01/2024-01/31/2025
Coronado, Michael	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Coronado, Michael	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Covey, Kendyl	CC	Peer Online Course Review - English 105 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Curtin, Brian	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
De Frutos-Garcia, Samanta	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
DeDios, Angela	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
DeDios, Angela	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
DeDios, Angela	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Diep, Christie	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025

Academic Personnel
November 12, 2024

Diep, Christie	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Diep, Christie	CC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 07/01/2024-01/31/2025
Dileo, Ross	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Draganov, Torri	CC	Peer Online Course Review - Chemistry 103 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Edwards, Todd	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Fujimoto, Janet	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Fujimoto, Janet	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Gargano, Amanda	CC	Peer Online Course Review - HRC 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Gargano, Amanda	CC	Peer Online Course Review - HRC 110 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Gargano, Amanda	CC	Peer Online Course Review - CE 202 Stipend not to exceed \$750.00 Eff. 07/01/2024-01/31/2025
Goldstein, David	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024

Academic Personnel
November 12, 2024

Halahmiv, David	CC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 07/01/2024-01/31/2025
Hernandez, Alondra	NOCE	@ONE Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 05/01/2024-05/16/2024
Hill, Karen	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Hortua, Giovanni	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Ikram, Muhammad	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Jarrett, Matthew	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Juan, Lydia	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Jun, Christine	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Juric, Elizabeth	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Kane, Raenie	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Khong, San	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024

Academic Personnel
November 12, 2024

Kim, Wha	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Klyde, Michael	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Lebdeh, Layal	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Leis, Corey	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Letcher, Annette	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Lianos Vu, Hose	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Loza, Jennifer	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Magno, Ursula	NOCE	@ONE Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 05/01/2024-05/16/2024
Mallman, Mary	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
McCormick, Steven	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Montoya, Gabriela	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024

Academic Personnel
November 12, 2024

Morris, Kelly	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Morrison, Anna	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Nam, Victorya	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Neal, Diamond	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Nicholas, Nicholas	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Qin, Zhen	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Rafferty, Jennifer	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Ragotskie, Josh	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Reyna, Bryan	NOCE	@ONE Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 04/01/2024-04/29/2024
Rikard, Cory	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Rodriguez, Teddy	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024

Academic Personnel
November 12, 2024

Senel, Mehmet	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Sheridan-Solis, Ann	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Sidhu, Parwinder	CC	Ascend Communities of Practice Project Stipend not to exceed \$200.00 Eff. 10/09/2024-12/20/2024
Smith, Diana	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Tran, Stephanie	CC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Tran, Stephanie	CC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Tran, Stephanie	CC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 07/01/2024-01/31/2025
Tseng, Anh	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Tuttle-Harry, Honour	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Uskokovic, Vuk	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024
Wang, Fang Yu	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 10/10/2024

Academic Personnel
November 12, 2024

Yan, Han

CC Adjunct Faculty Orientation
Stipend not to exceed \$160.00
Eff. 10/10/2024

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 12, 2024	Resolution	<u> </u>
SUBJECT:	Classified Personnel	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. dist BudM

Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 12, 2024

RETIREMENTS

Hoang, Christine	AC	Buyer II 12-month position (100%) Last Date of Employment: 12/30/2024 PN DEC914
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RESIGNATION

Barton, Pepe	FC	Director, Campus Communications 12-month position (100%) Last Date of Employment: 11/01/2024 PN FCM988
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NEW PERSONNEL

Lee, Shawn	NOCE	Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Shift Classified Salary Schedule Eff. 11/15/2024 PN SCC817
Pascual-Travaglia, Beatriz	NOCE	Manager, NOCE LEAP 12-month position (100%) Range 14, Step C Management Salary Schedule Eff. 11/18/2024 PN SCM988
Vidal-Yuan, Sandra	NOCE	Special Projects Coordinator, Student Services Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 11/05/2024 – 06/30/2025 PN SCT999
Zambrano, Lizbeth	FC	Facilities Custodian I 12-month position (55%) Range 27, Step E Classified Salary Schedule Eff. 11/15/2024 PN FCC990

PROMOTION

Maertens, Tina	FC	Administrative Assistant I, Tech & Engineering 12-month position (100%) PN FCC977
		To: Administrative Assistant III, Tech & Engineering 12-month position (100%) Range 42, Step B + 20% Longevity + PG&D Classified Salary Schedule Eff. 11/01/2024 PN FCC955
Toral, Celena	CC	Facilities Custodian I 12-month position (100%) PN CCC905
		To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 5% Shift + 5% Longevity Classified Salary Schedule Eff. 11/15/2024 PN CCC782

VOLUNTARY CHANGES IN ASSIGNMENT

Rofman, Lara	NOCE	Job Developer (100%) Return to Regular 10-month Assignment Eff. 10/01/2024 PN SCC852
Nava, Crystal	NOCE	Student Services Technician 12-month position (100%) PN SCC873
		To: CC Administrative Assistant I, CTE 12-month position (100%) Range 33, Step E + 5% Longevity + PG&D Classified Salary Schedule Eff. 11/15/2024 PN CCC690 – TR

Classified Personnel
November 12, 2024

Wulff, Michael	FC	Skilled Maintenance Mechanic 12-month position (100%) PN FCC654
		Permanent Lateral Transfer To: AC Skilled Maintenance Mechanic Maintenance and Operations 12-month position (100%) Range 41, Step E + 5% Longevity Classified Salary Schedule Eff. 11/15/2024 PN DEC932

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Hanifa, Roselyne	AC	Risk Management Technician (100%) 10% Stipend Eff. 11/01/2024 – 01/31/2025 PN DEC930
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PLACEMENT ON 39-MONTH REEMPLOYMENT LIST

@01676047	CC	Administrative Assistant II 12-month position (100%) Eff. 10/30/2024 PN CCC760
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REINSTATEMENT FROM 39-MONTH REEMPLOYMENT STATUS

@00306603	FC	Student Services Specialist/Counseling 12-month position (100%) Range 36, Step E, + 15% Longevity Classified Salary Schedule Eff. 10/21/2024 PN FCC922
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LEAVES OF ABSENCE

@00270172	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 8/18/2024 – 9/22/2024 (Consecutive Leave)
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Classified Personnel
November 12, 2024

@02026312	FC	Military Leave With Pay Uniformed Services Employment and Reemployment Rights Act (USERRA) Eff. 9/12/2024 – 9/21/2024 (Consecutive Leave)
@00742901	FC	Family Medical Leave (FMLA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/27/2024 – 1/2/2025 (Consecutive Leave)
@01380446	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/30/2024 – 11/6/2024 (Consecutive Leave)
@01949584	FC	Unpaid Personal Leave Eff. 11/01/2024
@02009538	NOCE	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 3/11/2025 – 6/2/2025 (Consecutive Leave)
@00796090	FC	Family Medical Leave (FMLA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 9/14/2024 – 12/16/2024 (Consecutive Leave)
@00285601	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/01/2024 – 02/01/2025 (Consecutive Leave)
@01256669	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/18/2024 – 11/17/2024 (Consecutive Leave)
@00314844	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/2/2024 - 12/13/2024 (Consecutive Leave)

Classified Personnel
November 12, 2024

NEW CLASSIFIED JOB DESCRIPTION

Communications Coordinator, Community Engagement
Range 45
Classified Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Communications Coordinator- Community Engagement	Range:	45
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Director of Campus Communications, this position is responsible for serving as the lead for institutional coordination of strategic outreach, partnership development, and community engagement.

ESSENTIAL FUNCTIONS

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

1.	Develop a community engagement and partnership development plan in collaboration with the institutional strategic plan and priorities for increasing enrollment.
2.	Performs marketing and outreach activities to promote awareness of campus programs, services and events; helps support the marketing and outreach efforts of various campus departments and offices.
3.	Assists in fundraising efforts to secure financial support for student scholarships, program enhancements, and other institutional initiatives.
4.	Attends various community, partner, legislative, and media events, as assigned, to represent the campus and promote campus programs and services.
5.	Develop informational materials, outreach presentations, and community engagement workshops regarding instructional programs, services, application, registration and onboarding and share with community members.
6.	Communicate regularly with community partners through email, phone, newsletter, and various other formats. Maintain master community partner database and outreach master calendar.
7.	Establish processes such as streamlining agreements for community partners and formally tracking data from outreach events.
8.	Creates content about institutional partnerships and community engagement for campus-based newsletters, website, social media, reports, and other informational, advocacy, or promotional traditional or emerging media formats.
9.	Researches, recommends, and integrates industry trends and best practices into operational processes.
10.	Acts as a liaison with community-based partners, schools, organizations, legislators, and local leaders, including: responding to inquiries, making presentations, providing campus tours, coordinating and participating in community outreach events, and scheduling advocacy and public relations visits.
11.	Organizes, attends, or leads a variety of project-based meetings as required; coordinates programs and services as appropriate with other school-wide personnel. Serve as lead of campus-based outreach/partnership workgroups and report back to the campus-based marketing or community relations committee.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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12.	Manages office activities related to community engagement to assure efficient operations; writes, edits, and sends department correspondence including emails, letters, agendas and reports; schedules appointments and meetings; initiates and answers telephone calls; responds to requests for information; answers questions and resolves problems requiring judgment, knowledge and explanation of policies; routes and distributes incoming mail and other materials; prepares presentation folders/packets and outreach materials for informational events.
13.	Monitors community engagement budget; approves expenditures within established guidelines; assists with budget development and tracks status of budgets related to activities and events focused on community engagement; maintains petty cash accounts; responds to inquiries regarding financial issues.
14.	Orders supplies and prepares purchase requisitions; tracks orders to assure delivery and payment.
15.	Assist in the planning, coordination, scheduling, and publicity for school-wide, community, and partner public relations events including campus tours.
16.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
17.	Train, provide work direction and coordinate with internal and external partners.
18.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
19.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Communications Coordinator-Community Engagement maintains frequent contact with various District departments and personnel, faculty, students, community members, partners, legislative offices, media representatives, consultants, vendors, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's Degree or equivalent from an accredited institution in English, Communications, Public Relations, Journalism, Marketing, Graphic Design or a related field;

Three (3) years of experience in communications with demonstrated networking, presentation, and writing skills

Experience connecting organizational priorities with community partnerships and outreach.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of rules, strategies, technologies, terminologies, and best-practice trends related to communications, public relations, and marketing
Knowledge of modern office practices, procedures, and equipment
Knowledge of record-keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to write clearly, accurately, and effectively in a variety of styles for memos, letters, reports, newsletters, news releases, fliers, brochures, ads, website pages, and other formats
Ability to edit communications for clarity and accuracy
Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing, data base management, and presentation preparation
Ability to learn and use new and emerging technologies
Ability to understand and follow oral and written directions
Ability to work independently with little direction
Ability to take leadership, coordinating role with assigned projects
Ability to understand scope of authority in making independent decisions
Ability to analyze situations accurately and identify an effective course of action according to established guidelines
Ability to plan, organize and prioritize work
Ability to meet schedules and timelines
Ability to work confidentially with discretion
Ability to establish and maintain effective working relationships with others
Ability to develop relationships with community members and/or partners to cultivate fundraising opportunities for institutional priorities including student scholarships

SPECIAL REQUIREMENTS

Requires a valid California Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities, including hand coordination activities. Working within the community, driving to a variety of locations to make presentations, meet with community members, host information tables at events, attend meetings, and more

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 12, 2024
SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. Cliff Brubaker

Approved for Submittal

5.c.1

Item No.

Professional Experts
November 12, 2024

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Ahedo Javier	FC	Project Coordinator	Transfer Center Guided Exit and Equity Projects	26	10/15/2024	12/20/2024
Apuntar, Janelle	NOCE	Project Coordinator	LEAP Enrollment Maximization	26	12/02/2024	12/20/2024
Apuntar, Janelle	NOCE	Project Coordinator	LEAP Enrollment Maximization	26	01/06/2025	03/14/2025
Apuntar, Janelle	NOCE	Project Coordinator	LEAP Enrollment Maximization	26	03/24/2025	05/07/2025
Barrera, Jorge	NOCE	Project Expert	A & R Support Staff	26	10/23/2024	06/30/2025
Beltran, Arantxa	FC	Project Coordinator	Project Lead – UndocuScholar Retention Program	26	11/12/2024	12/20/2024
Beltran, Arantxa	FC	Project Coordinator	Project Lead – UndocuScholar Retention Program	26	01/06/2025	06/13/2025
Clark, Marcelo	NOCE	Project Expert	Outreach Support and Registration Assistant	26	01/06/2025	03/28/2025
Clark, Marcelo	NOCE	Project Expert	Outreach Support and Registration Assistant	26	04/07/2025	05/03/2025
Covey, Kendyl	CC	Technical Expert II	Cypress College POCR Reviewer	10	09/01/2024	01/30/2025
Cruz, Ruben	FC	Project Expert	Student Success Advocate	26	10/23/2024	06/30/2025
Estrada, Elaine	CC	Project Expert	Pride Support Staff	26	11/04/2024	12/23/2024
Estrada, Elaine	CC	Project Expert	Pride Support Staff	26	01/05/2025	06/30/2025
Fama, Amanda	CC	Assistant Coach 5	Assistant Coach to Intercollegiate Team	26	09/20/2024	06/15/2025
Gargano, Amanda	CC	Technical Expert	Cypress College POCR Reviewer	10	09/01/2024	01/30/2025
Gomez, Maria	NOCE	Project Expert	A & R Support Staff	26	10/23/2024	06/30/2025
Gonzalez, Celina	FC	Assistant Coach 4	Assistant Coach – Softball	26	10/28/2024	12/13/2024
Hermosillo, Regina	CC	Project Expert	Student Advocate	26	10/16/2024	12/20/2024
Hannum, Savannah	CC	Project Expert	Student Advocate	26	10/16/2024	12/20/2024
Ji, Shinah	CC	Technical Expert II	English Success Center Nursing + ESL Workshops	10	09/10/2024	06/30/2025
Juarez, Anita	FC	Technical Expert II	Qualitative Data Analysis on Belonging Focus Group Transcripts	8	11/04/2024	12/15/2024

Professional Experts
November 12, 2024

Malad, Leia	CC	Technical Expert II	SEA Grant Tutoring	4	10/14/2024	06/30/2025
Myers, Alexander	CC	Assistant Coach 5	Assistant Coach to Intercollegiate Team	26	09/30/2024	06/17/2025
Nerhus, Alisha	CC	Technical Expert II	Song Brown Grant	14	10/21/2024	12/14/2024
Nguyen, Uyen	CC	Project Expert	Rising Scholars Program Lead	15	11/04/2024	05/30/2025
Nunez, Diana	FC	Project Expert	Student Success Advocate	26	10/23/2024	12/12/2024
Nunez, Diana	FC	Project Expert	Student Success Advocate	26	01/27/2025	06/27/2025
Ochoa, Vanessa	CC	Project Expert	Pride Support Staff	26	11/04/2024	06/30/2025
Park, A Hang	CC	Technical Expert I	Payment Processor/Auditor	15	11/13/2024	12/20/2024
Park, A Hang	CC	Technical Expert I	Payment Processor/Auditor	15	01/06/2025	03/21/2025
Park, A Hang	CC	Technical Expert I	Payment Processor/Auditor	15	04/14/2025	06/30/2025
Pham, Thu	CC	Technical Expert II	English Success Center Nursing + ESL Workshops	10	08/26/2024	06/30/2025
Rangel, Jacquelyn	CC	Technical Expert II	Cypress College POCR Reviewer	10	09/01/2024	01/30/2025
Rodriguez, Giana	FC	Project Expert	Student Success Advocate	26	10/23/2024	06/30/2025
Romo, Vincent	CC	Technical Expert II	Cypress College POCR Reviewer	10	09/01/2024	01/30/2025
Saiza, Jillian	FC	Assistant Coach 2	Assistant Coach – Softball	26	10/28/2024	12/13/2024
Sanchez-Landeros, Belinda	FC	Technical Expert I	Transfer Application Support	5	10/21/2024	12/06/2024
Staehle, Patrick	FC	Project Expert	Student Success Advocate	26	10/23/2024	06/30/2025
Stout, Grace	FC	Project Expert	Mindfulness Social Media Marketing and Outreach	7	10/22/2024	12/14/2024
Tarin, Jenna	NOCE	Project Expert	A & R Support Staff	26	11/06/2024	06/30/2025
Tran, Angela	NOCE	Technical Expert II	Web and Media Support Specialist	15	11/04/2024	12/20/2024
Tran, Angela	NOCE	Technical Expert II	Web and Media Support Specialist	15	01/13/2025	02/28/2025
Valdivia, Stephanie	FC	Project Expert	Student Success Advocate	26	10/25/2024	11/22/2024
Valdivia, Stephanie	FC	Project Expert	Student Success Advocate	26	12/02/2024	12/12/2024
Valdivia, Stephanie	FC	Project Expert	Student Success Advocate	26	01/27/2025	03/28/2025
Valdivia, Stephanie	FC	Project Expert	Student Success Advocate	26	04/06/2025	05/23/2025

Professional Experts
November 12, 2024

Valdivia, Stephanie	FC	Project Expert	Student Success Advocate	26	06/02/2025	06/06/2025
Vargas, Elaine	NOCE	Project Expert	A & R Support Staff	26	10/23/2024	06/30/2025
Varona, Roger	FC	Project Expert	Student Success Advocate	26	10/23/2024	06/30/2025
Velo, Fabiana	FC	Project Expert	Student Success Advocate	26	10/23/2024	06/30/2025
Wada, Kathryn	CC	Technical Expert II	Ascend: Community of Practice Faculty Leader – Fall 2024	4	10/21/2024	12/15/2024
Witt, Joshua	CC	Technical Expert II	23/24 SWP Nursing	12	10/23/2024	12/12/2024
Young, Annette	CC	Technical Expert II	Cypress College POCR Reviewer	10	09/01/2024	01/30/2025

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 12, 2024	Resolution	<u> </u>
SUBJECT:	Hourly Personnel	Information	<u> </u>
		Enclosure(s)	<u> X </u>

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

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

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

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

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

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

Irma Ramos

Recommended by

B. V. dist BudM

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
November 12, 2024

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alcantar Fernandez, Ivan	CC	Technical - Assistance for Admissions and Records	12/01/24	03/01/25	TE A 1
Cheng, Socheata	CC	Technical - Assistance for the campus Biology lab and stockroom	02/03/25	05/02/25	TE A 2
Dines, Jacob	CC	Paraprof - Support theater crew for campus productions	11/13/24	06/30/25	TE B 4
Durant, Caleb	FC	Technical - Support for campus Theatre production	11/13/24	06/29/25	TE J 3
Durant, Caleb	CC	Technical - Support for campus Theatre production	11/13/24	06/25/25	TE J 3
Garcia, Alexander	CC	Technical - Assistance for Admissions and Records	01/06/25	04/04/25	TE B 2
Larios, Anel	NOCE	Technical - Assist with Anaheim ESL Program	11/04/24	11/22/24	TE A 1
Larios, Anel	NOCE	Technical - Assist with Anaheim ESL Program	12/02/24	12/20/24	TE A 1
Larios, Anel	NOCE	Technical - Assist with Anaheim ESL Program	01/06/25	02/21/25	TE A 1
Larios, Anel	NOCE	Technical - Assist with Anaheim ESL Program	04/28/25	06/30/25	TE A 1
Lopez Dawson, Indigo	CC	Technical - Support for campus Theatre production	11/13/24	06/30/25	TE J 2
Mara, Victoria	FC	Direct Instr Support - Assist in Disability Support Services (DSS)	11/18/24	02/14/25	TE A 2
Marsh, Mireya	NOCE	Technical - Assist with Anaheim ESL Program	11/04/24	11/22/24	TE A 1
Marsh, Mireya	NOCE	Technical - Assist with Anaheim ESL Program	12/02/24	12/20/24	TE A 1
Marsh, Mireya	NOCE	Technical - Assist with Anaheim ESL Program	01/06/25	02/21/25	TE A 1
Marsh, Mireya	NOCE	Technical - Assist with Anaheim ESL Program	04/28/25	06/30/25	TE A 1
Perez Mendez, Floriberto	FC	Service/Maint - Assist custodial staff	10/28/24	01/20/25	TE B 4
Raghavan, Vasudha	CC	Technical - Support for campus Theatre production	07/01/24	06/30/25	TE J 1
Ramirez, Ariana	CC	Technical - Graphic design assistance for Communications	02/03/25	05/02/25	TE B 3
Rivera, Ainsly	CC	Technical - Assistance in the Art Department	11/13/24	12/13/25	TE A 1
Rivera, Ainsly	CC	Technical - Assistance in the Art Department	02/18/25	05/19/25	TE A 1
Seth, Nidhi J.	CC	Technical - Assistance for Admissions and Records	01/13/25	04/14/25	TE A 1
Sifuentes, Amy	FC	Direct Instr Support - Assist in Disability Support Services (DSS)	11/18/24	02/14/25	TE A 2
Sommath, Jack	CC	Service/Maint - Assist facilities staff with setup and warehouses	11/13/24	02/11/25	TE B 4
Sommath, Jack	CC	Service/Maint - Assist facilities staff with setup and warehouses	04/14/25	06/30/25	TE B 4
Toda, Jill	CC	Paraprof - Athletic Program Assistant	11/13/25	06/30/25	TE I 4

Hourly Personnel
November 12, 2024

Tran, John Dong	CC	Technical - Assistance for Admissions and Records	01/06/25	04/04/25	TE B 2
Tran, John Dong	CC	Technical - Assistance for Admissions and Records	06/09/25	06/30/25	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Belyea, Chantell	NOCE	Direct Instr Support - Assist in Disability Support Services Program	10/23/24	06/30/25	TE B 1
Pemberton, Justin	FC	Direct Instr Support - Tutor for Computer Science in the Math Lab	11/13/24	06/30/25	TE A 1
Sosa Castro, Annie	CC	Direct Instr Support - Health and Wellness Peer Educator	10/14/24	06/30/25	TE A 1
Young, Candyce	CC	Direct Instr Support - Health and Wellness Peer Educator	10/14/24	06/30/25	TE A 1

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Ricardo	FC	Work Study - Assist in Financial Aid	11/13/24	06/30/25	TE A 1
Bailey, Eric	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Betrue, Garren	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Boeck, Nicole	FC	Work Study Student - Assist in EOPS	11/13/24	06/30/25	TE A 1
Capistrano, Elizabeth	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Chang, Joo	FC	Work Study Student - Financial Aid	11/13/24	06/30/25	TE A 1
Codd, Kyara	FC	Work Study Student - On call theater crew for campus	11/13/24	06/30/25	TE A 1
Cunningham, Justine	FC	Work Study - Assist in EOPS office	11/13/24	06/30/25	TE A 1
Fernandez, Antonio	FC	Work Study Student - Assist in Admissions & Records	11/13/24	06/30/25	TE A 1
Fernandez, Yvonne	FC	Work Study - Assist in Child Development Lab	11/13/24	06/30/25	TE A 4
Gabriel, Angel Elaine	CC	Full-time Student - Assistance for the campus Coffee Shop	11/13/24	06/30/25	TE A 1
Gonzalez, Deanna	FC	Work Study Student - Assist in Admissions & Records	11/13/24	06/30/25	TE A 1
Gonzalez, Deanna	FC	Work Study Student- Admissions and Records	11/13/24	06/30/25	TE A 1
Gonzalez, Yordi	FC	Work Study Student - Assist in Student Service Call Center	11/13/24	06/30/25	TE A 2
Hall, Myles	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1

Hourly Personnel
November 12, 2024

Jones, Mason	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Josiah, Elliott	FC	Full-time Student - Math &CSCI Tutoring Lounge	11/13/24	06/30/25	TE A 1
Kim, Kaylee	FC	Work Study Student - Finanical Aid	11/13/24	06/30/25	TE A 1
Mankey, Emily	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Maragin, Kaden	CC	Full-time Student - Assistance for the campus Coffee Shop	11/13/24	06/30/25	TE A 1
Margolin, Ivri	CC	Full-time Student - Assistance for Campus Safety	11/13/24	06/30/25	TE A 4
Martinez, Selena	FC	Work Study Student - Finanical Aid	11/13/24	06/30/25	TE A 1
Nguyen, Amelia	CC	Work Study Student - Assistance for Express Counseling	11/18/24	06/15/25	TE A 1
Ortega, Marielle	FC	Work Study Student - Assist in Admissions & Records	11/13/24	06/30/25	TE A 1
Pemberton, Justin	FC	Work Study Student - Math Computer Science	11/13/24	06/30/25	TE A 1
Pham, Annie	FC	Work Study Student - Assist in Admissions & Records	11/13/24	06/30/25	TE A 1
Puentes Moreno, Sarah	CC	Full-time Student - Assistance for the campus Coffee Shop	11/13/24	06/30/25	TE A 1
Quezada, Cristobal	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Rodriguez, Haylee	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Santos, Adam	FC	Work Study Student - Biology lab assistance	11/13/24	06/30/25	TE A 1
Turano, Steven	FC	Work Study Student - Hornets Resources Center	11/13/24	06/30/25	TE A 1
Villamil, Jose	FC	Work Study Student - DSS	11/13/24	06/30/25	TE A 1
Vu, Helen	CC	Work Study Student - Assistance for Express Counseling	11/18/24	06/15/25	TE A 1
Wilridge, Tyler	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Wu, Emily	FC	Full-time Student - Theatre assistance	11/13/24	06/30/25	TE J 1
Yani, Carol	FC	Work Study Student - Biology lab assistance	11/13/24	06/30/25	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by



Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
November 12, 2024

Volunteers

Name	Site	Program	Begin	End
Anderson, Stephanie	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Bhakta, Krupa	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Binev, Georgi	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Bravo,Eddie	FC	DSS - Personal Care Attendant	09/12/24	12/12/24
Brito, Mario	NOCE	DSS - Personal Care Attendant	08/28/24	05/22/25
Brito, Rosalia	NOCE	DSS - Personal Service Attendant	08/28/24	05/22/25
Ceballos, Yaquelin	NOCE	DSS - Personal Care Attendant	08/26/24	06/27/25
Choe, Shann	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Gordon, Robert	FC	Technology and Engineering / Automotive Department	10/01/24	06/30/25
Henry, Coressa	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Huang, ShoaBing	FC	DSS - Personal Service Attendant	10/16/24	12/12/24
Iezza, Gianna	FC	Physical Education Division/Athletic Trainer	11/13/24	12/14/24
Kainat, Urwa	CC	DSS - Graduate Student Practicum	02/03/25	05/30/25
Lopez - Pulido, Hugo	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Macedo, Tabatha	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Mendez, Aslyn	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Mino Naccarato, Sarah	FC	Photography for the Theatre Arts Department	10/01/24	12/14/24
Nguyen,Jake	FC	DSS - Personal Care Attendant	09/18/24	12/12/24
Padilla, Joselinn	CC	DSS - Personal Service Attendant	10/03/24	05/03/25
Paniagua, Juan Daniel T.	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Rivera, Ana Maritza	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Rivera, Jennifer	CC	DSS - Personal Care Attendant	08/20/24	06/30/25
Robillos, Richard	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Swendener, Stephanie	CC	DSS - Personal Care Attendant	08/20/24	06/30/25
Thomas, Brittany	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25
Tse, Alan	NOCE	DSS - Personal Service Attendant	10/11/24	06/30/25
Villarreal, Hannah	CC	Physical Education Division/Athletic Trainer	10/08/24	06/30/25

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 12, 2024	Information	X
		Enclosure(s)	X
SUBJECT:	Organizational Meeting and 2025 Board Calendar		

BACKGROUND: The provisions of Education Code Section 35143 and 72000 require the governing board of each school district and community college district to hold an annual Organizational Meeting within a prescribed 15-day period. For 2024, this 15-day period is December 13-27.

The law further requires that, unless otherwise provided by rule of the governing board, the day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. Therefore, at the Board meeting of November 26, 2024, the Board will be asked to establish Tuesday, December 17, 2024, as the date of its Organizational Meeting. The County Superintendent of Schools must be informed of the time and day selected no later than November 2024.

At the Organizational Meeting, the Board must establish its meeting calendar for 2025. A probable calendar is presented now so that the Board may review all dates for conflicts and changes. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board schedule on the agenda for November 26, 2024, the establishment of December 17, 2024, as the date of its Organizational Meeting and receive the tentative dates for Board meetings in 2025.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.a.1
Item No.



**North Orange County Community College District
2025 Board Meeting Calendar**

January 2025	
First Regular Meeting in January <i>(Cancel?)</i>	Second Tuesday, January 14, 2025
	CCLC Effective Trustee Workshop January 24-25, 2025 – Sacramento, CA
	CCLC Annual Legislative Conference January 26-27, 2024– Sacramento, CA
Second Regular Meeting in January	Fourth Tuesday, January 28, 2025
February 2025	
	ACCT National Legislative Summit February 9-12, 2025 – Washington, DC
First Regular Meeting in February	Second Tuesday, February 11, 2025
	ACCCA Annual Conference February 19-21, 2025 – Monterey, CA
Second Regular Meeting in February	Fourth Tuesday, February 25, 2025
March 2025	
First Regular Meeting in March	Second Tuesday, March 11, 2025
	ACCT Governance Leadership Institute March 16-18, 2025 – Oahu, HI
Second Regular Meeting in March	Fourth Tuesday, March 25, 2025
April 2025	
	NOCCCD Spring Recess March 31 – April 4, 2025
First Regular Meeting in April	Second Tuesday, April 8, 2025
	AACC Annual Convention April 12-16, 2025 – Nashville, TN
Second Regular Meeting in April	Fourth Tuesday, April 22, 2025
May 2025	
	CCCT Annual Trustees Conference May 9-11, 2025 – Lake Tahoe, CA
First Regular Meeting in May	Second Tuesday, May 13, 2025
Second Regular Meeting in May	Fourth Tuesday, May 27, 2025

June 2025	
First Regular Meeting in June	Second Tuesday, June 10, 2025
Second Regular Meeting in June	Fourth Tuesday, June 24, 2025
July 2025	
First Regular Meeting in July <i>(Cancel?)</i>	Second Tuesday, July 8, 2025
Second Regular Meeting in July	Fourth Tuesday, July 22, 2025
August 2025	
	CCLC Student Trustees Workshop August 2025 – Location TBD
First Regular Meeting in August <i>(Tentative?)</i>	Second Tuesday, August 12, 2025
Second Regular Meeting in August	Fourth Tuesday, August 26, 2025
September 2025	
First Regular Meeting in September	Second Tuesday, September 9, 2025
Second Regular Meeting in September	Fourth Tuesday, September 23, 2025
October 2025	
First Regular Meeting in October	Second Tuesday, October 14, 2025
	ACCT Leadership Congress October 22-25, 2025 – New Orleans, LA
Second Regular Meeting in October	Fourth Tuesday, October 28, 2025
November 2025	
First Regular Meeting in November	Second Tuesday, November 11, 2025*
	<i>* This is the Veteran's Day holiday.</i>
	CCLC Annual Convention November 20-22, 2025 – Orange County, CA
Second Regular Meeting in November	Fourth Tuesday, November 26, 2025
December 2025	
Only Regular Meeting in December	Second Tuesday, December 9, 2025*
	<i>* The 15-day period for the Board to have its organizational meeting is December 12-26.</i>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 12, 2024
SUBJECT: Campus Safety Officers Update

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: At the August 27 Board meeting, the Board received a campus safety update in response to a request made by Board President Evangelina Rosales. The update included the history of campus safety considerations outlined by the NOCCCD Campus Safety Oversight Committee and recommendations on uniforms and equipment approved, including handcuffs and pepper spray (with training), optional safety vests, and standard operating procedures, along with recent legal regulations and statewide guidance. At that time, background information was also provided on District Consultation Council (DCC) meeting discussions, on the proposed revisions to BP/AP 7600, Campus Safety Officers, and on the need for time in order to address additional factors related to training, reporting, and structure, and to gather campus feedback.

Since then, numerous discussions have taken place at Chancellor’s Staff, and participatory governance groups throughout the district, including DCC, campus Academic Senates, and various student bodies, but there remains no clear indication of a preference in which direction the District should proceed with in relation to overall campus safety.

Alongside these discussions, the Chancellor has proposed a structural change to enhance oversight of Campus Safety by shifting the management of campus security to the Vice Chancellor of Finance and Facilities, who will take on a new title of Vice Chancellor of Business Operations and Administrative Services. A Districtwide Campus Safety Director will be hired and will report to the Vice Chancellor and NOCE President (or designee) under a split responsibility model given that both NOCE and the District Office have a significant presence on the Anaheim campus. This shift aims to establish consistency in training, supervision, reporting, standard operating procedures, evaluations and memoranda of understanding with local law enforcement agencies. Furthermore, on the technological front, District Risk Management is actively researching notification solutions, including push-button ID cards and cell phone alerts, as well as the expansion of the RAVE alert system currently utilized by the District.

The next steps include ongoing discussions and a presentation from security consultants at DCC and the campuses in November and December with a planned vote on direction early in the spring 2025 semester.

Enclosed are the drafts of the proposed revisions to BP/AP 7600, Campus Safety.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.

How does this relate to Board Policy: This item is in accordance with Board Policy and Administrative Procedure 7600, Campus Safety Officers.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the campus safety information and discuss whether or not there are any policy recommendations or considerations.

Fred Williams

Recommended by



Approved for Submittal

6.b.2

Item No.

North Orange County Community College District
BOARD POLICY
Chapter 7
Human Resources

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.

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

AP 7600 Campus Safety Officers

Reference:

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

1.0 Definitions

1.1 “Campus Safety Officer” means an employee of Cypress College, Fullerton College, or North Orange Continuing Education with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, and Director of Campus Safety.

1.2 “Community-oriented safety principles” means a philosophy that combines traditional aspects of law enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships (e.g., Behavioral Intervention Team).

1.3 “Objectively reasonable” means that officers shall evaluate each situation requiring the use of force in light of the known circumstances in determining the necessity for force and the appropriate level of force.

The evaluation of the situation includes, but is not limited to, the severity of the crime, whether an individual poses an immediate or imminent threat to the safety of the Campus Safety Officer or others, and whether the individual is actively resisting.

Campus Safety Officers maintain the right to self-defense and have a duty to protect the safety of others. Campus Safety Officers are authorized to use only the amount of force that is objectively reasonable to perform their duties.

1.4 “Probable cause” – Probable cause for an arrest exists when facts and circumstances, within the Campus Safety Officer’s knowledge, would lead a reasonable officer to believe that an individual has committed or is committing a crime.

1.5 “Reasonable suspicion” – Is the basis for detention when specific facts would lead any reasonable person to believe criminal activity has taken place or is taking place, and further investigation is required. Reasonable Suspicion is not sufficient for an arrest.

42.0 Campus Safety Departments and Community-Oriented Safety Philosophy

2.1 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. The Campus Safety Departments are committed to providing a safe and inclusive campus environment for students, faculty, staff, and visitors using a community-

AP 7600 Campus Safety Officers

oriented philosophy. The Campus Safety Departments shall provide the safest possible environment within the scope of the authority, training, and job duties of its personnel. 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.

~~1.1~~ **2.2** The objectives of the District's campus safety departments **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 safety** programs.

~~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.

23.0 Campus Safety Officers

23.1 General Authority and Role of Campus Safety Officers

~~23.1.1~~ The District's safety officers **Campus Safety Officers** 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, **deterrence, 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.**

~~23.1.2~~ The District's safety officers **Campus Safety Officers** are not **sworn** peace officers and **thus** are not empowered with police authority to enforce laws. No District safety officer **Campus Safety Officer** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge, use an insignia or identification, or make any statement with the intent to give an impression that the **Campus Safety Officer** safety officer is **acting as a sworn** 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.

AP 7600 Campus Safety Officers

- 3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal protection tactics, 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 may be assigned to perform their duties at a different campus per the any current collective bargaining agreement.
- 3.1.6 Campus Safety Officers uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.

23.2 Authority to Question Persons

- 3.2.1 ~~District safety officers~~ Campus Safety Officers may question, ~~and~~ request identification, and/or detain ~~of any~~ persons on District property when ~~probable cause~~ reasonable suspicion to do so exists with respect to ~~suspicious~~ circumstances involving persons, accidents, assaults or complaints regarding the commission of a public offense.
- 3.2.2 Campus Safety Officers may detain an individual on campus for reasonable suspicion of involvement in criminal activity but short of probable cause to arrest. Detaining an individual is for investigative purposes and limited to a short period of time. If there are facts that a crime occurred, the local police department shall be immediately contacted and the situation referred to local police.
- 3.2.3 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 solely 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.
- 3.2.4 When an individual is detained, Campus Safety Officers are required to identify specific and articulable facts that would indicate to a reasonable officer that the person detained was involved in a crime or is involved in a crime. Officers are required to tell the detained person what they are investigating, and the reason for their detention.

23.3 Authority to Make Arrests

AP 7600 Campus Safety Officers

~~23.3.1~~ ~~District safety officers~~ **Campus Safety Officers** are authorized **but not required** to effect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:

~~23.3.1.1~~ ~~District safety officers~~ **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 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.

~~23.3.1.2~~ ~~District safety officers~~ **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a felony has been in fact committed on District property, ~~although~~ **whether or** not in the officer's presence, and the officer has ~~reasonable~~ **probable** cause for believing the person arrested to have committed it.

3.3.1.3 **A Campus Safety Officer is authorized but not required to make a private person's arrest where a public offense has been committed on District property in the presence of the officer, and the officer reasonably believes the person arrested committed the offense.**

~~23.3.2~~ ~~District safety officers~~ **Campus 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 books or library materials from the premises of a library facility on District property.

~~23.3.3~~ ~~District safety officers~~ **Campus Safety Officers** are authorized to use reasonable and necessary force, within the limitations prescribed in section ~~23.4~~ of these procedures, to make a ~~citizen's~~ **private person's** arrest or to detain a person for purposes of conducting an investigation as provided in section ~~23.3.2~~ above.

23.4 **Authorized Use of Force**

~~23.4.1~~ ~~District safety officers~~ **Campus Safety Officers** are authorized to use the amount of force **objectively** reasonable ~~and necessary, within the limits of established District procedure,~~ to accomplish the lawful and authorized security objectives of the District.

AP 7600 Campus Safety Officers

~~23.4.2~~ **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: verbal commands, critical decision-making, tactical deployment and/or de-escalation techniques.** Where control of a situation cannot be accomplished through ~~advice, warnings and persuasion,~~ **these methods,** ~~District safety officers~~ **Campus Safety Officers** shall use only the amount of force **objectively** reasonable and necessary, given the facts and circumstances known at the time of the ~~event~~ **incident,** to accomplish the lawful and authorized security objectives of the District.

~~23.4.3~~ ~~District safety officers~~ **Campus Safety Officers** are authorized to use low to intermediate levels of force, defined as follows:

~~23.4.3.1~~ **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, **or other similar measures,** ~~and physical contact involving a firm grip.~~

~~23.4.3.2~~ **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, the application of handcuffs, and the use of pepper spray.

~~3.4.3.3~~ **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 another person(s).**

~~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.~~

~~23.5~~ Authorization to Conduct Searches

~~23.5.1~~ Except as provided in sections ~~23.5.2~~ **and 3.5.3** below, ~~District safety officers~~ **Campus Safety Officers** are not authorized to conduct searches of persons, property, or vehicles.

~~23.5.2~~ ~~District safety officers~~ **Campus 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

AP 7600 Campus Safety Officers

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.

Campus Safety Officers are authorized to conduct, pursuant to Section 846 of the California Penal Code, a limited and reasonable search for weapons, only if the officer has probable cause to believe that the person arrested is in possession of a weapon. Any contraband or stolen articles discovered while searching for weapons should be left on the person arrested, unless there is a likelihood the person arrested will dispose of or use the items against the officer. Any items discovered or seized should be relinquished to responding law enforcement as soon as reasonably possible.

3.5.3 Campus Safety Officers may pat-down the outer garment of an individual subject to arrest. The purpose of the pat-down is for the safety of the Campus Safety Officer when there are articulable facts that would indicate the individual(s) detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer.

3.6 Authorization to Engage in Pursuits

3.6.1 Except as provided in **3.6.2** below, the primary responsibility of ~~District safety officers~~ **Campus Safety Officers** is to observe and report information **to local law enforcement** where a fleeing suspect is observed leaving the scene. **Campus** Safety ~~o~~**Officers** should make observations ~~while following at~~ **from** a safe distance **and immediately notify local law enforcement.**

3.6.2 ~~Safety officers~~ **Campus Safety Officers** are authorized **but not required** to engage in foot or bicycle pursuits on District property to **detain or arrest for criminal activity, (837 PC).** ~~regain District or personal property. All pursuit shall end if the suspect exits District property. Safety officers shall not engage in foot or bicycle pursuits that may cause injury to themselves, innocent bystanders, or the suspect.~~ **Campus Safety Officers may pursue off-campus if capture is imminent. It is the intent of this policy to limit pursuits to District property with few exceptions.**

3.6.3 **Campus Safety Officers are authorized to follow an individual who has committed a crime for the purpose of updating law enforcement as to the location of the individual.**

AP 7600 Campus Safety Officers

~~23.6.34~~ Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited (excluding providing updates under section 3.6.3).

23.7 Authorization Regarding Traffic and Parking Violations

~~23.7.1~~ ~~Safety officers~~ **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.

~~23.7.2~~ ~~District safety officers~~ **Campus Safety Officers** may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

34.0 Equipment

~~34.1~~ Only District issued and approved equipment shall be carried or used by ~~safety officers~~ **Campus Safety Officers** while on duty. This includes uniform wear, both mandatory and optional. ~~Safety officers~~ **Campus Safety Officers** ~~may be authorized to carry and use handcuffs and pepper spray or similar products authorized by the District,~~ may only carry authorized 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 ~~safety officers~~ **Campus Safety Officers** shall not be removed from District property without authorization.

~~34.2~~ ~~Safety officers~~ **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)~~ **16590** of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

45.0 Patrolling

~~45.1~~ ~~District safety officers~~ **Campus Safety Officers** will employ community-oriented security strategies, which shall include the use of foot, bicycle, and vehicle patrols. ~~Safety officers~~ **Campus Safety Officers** will not patrol or respond to calls outside designated District property and/or established campus patrol boundaries.

~~45.2~~ 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 ~~safety officers~~ **Campus Safety Officers** in the performance of their duties.

AP 7600 Campus Safety Officers

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 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 safety officers~~ **Campus Safety Officers** shall, as a condition of employment, satisfactorily complete and maintain appropriate annual training and certification as specified by the District and state law.

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

7.0 **Standard Operational Procedures:** Campus safety departments shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.0 **Change in Procedures:** Any change in approved procedures must be authorized by the Chancellor.

See Board Policy 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 12, 2024	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies		

BACKGROUND: The Board Policies included in this agenda item were revised to reflect revisions to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update the legal citations as provided by the CCLC Policy and Procedure Legal Updates Service.

The District Consultation Council reviewed, discussed, and reached consensus on the noted Board Policies on October 28, 2024.

Chapter 6, Business and Fiscal Affairs

BP 6200, Budget Preparation: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

BP 6300, Fiscal Management: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

BP 6340, Bids and Contracts: This policy was revised to delete the ACCJC Accreditation Standard citation from the reference section pursuant to the 2024 changes.

BP 6400, Financial Audits: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

BP 6520, Security for District Property: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

Chapter 7, Human Resources

BP 7100, Commitment to Equal Employment Opportunity and Diversity: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

BP 7120, Recruitment and Hiring: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards and to update the Education Code citations.

BP 7160, Professional Development: This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

BP 7340, Employee Leaves: This policy was revised to update the reference section to add a Government Code citation.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the proposed, revised Board Policies in Chapters 6 and 7 and direct that they be placed on a future Board meeting agenda for action.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.c.2
Item No.

BP 6200 Budget Preparation

Reference:

Education Code Section 70902(b)(5);
Title 5, Sections 58300 et seq.;
ACCJC Accreditation Standard III-D 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3

- 1.0 Each year, the Vice Chancellor, Finance & Facilities or designee shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.
- 2.0 Budget development shall meet the following criteria:
 - 2.1 The annual budget shall support the District's master and educational plans.
 - 2.2 Assumptions upon which the budget is based are presented to the Board of Trustees for review.
 - 2.3 A schedule is provided to the Board of Trustees by October 15 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
 - 2.4 Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner.
 - 2.5 Budget projections address long term goals and commitments.

See Administrative Procedure 6200 Budget Preparation; Board Policy 6250, Budget Management; Administrative Procedure 6250, Budget Management; Board Policy 6300 Fiscal Management; Administrative Procedure 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
August 26, 2014

BP 6300 Fiscal Management

Reference:

**Education Code Section 84040(c);
Title 5, Sections 58311;
ACCJC Accreditation Standard ~~III.D~~ 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

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

See Administrative Procedure 6300, Fiscal Management.

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

BP 6300 Fiscal Management

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
November 28, 2017
September 14, 2016 Chancellor's Staff
October 13, 2015

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et. seq.;
Government Code Section 53060;
~~**ACCJC Accreditation Standard III.D.16;**~~
WASC/ACS Criterion 8, Indicators 8.2 and 8.3;
2 Code of Federal Regulations Part 200.318;
Title 5 Sections 59130 et seq.

- 1.0 The Board of Trustees delegates to the Vice Chancellor, Finance & Facilities, or District Director, Purchasing the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:
 - 1.1 Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
 - 1.2 Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
 - 1.3 When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsive, responsible bidder who meets the specifications published by the District and who shall give such security as the Board of Trustees requires, or reject all bids.
 - 1.4 When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value. The bidder shall give such security as the Board of Trustees requires and may reject all bids.
 - 1.5 When the Chancellor, in consultation with the Vice Chancellor, Finance & Facilities or District Director, Purchasing, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Vice Chancellor, Finance & Facilities or District Director, Purchasing may proceed with the contract without conducting a formal bidding process.
- 2.0 In addition, positions included under Administrative Procedure 6150, Designation of Authorized Signatures, have been authorized to enter into agreements with certain restrictions.

BP 6340 Bids and Contracts

- 3.0 If the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.
- 4.0 If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Vice Chancellor, Finance & Facilities, is authorized to proceed with a contract.

See Administrative Procedure 6150, Designation of Authorized Signers.

Date of Adoption: February 12, 2002

Date of Last Revision: April 25, 2023
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
June 23, 2015
May 14, 2014, Chancellor's Staff

BP 6400 Financial Audits

Reference:

Education Code Section 84040(b);
ACCJC Accreditation Standard III.D.7 ~~3~~ 3;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Vice Chancellor, Finance & Facilities or designee shall assure that an annual outside audit is completed. The Vice Chancellor, Finance & Facilities shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.
- 2.0 Each year the Vice Chancellor, Finance & Facilities or designee shall convene the District Audit Committee to meet with the external audit firm.
 - 2.1 Three Board representatives will serve on the District Audit Committee.
 - 2.2 The District Audit Committee will meet with the auditors before they begin the audit to review the general scope and procedures, particularly if there are areas in which the trustees desire a special focus.
 - 2.3 The District Audit Committee will review the final audit report before it is presented to the Board of Trustees as a whole.

See Administrative Procedure 6400, Financial Audits.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
June 23, 2015

BP 6520 Security for District Property

Reference:

Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard III.B.1 [3.8](#);
WASC/ACS Criterion 8, Indicator 8.4

- 1.0 The Vice Chancellor, Finance & Facilities and Presidents shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property and equipment from theft, loss, or significant damage.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 3720, Computer and Electronic Communication Systems; Administrative Procedures 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540, Insurance.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;
Title 5 Sections 53000 et seq.;
Accreditation Standards ~~III.A.411 and 12.3~~;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture, and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity, equity, inclusion, anti-racism, and accessibility in the academic environment fosters cultural awareness, mutual understanding and respect, and provides suitable role models for all students. A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.
- 2.0 The Board of Trustees is strongly committed to employment and professional development processes that support the goals of equal opportunity, diversity, equity, inclusion, anti-racism, and accessibility, provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- 4.0 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- 5.0 District employees shall actively promote diversity in recruitment and employment within the District.
- 6.0 The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.

See Board Policy 1001, District Mission, Vision, & Values Statement.

**BP 7100 Commitment to Equal Employment Opportunity
and Diversity**

Date of Adoption: March 13, 2012

Date of Last Revision: March 26, 2024
May 28, 2019

BP 7120 Recruitment and Hiring

Reference:

Education Code Sections 70901.2, 70902(b)(7) &(d), 87100 et seq., ~~and~~ 87458, [and 87604.5](#);
Title 5 Sections 51023.5, and 53000, et seq.;
ACCJC Accreditation Standard ~~III.A.1~~ [3](#);
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:
 - 1.1 Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community Colleges.
 - 1.2 Classified employees shall possess the required qualifications prescribed for their positions by the Board of Trustees.
- 2.0 The procedures for hiring faculty shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision making.
- 3.0 The procedures for hiring classified employees shall be established after first affording classified employees an opportunity to participate in the development of the Board's policies and procedures regarding local decision making.
- 4.0 The procedures for hiring management employees shall be established after first affording management employees an opportunity to participate in the development of the Board's policies and procedures regarding local decision making.

See Administrative Procedures:

AP 7120-1	Tenure Track Faculty Hiring
AP 7120-2	Adjunct Faculty Hiring
AP 7120-3	Classified Employee Hiring
AP 7120-4	Management Employee Hiring
AP 7120-5	Interim Appointment to Vacant Management Position
AP 7120-6	Employment of Short-Term Employees and Substitute Employees
AP 7120-7	Employment of Student Employees
AP 7120-8	Employment of Professional Experts
AP 7120-9	Employment of Special Project Administrators
AP 7120-10	Applicant Reimbursement
AP 7120-11	Verification of Eligibility of Employment
AP 7120-12	Fingerprinting

Date of Adoption: May 27, 2003

Date of Last Revision: August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014
February 12, 2008

BP 7160 Professional Development

Reference:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standards ~~III.A.14 and IV.C.9~~ [3.2](#)
WASC/ACS Criterion 3, Indicator 3.6

- 1.0 The District plans for and provides all personnel with opportunities within available resources for continued professional development, consistent with the institutional mission and based on identified needs.
- 2.0 It is the intent of the District to maximize the professional development opportunities for all of its employees and Board members. The District promotes professional development for all employees through its support of the Professional Development Program including educational opportunities, attendance at conferences, and professional memberships.
- 3.0 The District encourages employees to continue to develop their professional expertise through academic, scholarly, and professional endeavors beyond those skills, proficiencies, and attainment presented at the time of initial employment with the District.

See Board Policy 2740, Board Professional Development

Date of Adoption: September 26, 2017

Date of Last Revision: March 26, 2024

BP 7340 Employee Leaves

Reference:

Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
[Government Code Section 12945.6;](#)
Labor Code Sections 245 et seq.

- 1.0 The Chancellor shall establish procedures for employee leaves as authorized by law and any collective bargaining agreements entered into by the District.
- 2.0 In addition to these procedures and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedures:

AP 7230-3 Confidential Employees – Vacation Plan
AP 7230-4 Confidential Employees – Leaves
AP 7240-3 Management Employees – Vacation Plan
AP 7240-4 Management Employees – Leaves
AP 7340 Family Medical Leave (FMLA/CFRA)

Date of Adoption: April 24, 2007

Date of Last Revision: March 26, 2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 12, 2024	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were revised to reflect revisions either recommended by staff to update District practices, or to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards, or to update the reference section legal citations as provided by the CCLC Policy and Procedure Legal Updates Service. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on October 28, 2024.

The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 6, Business and Fiscal Affairs

AP 6300, Fiscal Management: This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

AP 6400, Financial Audits: This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

AP 6520, Security for District Property: This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

Chapter 7, Human Resources

AP 7120-3, Classified Employee Hiring: This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

AP 7120-4, Management Employee Hiring: This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

AP 7230-2 Confidential Employees – Holidays: This procedure was revised to reflect the increase in the number of holiday hours for the Juneteenth holiday per the Side Letter of Understanding with the Confidentials employee group.

AP 7240-3, Management Employees – Vacation: This procedure was revised to reflect the increase in the number of vacation days that can be accumulated per the Side Letter of Understanding with the District Management Association.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 6 and 7.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.d.2
Item No.

AP 6300 Fiscal Management

Reference

**Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

- 1.0 **Accounts Maintained Through Campus Accounting:** The College Bursar's Offices maintain the books and records for Bursar Office activities, the Associated Students, other trust and agency funds, and the enterprise activities on campus such as the Bookstore and Food Services operations. In addition, they maintain trust accounts for various student and department activities.
- 1.1 Cash Collection: All cash receipts will be supported by adequate documentation.
- 1.2 Cash Disbursements: All cash disbursements shall be approved by a minimum of two authorized individuals and be supported by adequate documentation. Purchases shall be made in accordance with the guidelines established in the District Purchasing Handbook.
- 1.3 Financial Reporting: The College Bursar Offices will submit to the District a quarterly report showing the financial and budgetary conditions of all campus funds maintained by the Bursar's Office. These reports will then be incorporated into the quarterly financial reports provided to the Board of Trustees.

See Board Policy 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: October 28, 2024 District Consultation Council (Reference only)
February 27, 2023 District Consultation Council
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellor's Staff

AP 6300 Fiscal Management

Reference

**Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.9 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

- 1.0 **Accounts Maintained Through Campus Accounting:** The College Bursar's Offices maintain the books and records for Bursar Office activities, the Associated Students, other trust and agency funds, and the enterprise activities on campus such as the Bookstore and Food Services operations. In addition, they maintain trust accounts for various student and department activities.
- 1.1 Cash Collection: All cash receipts will be supported by adequate documentation.
- 1.2 Cash Disbursements: All cash disbursements shall be approved by a minimum of two authorized individuals and be supported by adequate documentation. Purchases shall be made in accordance with the guidelines established in the District Purchasing Handbook.
- 1.3 Financial Reporting: The College Bursar Offices will submit to the District a quarterly report showing the financial and budgetary conditions of all campus funds maintained by the Bursar's Office. These reports will then be incorporated into the quarterly financial reports provided to the Board of Trustees.

See Board Policy 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellor's Staff

AP 6400 Financial Audits

Reference:

Education Code Section 84040(b), 84040.5, and 81644;
Title 5 Section 59102;
ACCJC Accreditation Standard 3;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 The Board of Trustees shall provide for an annual audit of all funds, books, and accounts under the control and jurisdiction of the District in accordance with the regulations of the Board of Governors. Arrangements for the audit for any fiscal year shall be made final no later than May 1 of the preceding fiscal year.
- 2.0 The annual audit shall be made by certified public accountants licensed by the California Board of Accountancy and shall contain the following.
 - 2.1 Identification of expenditures by source of funds.
 - 2.2 A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5.
 - 2.3 A summary of audit exceptions and management recommendations.
- 3.0 The Board of Trustees shall review the annual audit at a public meeting of the Board.
- 4.0 Not later than December 31 of the subsequent fiscal year, the annual audit for any fiscal year shall be filed with the Board of Governors and other regulatory agencies in accordance with Education Code Section 84040.5.
- 5.0 A continuing contract for services to be performed by an auditor shall not exceed five (5) years.

See Board Policy 6400, Financial Audits.

Date of Adoption: February 13, 2006

Date of Last Revision: October 28, 2024 District Consultation Council (Reference only)
February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
August 24, 2015

AP 6400 Financial Audits

Reference:

Education Code Section 84040(b), 84040.5, and 81644;
Title 5 Section 59102;
ACCJC Accreditation Standard III.D.7 ~~3~~ 3;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 The Board of Trustees shall provide for an annual audit of all funds, books, and accounts under the control and jurisdiction of the District in accordance with the regulations of the Board of Governors. Arrangements for the audit for any fiscal year shall be made final no later than May 1 of the preceding fiscal year.
- 2.0 The annual audit shall be made by certified public accountants licensed by the California Board of Accountancy and shall contain the following.
 - 2.1 Identification of expenditures by source of funds.
 - 2.2 A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5.
 - 2.3 A summary of audit exceptions and management recommendations.
- 3.0 The Board of Trustees shall review the annual audit at a public meeting of the Board.
- 4.0 Not later than December 31 of the subsequent fiscal year, the annual audit for any fiscal year shall be filed with the Board of Governors and other regulatory agencies in accordance with Education Code Section 84040.5.
- 5.0 A continuing contract for services to be performed by an auditor shall not exceed five (5) years.

See Board Policy 6400, Financial Audits.

Date of Adoption: February 13, 2006

Date of Last Revision: February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
August 24, 2015

AP 6520 Security for District Property

Reference

ACCJC Accreditation Standard 3.8;
WASC/ACS Criterion 8, Indicator 8.4

1.0 Fixed Assets

- 1.1 The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000.
- 1.2 The District will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

2.0 Transfer of Assets

- 2.1 In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the site designated Inventory Control Clerk.
- 2.2 The Inventory Control Clerks will be responsible for ensuring that the inventory system is properly updated.

3.0 Releasing of College Equipment for Use Off Campus: All requests to borrow or to remove community college property from any campus for educational or district related purposes must be in writing and be cleared through immediate management. Equipment loaned for non-educational purposes, and where charges are involved, must be cleared through immediate management.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 6310, Personal Use of District Property, Facilities, and Equipment; Board Policy 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540 Insurance.

Date of Adoption: February 12, 2002

Date of Last Revision: October 28, 2024 District Consultation Council (Reference only)
August 26, 2024 District Consultation Council
February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 6520 Security for District Property

Reference

ACCJC Accreditation Standard III-B-4 3.8;
WASC/ACS Criterion 8, Indicator 8.4

1.0 Fixed Assets

- 1.1 The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$5,000.
- 1.2 The District will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

2.0 Transfer of Assets

- 2.1 In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the site designated Inventory Control Clerk.
- 2.2 The Inventory Control Clerks will be responsible for ensuring that the inventory system is properly updated.

- 3.0 **Releasing of College Equipment for Use Off Campus:** All requests to borrow or to remove community college property from any campus for educational or district related purposes must be in writing and be cleared through immediate management. Equipment loaned for non-educational purposes, and where charges are involved, must be cleared through immediate management.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 6310, Personal Use of District Property, Facilities, and Equipment; Board Policy 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540 Insurance.

Date of Adoption: February 12, 2002

Date of Last Revision: August 26, 2024 District Consultation Council
February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 7120-3 Classified Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
ACCJC Accreditation Standard 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of classified bargaining unit positions and confidential employee positions within the North Orange County Community College District.
- 2.0 **Allocation of Classified Positions:** The need for hiring of classified bargaining unit and confidential employees and staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs, and budgetary considerations.
- 3.0 **Screening Committee Composition and Role**
 - 3.1 The screening committee will be comprised of either three (3) or five (5) persons and shall include the following:
 - 3.1.1 The supervising administrator, who shall serve as chair of the committee;
 - 3.1.2 One (1) to two (2) classified representatives selected by CSEA based on their knowledge of the position and expertise in recommending a qualified candidate, depending on whether the composition of the committee is three or five.
 - 3.1.3 Additional employees of the District selected by the supervising administrator based on their knowledge of the position and expertise in recommending a qualified candidate.
 - 3.2 In special circumstances, if approved by the Vice Chancellor of Human Resources or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.
 - 3.3 The role of the screening committee is advisory to the Executive Officer.
- 4.0 **Responsibilities of Screening Committee Members**
 - 4.1 Responsibilities of All Committee Members
 - 4.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - 4.1.1.1 Training in the classified hiring procedure and equal opportunity employment efforts of the District.

AP 7120-3 Classified Employee Hiring

- 4.1.1.2 Development of rating criteria and interview questions.
- 4.1.1.3 Establishing timelines for screening and interviewing.
- 4.1.1.4 Development of protocol for performance tests.
- 4.1.1.5 Evaluation and rating of candidates.
- 4.1.1.6 Interviewing of candidates.
- 4.1.1.7 Recommendation of finalists.
- 4.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.1.3 A committee member who fails to participate in any aspect of the process may, at the discretion of the committee, be removed from the committee.
- 4.2 Responsibilities of Committee Chair
 - 4.2.1 The committee chair shall be responsible for the following:
 - 4.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - 4.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
 - 4.2.1.3 Coordination of candidate interviews.
 - 4.2.1.4 Communicating with applicants, as required.
 - 4.2.1.5 Maintaining committee records.
 - 4.2.1.6 Conducting reference checks.
 - 4.2.1.7 Performing other duties determined by agreement with the committee.
- 4.3 The committee chair 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 District Director of Human Resources, with responsibility for reporting noncompliance.

5.0 Development and Distribution of Job Announcement

AP 7120-3 Classified Employee Hiring

5.1 Development of Job Announcement

5.1.1 The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the supervising administrator and shall include the following information:

5.1.1.1 Job title.

5.1.1.2 Description of the position and duties.

5.1.1.3 Required and desirable qualifications for the position.

5.1.1.4 Percentage and months per year of employment.

5.1.1.5 Starting date, current position location, schedule and shift.

5.1.1.6 Salary range.

5.1.1.7 Statement that the schedule and shift are subject to change in accordance with operational needs.

5.1.2 The District Office 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.

5.2 Distribution of Job Announcement

5.2.1 Positions will be posted for a minimum of ten (10) working days.

5.2.2 In addition to the regular District employment opportunity bulletin, the District Office of Human Resources will advertise and distribute position announcements, as practical and appropriate.

6.0 **Application Requirements**

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

6.2 A complete application packet must include the following:

6.2.1 Completed District application form, signed by the applicant.

6.2.2 Additional documentation as may be required by the screening committee, including, but not limited to, the following:

6.2.2.1 Required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for

AP 7120-3 Classified Employee Hiring

employment will be required to provide official documentation prior to the first day of service).

6.2.2.2 Current letters of recommendation.

6.2.2.3 Current job description.

6.3 Except for letters of recommendation, additional application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile (FAX) applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.

6.4 Applicants who apply for more than one position must submit a separate and complete application packet for each position.

7.0 Screening Committee Operating Procedures

7.1 The initial meeting of the screening committee shall be convened by the supervising administrator, who shall provide each member of the committee with a copy of the hiring procedure. The committee, in consultation with the supervising administrator, shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of the final candidates

7.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:

7.3.1 Paper screening criteria and interview questions.

7.3.2 Protocol for a performance test, writing sample, and/or other performance indicators appropriate for the position.

7.3.3 Parameters for conducting interviews and the administration of performance tests.

7.3 No additions or replacements to the committee membership shall be made subsequent to completion of the paper screening process, unless approved by the District Director of Human Resources.

7.4 Initial Screening of Applications

AP 7120-3 Classified Employee Hiring

- 7.4.1 The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
- 7.4.2 Incomplete applications will not be considered.
- 7.4.3 After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- 7.4.4 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.
- 7.4.5 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.
 - 7.4.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 7.4.5.2 If the pool is not deemed adequate by the committee, the supervising administrator shall discuss the matter with the Chief Executive Officer or designee, who shall determine the action to be taken after consultation with the District Office of Human Resources.
- 7.5 Selection of Candidates for Interview
 - 7.5.1 The screening committee shall determine an initial pool of potential candidates for interview. Prior to any notification to the candidates and scheduling of interviews, if the position requires a mandatory skills test (e.g., typing, shorthand), the committee chair shall direct the potential candidates for interview to contact the District Office of Human Resources to arrange for testing. The Office of Human Resources will notify the committee chair of the candidates who successfully complete the skills test and are otherwise cleared for interview.
 - 7.5.2 After determination of the candidates cleared for interview as provided above, the committee chair shall:
 - 7.5.2.1 Establish an interview schedule and notify the candidates to be interviewed.

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7.5.2.2 Mail to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

7.6 Interview and Performance Tests

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

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

7.6.3 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.

7.7 Selection of Finalists

7.7.1 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 as finalists.

7.7.2 The committee chair shall be responsible for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.

7.7.3 Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists.

7.7.4 The committee chair shall consult with the Vice Chancellor of Human Resources or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.

7.7.5 After discussion with the committee, the supervising administrator will recommend to the appropriate Chief Executive Officer the candidate to be offered the position. If approved by the Chief Executive Officer, the supervising administrator shall notify the successful candidate and confirm the candidate's acceptance.

7.7.6 In the event the successful candidate does not accept the offer of employment, the appropriate Chief Executive Officer or designee, in consultation with the District Office of Human Resources, shall determine the next action to be taken.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 7
Human Resources

AP 7120-3 Classified Employee Hiring

8.0 Notification to Unsuccessful Candidates: After notification by the supervising administrator that a candidate has accepted the position, the District Office of Human Resources will notify the unsuccessful candidates.

Date of Adoption: February 12, 2008

Date of Last Revision: October 28, 2024 District Consultation Council (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
March 10, 2008 Chancellor's Cabinet

AP 7120-3 Classified Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
ACCJC Accreditation Standard III.A.1 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of classified bargaining unit positions and confidential employee positions within the North Orange County Community College District.
- 2.0 **Allocation of Classified Positions:** The need for hiring of classified bargaining unit and confidential employees and staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs, and budgetary considerations.
- 3.0 **Screening Committee Composition and Role**
 - 3.1 The screening committee will be comprised of either three (3) or five (5) persons and shall include the following:
 - 3.1.1 The supervising administrator, who shall serve as chair of the committee;
 - 3.1.2 One (1) to two (2) classified representatives selected by CSEA based on their knowledge of the position and expertise in recommending a qualified candidate, depending on whether the composition of the committee is three or five.
 - 3.1.3 Additional employees of the District selected by the supervising administrator based on their knowledge of the position and expertise in recommending a qualified candidate.
 - 3.2 In special circumstances, if approved by the Vice Chancellor of Human Resources or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.
 - 3.3 The role of the screening committee is advisory to the Executive Officer.
- 4.0 **Responsibilities of Screening Committee Members**
 - 4.1 Responsibilities of All Committee Members
 - 4.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - 4.1.1.1 Training in the classified hiring procedure and equal opportunity employment efforts of the District.

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- 4.1.1.2 Development of rating criteria and interview questions.
- 4.1.1.3 Establishing timelines for screening and interviewing.
- 4.1.1.4 Development of protocol for performance tests.
- 4.1.1.5 Evaluation and rating of candidates.
- 4.1.1.6 Interviewing of candidates.
- 4.1.1.7 Recommendation of finalists.
- 4.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.1.3 A committee member who fails to participate in any aspect of the process may, at the discretion of the committee, be removed from the committee.
- 4.2 Responsibilities of Committee Chair
 - 4.2.1 The committee chair shall be responsible for the following:
 - 4.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - 4.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
 - 4.2.1.3 Coordination of candidate interviews.
 - 4.2.1.4 Communicating with applicants, as required.
 - 4.2.1.5 Maintaining committee records.
 - 4.2.1.6 Conducting reference checks.
 - 4.2.1.7 Performing other duties determined by agreement with the committee.
- 4.3 The committee chair 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 District Director of Human Resources, with responsibility for reporting noncompliance.

AP 7120-3 Classified Employee Hiring

5.0 Development and Distribution of Job Announcement

5.1 Development of Job Announcement

5.1.1 The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the supervising administrator and shall include the following information:

5.1.1.1 Job title.

5.1.1.2 Description of the position and duties.

5.1.1.3 Required and desirable qualifications for the position.

5.1.1.4 Percentage and months per year of employment.

5.1.1.5 Starting date, current position location, schedule and shift.

5.1.1.6 Salary range.

5.1.1.7 Statement that the schedule and shift are subject to change in accordance with operational needs.

5.1.2 The District Office 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.

5.2 Distribution of Job Announcement

5.2.1 Positions will be posted for a minimum of ten (10) working days.

5.2.2 In addition to the regular District employment opportunity bulletin, the District Office of Human Resources will advertise and distribute position announcements, as practical and appropriate.

6.0 Application Requirements

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

6.2 A complete application packet must include the following:

6.2.1 Completed District application form, signed by the applicant.

6.2.2 Additional documentation as may be required by the screening committee, including, but not limited to, the following:

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- 6.2.2.1 Required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of service).
 - 6.2.2.2 Current letters of recommendation.
 - 6.2.2.3 Current job description.
 - 6.3 Except for letters of recommendation, additional application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile (FAX) applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.
 - 6.4 Applicants who apply for more than one position must submit a separate and complete application packet for each position.
- 7.0 Screening Committee Operating Procedures**
- 7.1 The initial meeting of the screening committee shall be convened by the supervising administrator, who shall provide each member of the committee with a copy of the hiring procedure. The committee, in consultation with the supervising administrator, shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of the final candidates
 - 7.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:
 - 7.3.1 Paper screening criteria and interview questions.
 - 7.3.2 Protocol for a performance test, writing sample, and/or other performance indicators appropriate for the position.
 - 7.3.3 Parameters for conducting interviews and the administration of performance tests.
 - 7.3 No additions or replacements to the committee membership shall be made subsequent to completion of the paper screening process, unless approved by the District Director of Human Resources.
 - 7.4 Initial Screening of Applications

AP 7120-3 Classified Employee Hiring

- 7.4.1 The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
- 7.4.2 Incomplete applications will not be considered.
- 7.4.3 After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- 7.4.4 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.
- 7.4.5 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.
 - 7.4.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 7.4.5.2 If the pool is not deemed adequate by the committee, the supervising administrator shall discuss the matter with the Chief Executive Officer or designee, who shall determine the action to be taken after consultation with the District Office of Human Resources.

7.5 Selection of Candidates for Interview

- 7.5.1 The screening committee shall determine an initial pool of potential candidates for interview. Prior to any notification to the candidates and scheduling of interviews, if the position requires a mandatory skills test (e.g., typing, shorthand), the committee chair shall direct the potential candidates for interview to contact the District Office of Human Resources to arrange for testing. The Office of Human Resources will notify the committee chair of the candidates who successfully complete the skills test and are otherwise cleared for interview.
- 7.5.2 After determination of the candidates cleared for interview as provided above, the committee chair shall:
 - 7.5.2.1 Establish an interview schedule and notify the candidates to be interviewed.

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- 7.5.2.2 Mail to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

7.6 Interview and Performance Tests

- 7.6.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.
- 7.6.2 Each committee member shall independently assess each candidate using the rating criteria developed by the committee.
- 7.6.3 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.

7.7 Selection of Finalists

- 7.7.1 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 as finalists.
- 7.7.2 The committee chair shall be responsible for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.
- 7.7.3 Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists.
- 7.7.4 The committee chair shall consult with the Vice Chancellor of Human Resources or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.
- 7.7.5 After discussion with the committee, the supervising administrator will recommend to the appropriate Chief Executive Officer the candidate to be offered the position. If approved by the Chief Executive Officer, the supervising administrator shall notify the successful candidate and confirm the candidate's acceptance.
- 7.7.6 In the event the successful candidate does not accept the offer of employment, the appropriate Chief Executive Officer or designee, in consultation with the District Office of Human Resources, shall determine the next action to be taken.

AP 7120-3 Classified Employee Hiring

- 8.0 Notification to Unsuccessful Candidates: After notification by the supervising administrator that a candidate has accepted the position, the District Office of Human Resources will notify the unsuccessful candidates.

Date of Adoption: February 12, 2008

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
March 10, 2008 Chancellor's Cabinet

PROPOSED

AP 7120-4 Management Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
Title 5 California Code of Regulations Section 53024
ACCJC Accreditation Standard 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Diversity shall review the composition of the search committee and may require the committee to select alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants. If it is determined that alternate committee members are required, the search committee chair and Executive Officer will be notified, and the appropriate constituency group(s) will be consulted to provide alternate committee member(s) that will satisfy 5 CCR § 53024. If the committee disagrees with the determination, the Chancellor will be consulted to provide the final determination and approval of the search committee composition.
 - 3.1 Diversity: For the purpose of this procedure, diversity is defined as outlined in the District's EEO Plan.
- 4.0 **Search Committee Composition**
 - 4.1 Chancellor: The search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
 - 4.2 President/Vice Chancellor (Executive Officers): The committee for the position of President or Vice Chancellor shall be comprised of the following:
 - 4.2.1 The Vice Chancellor of Human Resources or designee.
 - 4.2.2 Two (2) management representatives selected by the District Management Association.
 - 4.2.3 Four (4) management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - 4.2.4 One (1) faculty representative selected by the United Faculty.

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- 4.2.5 One (1) faculty representative selected by the Adjunct Faculty United.
- 4.2.6 Five (5) faculty representatives selected by the campus Academic/Faculty Senate or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.7 Two (2) classified representatives selected by California School Employees Association (CSEA).
- 4.2.8 One (1) confidential representative selected by the Confidential Employees Group.
- 4.2.9 One (1) student representative selected by the respective Associated Student Body/Student Leadership Program (NOCE) for the President recruitment or one from each Associated Body/Student Leadership Program (NOCE), for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.10 One (1) community representative selected by the Chancellor (optional).
- 4.2.11 A non-voting Equal Employment Opportunity/Diversity representative selected by the Chancellor.
- 4.3 Vice President/Dean: The committee for the position of Vice President or Dean shall be comprised of the following:
 - 4.3.1 Two (2) management representatives selected by the District Management Association.
 - 4.3.2 Three (3) management representatives selected by the President broadly reflective of the campus community.
 - 4.3.3 One (1) faculty representative selected by the Adjunct Faculty United.
 - 4.3.4 One (1) faculty representative selected by the United Faculty.
 - 4.3.5 Three (3) faculty representatives selected by the campus Academic/Faculty Senate for the Vice President recruitment or four (4) faculty representatives selected by the campus Academic/Faculty Senate for the Dean recruitment.
 - 4.3.6 Two (2) classified representatives selected by CSEA.
 - 4.3.7 One (1) student representative selected by the Associated Student Body/Student Leadership Program (NOCE).
 - 4.3.8 One (1) community representative selected by the President (optional).

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4.3.9 A non-voting Equal Employment Opportunity/Diversity representative selected by the President.

4.4 Other Administrator Positions

4.4.1 The committees for other administrator positions shall be determined by the appropriate Executive Officer and supervising administrator using the appropriate consultation process. The committee shall include representatives of applicable constituencies related to the nature of the position.

4.4.2 The committees for other administrator positions shall include a non-voting Equal Employment Opportunity/Diversity representative selected by the Executive Officer.

5.0 **Responsibilities of Search Committee Members**

5.1 Responsibilities of All Committee Members

5.1.1 Committee members shall be active participants in all aspects of the search process, with certain exceptions for a student representative (per 5.1.4 and 8.3) and replacement committee member (per 8.3). This includes, but is not limited to the following:

5.1.1.1 Completion of training identified by Human Resources to meet the employment objectives of the District, which includes equal employment opportunity; diversity, equity, inclusion, and anti-racism in the search process; and standard search committee procedures.

5.1.1.2 Development of evaluative criteria and interview questions.

5.1.1.3 Development of protocol for performance tests, if conducted.

5.1.1.4 Evaluation and rating of applicants.

5.1.1.5 Interviewing of candidates.

5.1.1.6 Recommendation of finalists.

5.1.2 Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire search process and after the process is completed.

5.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee with the exception of the student representative.

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5.1.4 A student representative serving on the committee may participate in one or more of the activities below after completion of required search committee training (per 5.1.1.1):

5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.

5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.

5.1.4.3 Interviewing of candidates and recommendation of finalists.

5.1.4.4 Final interviews of candidates with campus Executive Officers.

5.2 Responsibilities of Committee Chair

5.2.1 The committee chair shall be responsible for the following:

5.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the search process.

5.2.1.2 Convening and conducting committee meetings, with reasonable consideration to the schedules of committee members.

5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.

5.2.1.4 Coordination of candidate interviews.

5.2.1.5 Communicating with applicants, as required.

5.2.1.6 Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).

5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.

5.2.1.8 Ensuring the equity, diversity, and inclusion qualifications and criteria are meaningfully applied.

5.2.1.9 Performing other duties determined by agreement with the committee.

5.2.2 The hiring site will be responsible for providing clerical assistance to the chair.

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5.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search committee.

5.3 Responsibilities of the Equal Employment Opportunity/Diversity Representative

5.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.

5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.

5.3.3 Any allegation of noncompliance shall be investigated by the District Director, EEO and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.

5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.

5.3.5 The EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search.

6.0 Development and Distribution of Job Announcement

6.1 Development of Job Announcement

6.1.1 The job announcement for the position shall be developed by the Office of Human Resources in collaboration with the hiring manager and the search committee, and shall include the following information:

6.1.1.1 The position title.

6.1.1.2 The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff."

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- 6.1.1.3 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.
- 6.1.1.4 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 evaluative criteria to be utilized in the selection process.
- 6.1.1.5 The required diversity minimum qualification; the required diversity desirable qualification; and a minimum of one (1) additional diversity desirable qualification, as approved by the Office of Human Resources.

6.1.2 The job announcement shall be reviewed by the committee chair for final approval.

6.1.3 The Office of Human Resources shall review the job announcement 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.

6.2 Distribution of Job Announcement

6.2.1 The Office of Human Resources, in consultation with the committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.

6.2.2 The Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate, to include diverse advertising sources and networks.

7.0 Application Requirements

7.1 Applications shall be submitted electronically through the District's applicant tracking system.

7.2 A complete online application must include the following:

7.2.1 Completed application, certified by the applicant.

7.2.2 Cover letter which demonstrates how the candidate's knowledge and expertise apply to the position.

7.2.3 Resume of education and professional experience.

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- 7.2.4 Academic transcripts, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official transcripts prior to the first day of service).
- 7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).
- 7.2.6 Additional requirements may be requested by the committee, including, but not limited to, the following:
 - 7.2.6.1 Current letters of recommendation.
- 7.3 Except for letters of recommendation, required application materials must be submitted through the District's applicant tracking system to be considered complete. Applicants shall bear the sole responsibility for ensuring that applications are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement (with the exception of letters of reference) will not be accepted. Examination of application materials for completeness will be the responsibility of the Office of Human Resources.
- 7.4 Applicants who are interested in more than one position must submit a separate and complete online application for each position.

8.0 Search Committee Operating Procedures

- 8.1 The initial meeting of the committee shall be convened by the Executive Officer or designee. The committee shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.
- 8.2 The committee members, in consultation with the Executive Officer or designee, shall select a chair from among the committee membership.
- 8.3 With the exception of the student representative, no additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first candidate interview, the replacement committee member must participate in all aspects of the search process, except for 5.1.1.2 and 5.1.1.3 (optional for replacement committee members). Student representatives may participate in any phase of the search process (per 5.1.4).
- 8.4 The committee shall develop the following for use in evaluating applicants which shall be approved by the Office of Human Resources prior to consideration of applicant materials by the committee:

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- 8.4.1 Evaluative criteria, interview questions, and diversity, equity, and inclusion competencies, to be evaluated throughout the search process.
- 8.4.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.
- 8.4.3 Parameters for conducting interviews and if conducted, administration of performance tests.
- 8.5 Initial Evaluation of Applications
 - 8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.
 - 8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.
 - 8.5.3 Once the applicant pool is released to the chair, those remaining in the applicant pool shall be independently assessed by each member of the committee using their established evaluative criteria.
 - 8.5.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the applicants until independent evaluations of all applicants have been completed and entered into the District's applicant tracking system by each committee member.
 - 8.5.5 The committee will then discuss the ratings and evaluate the merits of the applicants to determine if there is an adequate and qualified pool with which to continue the selection process.
 - 8.5.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 8.5.5.2 If the pool is not deemed adequate by the committee or the Office of Human Resources, the committee shall discuss the matter with the Executive Officer or designee, who shall determine the action to be taken after consultation with the committee.

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- 8.5.6 If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may have caused the adverse impact; extend the recruitment; or close the recruitment (per Title 5, sections 53023 and 53024).
- 8.5.7 The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.

8.6 Selection of Candidates for Interview

- 8.6.1 The committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair or committee designee shall notify the Vice Chancellor of Human Resources or designee of the recommended interview candidates so that Human Resources can ensure they all possess the required experience and qualifications for the position.
- 8.6.2 After determination of the candidates cleared for interview pursuant to section 8.6.1, the committee chair shall:
 - 8.6.2.1 Notify the committee regarding the candidates cleared for interview.
 - 8.6.2.2 Establish an interview schedule and notify the candidates to be interviewed.
 - 8.6.2.3 Notify each interview candidate with information detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.
- 8.6.3 The Office of Human Resources will notify the candidates not selected for interview.

8.7 Interview and Performance Tests

- 8.7.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable and provided to all interview candidates.
- 8.7.2 Each committee member shall independently assess each candidate using the criteria developed by the committee.
- 8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests, if conducted, have been completed and independent evaluations have concluded.

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8.8 Selection of Finalists

- 8.8.1 The committee chair shall lead the discussion, which shall focus on the strengths and weaknesses of the candidates to determine those to be recommended as finalists to the supervising administrator. The committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.
- 8.8.2 Through the District's applicant tracking system, the Office of Human Resources will conduct reference checks, verify educational minimum qualifications, and any additional required qualifications for the selected finalist(s) and provide the results to the committee chair and/or designee.
- 8.8.3 The committee chair and/or designee conduct a verbal reference check of the finalist(s) with a Supervisor, which shall include investigation of professional experience and personal qualities relevant to performance in the position.
- 8.8.4 The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).
- 8.8.5 The supervising administrator will recommend to the appropriate Executive Officer the finalist to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the finalist to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful finalist (offer contingent upon the successful completion of a background check and any District employment requirements) and confirm the finalist's acceptance. Upon notification by the supervising administrator that a finalist has accepted the position, the committee chair or Executive Officer shall notify the Office of Human Resources. The employment of the finalist will not be authorized until approved by the Board of Trustees (BP 7110, section 2.0). The Office of Human Resources will notify the remaining candidates.
- 8.8.6 In the event the successful finalist does not accept the offer of employment the supervising administrator, in consultation with Human Resources, shall determine the next action to be taken.
- 8.8.7 In the event the new hire does not continue employment within six (6) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

9.0 **Executive Officer Positions**

- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board

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may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.

- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
 - 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
 - 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the committee who shall be from different constituencies.
- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions. The Vice Chancellors and Presidents shall be selected by the Chancellor with the advice and final approval of the Board of Trustees.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

Date of Last Revision: October 28, 2024 District Consultation Council (Reference only)
March 27, 2023 District Consultation Council
January 23, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
July 28, 2008 (correction to section 5.1.1)
February 12, 2008

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Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
Title 5 California Code of Regulations Section 53024
ACCJC Accreditation Standard III.A.1 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Diversity shall review the composition of the search committee and may require the committee to select alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants. If it is determined that alternate committee members are required, the search committee chair and Executive Officer will be notified, and the appropriate constituency group(s) will be consulted to provide alternate committee member(s) that will satisfy 5 CCR § 53024. If the committee disagrees with the determination, the Chancellor will be consulted to provide the final determination and approval of the search committee composition.
 - 3.1 Diversity: For the purpose of this procedure, diversity is defined as outlined in the District's EEO Plan.
- 4.0 **Search Committee Composition**
 - 4.1 Chancellor: The search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
 - 4.2 President/Vice Chancellor (Executive Officers): The committee for the position of President or Vice Chancellor shall be comprised of the following:
 - 4.2.1 The Vice Chancellor of Human Resources or designee.
 - 4.2.2 Two (2) management representatives selected by the District Management Association.
 - 4.2.3 Four (4) management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - 4.2.4 One (1) faculty representative selected by the United Faculty.

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- 4.2.5 One (1) faculty representative selected by the Adjunct Faculty United.
- 4.2.6 Five (5) faculty representatives selected by the campus Academic/Faculty Senate or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.7 Two (2) classified representatives selected by California School Employees Association (CSEA).
- 4.2.8 One (1) confidential representative selected by the Confidential Employees Group.
- 4.2.9 One (1) student representative selected by the respective Associated Student Body/Student Leadership Program (NOCE) for the President recruitment or one from each Associated Body/Student Leadership Program (NOCE), for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.10 One (1) community representative selected by the Chancellor (optional).
- 4.2.11 A non-voting Equal Employment Opportunity/Diversity representative selected by the Chancellor.
- 4.3 Vice President/Dean: The committee for the position of Vice President or Dean shall be comprised of the following:
 - 4.3.1 Two (2) management representatives selected by the District Management Association.
 - 4.3.2 Three (3) management representatives selected by the President broadly reflective of the campus community.
 - 4.3.3 One (1) faculty representative selected by the Adjunct Faculty United.
 - 4.3.4 One (1) faculty representative selected by the United Faculty.
 - 4.3.5 Three (3) faculty representatives selected by the campus Academic/Faculty Senate for the Vice President recruitment or four (4) faculty representatives selected by the campus Academic/Faculty Senate for the Dean recruitment.
 - 4.3.6 Two (2) classified representatives selected by CSEA.
 - 4.3.7 One (1) student representative selected by the Associated Student Body/Student Leadership Program (NOCE).
 - 4.3.8 One (1) community representative selected by the President (optional).

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4.3.9 A non-voting Equal Employment Opportunity/Diversity representative selected by the President.

4.4 Other Administrator Positions

4.4.1 The committees for other administrator positions shall be determined by the appropriate Executive Officer and supervising administrator using the appropriate consultation process. The committee shall include representatives of applicable constituencies related to the nature of the position.

4.4.2 The committees for other administrator positions shall include a non-voting Equal Employment Opportunity/Diversity representative selected by the Executive Officer.

5.0 **Responsibilities of Search Committee Members**

5.1 Responsibilities of All Committee Members

5.1.1 Committee members shall be active participants in all aspects of the search process, with certain exceptions for a student representative (per 5.1.4 and 8.3) and replacement committee member (per 8.3). This includes, but is not limited to the following:

5.1.1.1 Completion of training identified by Human Resources to meet the employment objectives of the District, which includes equal employment opportunity; diversity, equity, inclusion, and anti-racism in the search process; and standard search committee procedures.

5.1.1.2 Development of evaluative criteria and interview questions.

5.1.1.3 Development of protocol for performance tests, if conducted.

5.1.1.4 Evaluation and rating of applicants.

5.1.1.5 Interviewing of candidates.

5.1.1.6 Recommendation of finalists.

5.1.2 Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire search process and after the process is completed.

5.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee with the exception of the student representative.

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5.1.4 A student representative serving on the committee may participate in one or more of the activities below after completion of required search committee training (per 5.1.1.1):

5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.

5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.

5.1.4.3 Interviewing of candidates and recommendation of finalists.

5.1.4.4 Final interviews of candidates with campus Executive Officers.

5.2 Responsibilities of Committee Chair

5.2.1 The committee chair shall be responsible for the following:

5.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the search process.

5.2.1.2 Convening and conducting committee meetings, with reasonable consideration to the schedules of committee members.

5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.

5.2.1.4 Coordination of candidate interviews.

5.2.1.5 Communicating with applicants, as required.

5.2.1.6 Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).

5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.

5.2.1.8 Ensuring the equity, diversity, and inclusion qualifications and criteria are meaningfully applied.

5.2.1.9 Performing other duties determined by agreement with the committee.

5.2.2 The hiring site will be responsible for providing clerical assistance to the chair.

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5.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search committee.

5.3 Responsibilities of the Equal Employment Opportunity/Diversity Representative

5.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.

5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.

5.3.3 Any allegation of noncompliance shall be investigated by the District Director, EEO and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.

5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.

5.3.5 The EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search.

6.0 Development and Distribution of Job Announcement

6.1 Development of Job Announcement

6.1.1 The job announcement for the position shall be developed by the Office of Human Resources in collaboration with the hiring manager and the search committee, and shall include the following information:

6.1.1.1 The position title.

6.1.1.2 The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff."

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- 6.1.1.3 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.
- 6.1.1.4 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 evaluative criteria to be utilized in the selection process.
- 6.1.1.5 The required diversity minimum qualification; the required diversity desirable qualification; and a minimum of one (1) additional diversity desirable qualification, as approved by the Office of Human Resources.

6.1.2 The job announcement shall be reviewed by the committee chair for final approval.

6.1.3 The Office of Human Resources shall review the job announcement 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.

6.2 Distribution of Job Announcement

6.2.1 The Office of Human Resources, in consultation with the committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.

6.2.2 The Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate, to include diverse advertising sources and networks.

7.0 Application Requirements

7.1 Applications shall be submitted electronically through the District's applicant tracking system.

7.2 A complete online application must include the following:

7.2.1 Completed application, certified by the applicant.

7.2.2 Cover letter which demonstrates how the candidate's knowledge and expertise apply to the position.

7.2.3 Resume of education and professional experience.

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- 7.2.4 Academic transcripts, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official transcripts prior to the first day of service).
- 7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).
- 7.2.6 Additional requirements may be requested by the committee, including, but not limited to, the following:
 - 7.2.6.1 Current letters of recommendation.
- 7.3 Except for letters of recommendation, required application materials must be submitted through the District's applicant tracking system to be considered complete. Applicants shall bear the sole responsibility for ensuring that applications are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement (with the exception of letters of reference) will not be accepted. Examination of application materials for completeness will be the responsibility of the Office of Human Resources.
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- 8.2 The committee members, in consultation with the Executive Officer or designee, shall select a chair from among the committee membership.
- 8.3 With the exception of the student representative, no additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first candidate interview, the replacement committee member must participate in all aspects of the search process, except for 5.1.1.2 and 5.1.1.3 (optional for replacement committee members). Student representatives may participate in any phase of the search process (per 5.1.4).
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- 8.4.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.
- 8.4.3 Parameters for conducting interviews and if conducted, administration of performance tests.

8.5 Initial Evaluation of Applications

- 8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.
- 8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.
- 8.5.3 Once the applicant pool is released to the chair, those remaining in the applicant pool shall be independently assessed by each member of the committee using their established evaluative criteria.
- 8.5.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the applicants until independent evaluations of all applicants have been completed and entered into the District's applicant tracking system by each committee member.
- 8.5.5 The committee will then discuss the ratings and evaluate the merits of the applicants to determine if there is an adequate and qualified pool with which to continue the selection process.
 - 8.5.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 8.5.5.2 If the pool is not deemed adequate by the committee or the Office of Human Resources, the committee shall discuss the matter with the Executive Officer or designee, who shall determine the action to be taken after consultation with the committee.

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- 8.5.6 If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may have caused the adverse impact; extend the recruitment; or close the recruitment (per Title 5, sections 53023 and 53024).
- 8.5.7 The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.

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- 8.6.2 After determination of the candidates cleared for interview pursuant to section 8.6.1, the committee chair shall:
 - 8.6.2.1 Notify the committee regarding the candidates cleared for interview.
 - 8.6.2.2 Establish an interview schedule and notify the candidates to be interviewed.
 - 8.6.2.3 Notify each interview candidate with information detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.
- 8.6.3 The Office of Human Resources will notify the candidates not selected for interview.

8.7 Interview and Performance Tests

- 8.7.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable and provided to all interview candidates.
- 8.7.2 Each committee member shall independently assess each candidate using the criteria developed by the committee.
- 8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests, if conducted, have been completed and independent evaluations have concluded.

AP 7120-4 Management Employee Hiring

8.8 Selection of Finalists

- 8.8.1 The committee chair shall lead the discussion, which shall focus on the strengths and weaknesses of the candidates to determine those to be recommended as finalists to the supervising administrator. The committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.
- 8.8.2 Through the District's applicant tracking system, the Office of Human Resources will conduct reference checks, verify educational minimum qualifications, and any additional required qualifications for the selected finalist(s) and provide the results to the committee chair and/or designee.
- 8.8.3 The committee chair and/or designee conduct a verbal reference check of the finalist(s) with a Supervisor, which shall include investigation of professional experience and personal qualities relevant to performance in the position.
- 8.8.4 The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).
- 8.8.5 The supervising administrator will recommend to the appropriate Executive Officer the finalist to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the finalist to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful finalist (offer contingent upon the successful completion of a background check and any District employment requirements) and confirm the finalist's acceptance. Upon notification by the supervising administrator that a finalist has accepted the position, the committee chair or Executive Officer shall notify the Office of Human Resources. The employment of the finalist will not be authorized until approved by the Board of Trustees (BP 7110, section 2.0). The Office of Human Resources will notify the remaining candidates.
- 8.8.6 In the event the successful finalist does not accept the offer of employment the supervising administrator, in consultation with Human Resources, shall determine the next action to be taken.
- 8.8.7 In the event the new hire does not continue employment within six (6) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

9.0 **Executive Officer Positions**

- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board

AP 7120-4 Management Employee Hiring

may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.

- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
 - 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
 - 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the committee who shall be from different constituencies.
- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions. The Vice Chancellors and Presidents shall be selected by the Chancellor with the advice and final approval of the Board of Trustees.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

Date of Last Revision: March 27, 2023 District Consultation Council
January 23, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
July 28, 2008 (correction to section 5.1.1)
February 12, 2008

AP 7230-2 Confidential Employees – Holidays

Reference:

Education Code Sections 79020 and 79021

- 1.0 **Holiday Calendar:** Confidential employees will be paid for the holidays listed below, provided they were in paid status during any portion of the working day immediately preceding or succeeding the holiday.

New Year's Day
Martin Luther King Day
Lunar New Year
Lincoln's Birthday
President's Day
Cesar Chavez Day
Spring Holiday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Day Preceding Christmas Day
Christmas Day
Three Days between Christmas Day and New Year's Eve
Day Preceding New Year's Day

- 2.0 **Holidays on Saturday and Sunday:** When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The operation of this section shall not cause any confidential employee to lose any of the designated holidays.

- 3.0 Confidential employees who are not normally assigned to duty during the winter and spring recesses shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

4.0 **Holiday Pay Computation:**

- 4.1 Holidays for confidential employees who are employed full-time (100%) shall be compensated on the basis of an eight (8) hour workday at the employee's rate of pay in effect at the time of the holiday.
- 4.2 Holiday compensation for confidential employees who are employed less than full-time shall be prorated by the percentage of employment.
- 4.3 For those confidential employees who are assigned to work ten-hour days, if the

AP 7230-2 Confidential Employees – Holidays

Juneteenth holiday or the Independence Day holiday falls on a ten (10) hour workday, that day becomes a ten (10) hour paid holiday. For those confidential employees who work less than a ten-hour day and those on the alternative schedule who do not have sufficient accrued vacation time to comply with this provision may be advanced two (2) hours of vacation leave which shall be deducted from future vacation accrual or may elect to take two (2) hours of unpaid leave.

See Board Policy and Administrative Procedure 4010, Academic Calendar

Date of Adoption: March 25, 2008

Date of Last Revision: October 28, 2024 District Consultation Council
April 24, 2023 District Consultation Council
November 26, 2018 District Consultation Council

AP 7230-2 Confidential Employees – Holidays

Reference:

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- 1.0 **Holiday Calendar:** Confidential employees will be paid for the holidays listed below, provided they were in paid status during any portion of the working day immediately preceding or succeeding the holiday.

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Friday after Thanksgiving
Day Preceding Christmas Day
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- 4.1 Holidays for confidential employees who are employed full-time (100%) shall be compensated on the basis of an eight (8) hour workday at the employee's rate of pay in effect at the time of the holiday.
- 4.2 Holiday compensation for confidential employees who are employed less than full-time shall be prorated by the percentage of employment.
- 4.3 For those ~~unit members~~ **confidential employees** who are assigned to work ten-

AP 7230-2 Confidential Employees – Holidays

hour days, if the Juneteenth holiday or the Independence Day holiday falls on a ten (10) hour workday, that day becomes a ten (10) hour paid holiday. For those ~~unit members~~ confidential employees who work less than a ten-hour day, ~~Unit Members~~ and those on the alternative schedule who do not have sufficient accrued vacation time to comply with this provision may be advanced two (2) hours of vacation leave which shall be deducted from future vacation accrual or may elect to take two (2) hours of unpaid leave.

See Board Policy and Administrative Procedure 4010, Academic Calendar

Date of Adoption: March 25, 2008

Date of Last Revision: April 24, 2023 District Consultation Council
November 26, 2018 District Consultation Council

PROPOSED

AP 7240-3 Management Employees – Vacation Plan

1.0 Regular Management Employees:

1.1 Eligibility

1.1.1 Vacations with pay will be granted to academic management employees who are employed twelve (12) months per year and to classified management employees.

1.1.2 Academic management employees who are employed fewer than twelve (12) months per year do not earn vacation leave, but shall receive an increased daily salary rate that includes pro rata vacation pay in lieu thereof.

1.2 Management employees who are employed full-time (100%) shall earn vacation leave at the rate of two and sixteen hundredths (2.16) days for each calendar month (26 days per fiscal year) in which the employee is in paid status for more than one-half (1/2) of the working days in the month. Management employees who are employed less than full-time shall earn a proportionate share of vacation leave, prorated by the percentage of employment.

1.3 Vacation leave must be earned before it can be used. A management employee may not elect to be paid in lieu of taking vacation leave.

1.4 Requests for vacation leave must normally be submitted in writing and the use of vacation leave must be approved in advance by the employee's immediate management supervisor.

1.5 Vacation Carryover: Earned vacation leave which is not used in a fiscal year may be carried over to the next fiscal year, but in no event will a management employee be allowed to accumulate more than fifty (50) vacation days. When a management employee's accumulated vacation balance is at the maximum allowable amount, the employee will not earn and accrue additional vacation leave. Once the vacation balance falls below fifty (50) days, the employee will continue to earn vacation days until the maximum allowable amount.

1.6 Illness During Vacation: A management employee who becomes ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. The management employee must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted to the District Office of Human Resources within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

1.7 Holidays During Vacation: When a holiday falls during the scheduled vacation of a management employee, the holiday will not be charged against the employee's

AP 7240-3 Management Employees – Vacation Plan

earned vacation leave.

1.8 Vacation Pay Upon Termination

1.8.1 A management employee will be compensated for any vacation leave earned and accumulated through the last day in paid status. Payment will be made in a lump-sum at the employee's current regular rate of pay.

1.8.2 At the time of separation from employment, any vacation leave taken and not earned by the date of termination of employment will be deducted from the employee's final paycheck.

2.0 **Temporary Management Employees:**

Temporary management employees may be granted vacations with pay in accordance with the terms of an applicable contract for employment and subject to the provisions of Administrative Procedure 7120-9.

Date of Adoption: May 27, 2008

Date of Last Revision: October 28, 2024 District Consultation Council
August 28, 2023 District Consultation Council
May 24, 2021 District Consultation Council

AP 7240-3 Management Employees – Vacation Plan

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1.4 Requests for vacation leave must normally be submitted in writing and the use of vacation leave must be approved in advance by the employee's immediate management supervisor.

1.5 Vacation Carryover: Earned vacation leave which is not used in a fiscal year may be carried over to the next fiscal year, but in no event will a management employee be allowed to accumulate more than ~~44~~ **fifty (50)** vacation days. When a management employee's accumulated vacation balance is at the maximum allowable amount, the employee will not earn and accrue additional vacation leave. Once the vacation balance falls below ~~44~~ **fifty (50)** days, the employee will continue to earn vacation days until the maximum allowable amount.

1.6 Illness During Vacation: A management employee who becomes ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. The management employee must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted to the District Office of Human Resources within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

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AP 7240-3 Management Employees – Vacation Plan

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Date of Adoption: May 27, 2008

Date of Last Revision: August 28, 2023 District Consultation Council
May 24, 2021 District Consultation Council

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 12, 2024

SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.e

Item No.

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

October 22, 2024

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, October 22, 2024, at 5:30 p.m. in the Anaheim Union High School District Board Room with a YouTube livestream broadcast.

Board President Evangelina Rosales called the meeting to order at 5:31 p.m. and asked Trustee Barbara Dunsheath to lead the Pledge of Allegiance.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales, and Student Trustees Sharon Kim and Katie Wong. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Cynthia Olivo, President, Fullerton College; Scott Thayer, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Karla Frizler, representing the District Management Association; Michelle Patrick Norng, representing the North Orange Continuing Education Academic Senate; Kathleen McAlister, representing the Cypress College Academic Senate; Bridget Kominek, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Pamela Spence, representing CSEA; Marlo Smith, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Belinda Allan, Angela Haugh, Jeremy Peters, and Marc Posner from Cypress College; Jose Ramon Nunez and Kesha Shadwick from Fullerton College; Elaine Loayza from North Orange Continuing Education; and Danielle Davy, Amita Suhrid, and Rick Williams from the District Office.

VISITORS: Jackie Eckhardt, Robert Johnson, Patti Mason, and Kyle Miller. Public participation was provided via YouTube livestream.

BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.c, 3.d, 3.e, 3.f, 3.g, 3.h

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

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

Human Resources: 4.a, 4.b, 4.c, 4.d, 4.e, 4.f, 4.h

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

CHANCELLOR'S REPORT

Chancellor Byron D. Clift Breland reported on three significant events that are representative of the District's ongoing commitment to mental health, professional development, and regional workforce development. First, he congratulated the planning team for the District's Mental Health Summit on October 29 which represents a partnership with The Steve Fund and will include a comprehensive resource fair. He acknowledged the District Management Association, Human Resources, and Professional Development teams for organizing the District Management Retreat that focused on crucial things that managers need to lead and served as a valuable opportunity to engage in professional development and share best practices. Lastly, he reported on the Orange County Regional Convening, scheduled for November 7-8, which is the first of eight events in California hosted by the State Chancellor's Office to assist in aligning district workplans with Vision 2030 outcomes. Chancellor Clift Breland concluded his report by thanking the Board for their continued support for these important initiatives.

MINUTES: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of October 8, 2024. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Kim and Wong's advisory votes.**

FINANCE & FACILITIES

Item 3.a: The Board received and reviewed the 2023-24 Travel Expense Report.

During the discussion, trustees inquired if any restrictions are in place to monitor how much is spent on employee travel and suggested that it may be something that could be addressed via Board Policy or Administrative Procedure to codify some limit for the Chancellor and executive officers. It was also stated that everyone should be cognizant that certain people in the District hold positions in organizations that impact their travel and that employees should be encouraged to participate in events, not discouraged.

Item 3.b: The Board received and reviewed the Calendar for the Fiscal Year 2025-26 Budget.

Item 3.c: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve the District Sustainability Action Plan.

Board President Evangelina Rosales acknowledged the revisions that were made by DLR after the first reading to the Board followed by Rick Williams, District Director of Facilities Planning and Construction, along with Jackie Eckhardt and Patti Mason, consultants with DLR, addressing questions and suggestions from the Board. Trustees noted a desire to have a future update presented to the Board, that the official document should list trustees along with a comprehensive list of all the people involved, whether the Board should expect to have an update by year two in order to develop a baseline for the reduction of carbon emissions, who is tasked with handling and documenting the goals in two years, what happens if the District cannot get to zero, whether the District can purchase credits or offsets to get to zero, and a point that if the goal is net zero, then the District can achieve that without looking into

credits. Trustees applauded the comprehensiveness of the Plan which was well laid out and nicely aligned with the direction that the District is headed towards.

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Kim and Wong’s advisory votes.

Item 3.d: By block vote, authorization was granted to enter into an agreement with Cumming Group for Furniture, Equipment, and Project Support Consultant Services Group at Cypress College for an amount not to exceed \$300,000. The agreement will begin on October 23, 2024 and end on October 23, 2026 with an option to renew annually for up to five years, with the possibility of a maximum annual rate increase of 3% after the initial term.

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

Item 3.e: By block vote, authorization was granted to approve out-of-country travel for instructor Markus Burger to attend the 46th International Summer Course of Brasilia (CIVEBRA) in Brasilia, Brazil from January 13-25, 2025.

Item 3.f: By block vote, authorization was granted to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Fall 2025 Study Abroad Program in London, England. The basic program fee of \$11,395, which is to be paid by each student, includes housing accommodations, travel pass, in-country student support, student medical insurance, student orientation, support staff, travel excursions, and some meals.

Further authorization was granted for the Vice Chancellor, Facilities & Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Item 3.g: By block vote, authorization was granted to allow the Cypress College Foundation to serve alcoholic beverages at the Pups & Pints Event on the College campus on Thursday, October 24, 2024.

Item 3.h: By block vote, authorization was granted for Fullerton College to accept donations to its divisions, departments, and/or programs.

HUMAN RESOURCES

Item 4.a: By block vote, authorization was granted for the following academic personnel matters, which are within budget:

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Vera Lopez, Janet	CC	Division Dean, Language Arts 10% Stipend Eff. 10/01/2024-12/31/2024
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ADDITIONAL DUTY DAYS @ PER DIEM

Cherney, Julia	CC	Co-Director of Dental Hygiene	11 days
Contreras, Kendra	CC	Co-Director of Dental Hygiene	3 days

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 FALL SEMESTER

Bladh, Brett	CC	Column 1, Step 1
Gener, Alvin	NOCE	Column 1, Step 1
Schade, Mike	CC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Clark, Imelda	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Nehme, Maroun	CC	Column 2, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Briseno, Andrea	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Cobb, Tonya	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Gutierrez, Ruth	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Jones, Sarah	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Jordan, Blake	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Mande, Anu	FC	Zero Textbook Cost - First Course Creating OER Materials Stipend not to exceed \$5,000.00 Eff. 08/29/2024
Mande, Anu	FC	Zero Textbook Cost - Second Course Creating OER Materials Stipend not to exceed \$3,000.00 Eff. 08/29/2024

Mande, Anu	FC	Zero Textbook Cost - Third Course Creating OER Materials Stipend not to exceed \$2,000.00 Eff. 08/29/2024
Matsuya, Cassandra	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Omidmalar, Alejandro	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Passman, Alan	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Powell, Laura	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Reeves, Mallroy	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Robertson, Alison	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Sharp, Cara	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Simoese, Nora	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024
Tran, Stephanie	CC	English/ESL Peer Tutor Program Faculty Training Workshop Stipend not to exceed \$720.00 Eff. 09/13/2024 - 12/13/2024

Item 4.b: By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

RETIREMENT

Saghieh, Oscar FC Project Manager, Campus Capital Projects
12-month position (100%)
Last Date of Employment: 12/30/2024
PN: FCM950

NEW PERSONNEL

Dang, Yenni FC Web Content Specialist
12-month position (100%)
Range 38, Step B
Classified Salary Schedule
Eff. 11/01/2024
PN FCC651

Guillen, Jose FC Groundskeeper
12-month position (100%)
Range 29, Step E
Classified Salary Schedule
Eff. 11/01/2024
PN FCC780

Marquez, Miranda AC Communications Coordinator
12-month position (100%)
Range 45, Step B
Classified Salary Schedule
Eff. 11/01/2024
PN DEC926

Perez, Mayra FC Special Project Coordinator, Re-Entry
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 11/01/2024 – 06/30/2025
PN FCT580

Syau, Brandon AC Special Project Coordinator, Accounting
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 11/01/2024 – 06/30/2025
PN DET999

Terpening, Noah CC Special Project Coordinator, Cyber Security
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 11/01/2024 – 06/30/2025
PN CCT721

VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Roxanne	NOCE	Student Services Technician/Matriculation
		Temporary Decrease in Present Employed From: 100% To: 90% Eff. 11/01/2024 – 11/30/2024 PN SCC927
Alvarado, Alejandra	NOCE	Student Services Specialist (100%)
		Temporary Change in Assignment To: Prog. Coordinator, ESL Community Engagement 12-month position (100%) Range 45, Step B Classified Salary Schedule Eff. 11/01/2024 – 06/30/2025
Ramirez, Fabiola	FC	Administrative Assistant I (100%)
		Temporary Change in Assignment To: Administrative Assistant II 12-month position (100%) Range 36, Step E + 10% Longevity + PGD Classified Salary Schedule Eff. 11/01/2024 - 06/30/2025
Tran, Lisa	CC	Administrative Assistant I (100%)
		Permanent Increase from Months Employed From: 11 months, 100% To: 12 months, 100% Eff. 01/01/2025 PN CCC957
Tran, Luu	CC	Administrative Assistant II (100%)
		Permanent Increase from Months Employed From: 11 months, 100% To: 12 months, 100% Eff. 01/01/2025 PN CCC890
Valle, Marcela	NOCE	Admissions and Records Analyst (100%)
		Temporary Change in Assignment To: Interim Director, Admissions and Records 12-month position (100%) Range 25, Column A

Management Salary Schedule
Eff. 10/07/2024 – 06/30/2025
PN SCM987 - TR

Williams, Adrienne CC Administrative Assistant I (100%)

Temporary Change in Assignment
To: Executive Assistant II
12-month position (100%)
Range 44, Step A
Classified Salary Schedule
Eff. 11/01/2024 – 06/30/2025

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Sodman, Victoria NOCE Administrative Assistant I (100%)
Extension of 6% Stipend
Eff. 10/01/2024 – 12/31/2024

LEAVES OF ABSENCE

@01782356 FC Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 9/30/2024 – 10/7/2024
(Consecutive Leave)

@01148764 FC Family Medical Leave (FMLA/CFRA)
Paid Leave Using Regular and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 7/22/2024 through 10/11/2024

PROBATIONARY RELEASE

@02021717 FC Facilities Assistant
12-month position (100%)
Eff. 10/16/2024
PN FCC917

Item 4.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1349 for a copy of the professional expert personnel listing.)

Item 4.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1349 for a copy of the hourly personnel listing.)

Item 4.e: By the block vote, authorization was granted to approve the volunteer listing.

(See Supplemental Minutes #1349 for a copy of the volunteer personnel listing.)

Item 4.f: By block vote, authorization was granted to revise the Professional Expert Hourly Rate Schedule, effective November 16, 2024.

(See Supplemental Minutes #1349 for a copy of the rate schedule.)

Item 4.g: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown to approve the following salary increase for Executive Officers for the 2024–2025 fiscal year, salary column advancements, contract renewals and contract amendments:

SALARY SCHEDULE ADJUSTMENT FOR THE 2024-2025 FISCAL YEAR

The attached Executive Officer Salary Schedule will provide an on-schedule salary increase of one point five percent (1.50%), across the schedule, effective October 1, 2024.

COLUMN ADVANCEMENT (2024-2025)

Scott Thayer, President, Cypress College, from step C to D, two hundred ninety-one thousand, five hundred forty-nine dollars (\$291,549) effective October 1, 2024.

Cynthia Olivo, President, Fullerton College, from step D to E, three hundred two thousand, three hundred six dollars (\$302,306) effective October 1, 2024.

CONTRACT RENEWALS

Employment contracts for the following Executive Officers, incorporate the one point five percent (1.50%) salary schedule increase and column advancement, as applicable, and establish a new three-year term through June 30, 2027:

Cynthia Olivo, President, Fullerton College
Valentina Purtell, President, North Orange Continuing Education
Irma Ramos, Vice Chancellor, Human Resources
Scott Thayer, President, Cypress College

CONTRACT AMENDMENTS

Employment contract amendments for the following Executive Officers, incorporate the one point five percent (1.50%) salary schedule increase:

Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology
Fred Williams, Vice Chancellor, Finance and Facilities

Subsequent to trustees clarifying that the salary increase was the exact same as the one approved for United Faculty, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

(This action was orally reported by the Board President Evangelina Rosales per the Brown Act, at California Government Code section 54953(c)(3), as amended)

(See Supplemental Minutes #1349 for a copy of the salary schedule.)

Item 4.h: By block vote, authorization was granted to approve the Tentative Agreement with respect to negotiations for the 2024-2025, 2025-2026 and 2026-2027 fiscal years, inclusive of all terms and conditions specified in the written Agreement between United Faculty CTA/CCA/NEA and the District, be approved as follows:

SALARY ADJUSTMENT FOR THE 2024-25 FISCAL YEAR

The Regular and Contract Faculty Salary Schedules will be increased by one point five percent (1.50%) for 2024-2025, across the schedules, effective January 2025.

The Regular and Contract Faculty Overload Teaching schedule, the Regular and Contract Faculty Intersession Teaching Schedule, and the Regular and Contract Hourly Faculty Overload Non-Teaching Schedule will be merged into one schedule, Intersession and Overload Salary Schedule, effective Winter 2024. The new salary schedule represents approximately a fifteen percent (15%) increase.

Unit members will be provided a one-time payment in the amount of one thousand dollars (\$1,000) within sixty (60) days after ratification and Board approval.

SALARY ADJUSTMENT FOR THE 2025-26 FISCAL YEAR

The Regular and Contract Faculty Salary Schedules will be increased by zero-point two five percent (0.25%) for 2025-2026, across the schedules, effective Fall 2025.

SALARY ADJUSTMENT FOR THE 2026-27 FISCAL YEAR

The Regular and Contract Faculty Salary Schedules will be increased by zero-point two five percent (0.25%) for 2026-2027, across the schedules, effective Fall 2026.

CONTINGENCY SALARY ADJUSTMENT FOR THE 2025-26 and 2026-27 FISCAL YEARS

This contingency language is based upon the following requirements and stipulations:

In the event that the District receives Student Centered Funding Formula revenue in excess of \$262,433,892 for fiscal year 2025-2026, the District will provide 23.58% of the additional revenue in the form of a one-time payment at the end of the fiscal year using the State Chancellor's Office P2 available revenue received by the District in fiscal year 2025-2026. The equivalent amount will be converted to a percentage increase which will be added to the 2026-2027 Regular and Contract Faculty Salary Schedules, effective Fall 2026.

The formula calculation regarding the application of this contingency language is attached to the Tentative Agreement.

If the District does not receive the fully funded apportionment revenue of \$262,433,892, then no additional compensation shall be paid for fiscal year 2025-2026.

The preceding contingency shall apply for fiscal year 2026-2027.

DISTRICT HEALTH AND WELFARE BENEFITS PLAN

Effective January 1, 2025, the District will contribute a maximum up to \$11,359.32 annually

towards plus one dependent care medical premiums. Effective January 1, 2025, the District will contribute a maximum up to \$18,174.84 annually towards family plan medical premiums. The full-time permanent faculty employee will pay any additional premiums for dependent medical by automatic payroll deductions in accordance with established District payroll procedure. This contribution is separate and distinct from the fringe benefit allowance.

If the Kaiser Other Southern California rate increases in excess of \$11,359.32 or \$18,174.84 effective January 2026, the District will increase the District contribution for employee plus one dependent and family for the 2026 benefit year, not to exceed the 2025-2026 funded COLA percentage.

If the Kaiser Other Southern California rate increases in excess of the January 2027 District contribution amounts effective January 2027, the District will increase the District contribution for employee plus one dependent and family for the 2027 benefit year, not to exceed the 2026-2027 funded COLA percentage.

AMENDMENT TO THE COLLECTIVE BARGAINING AGREEMENT

The Agreement also provides for modifications to Articles 1, 2, 7, 10, 13, 14, 15, 20, 21, 22, 24, 29 and 30.

SALARY ADJUSTMENT FOR THE 2025-2026 FISCAL YEAR

The attached Regular and Contract Salary Schedules, which reflect a one-point five percent (1.50%) on-schedule increase be approved, effective January 2025.

The attached Intersession and Overload Salary Schedules which reflect approximately fifteen percent (15%) on-schedule increase be approved, effective Winter 2024.

(See Supplemental Minutes #1349 for a copy of the Agreement and Salary Schedules.)

GENERAL

Item 5.a: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Ryan Bent to adopt the proposed 2024-25 Board of Trustees Goals.

During the discussion, trustees expressed appreciation for the clear way the goals identify where the District is today and where we want it to be in the future, made a grammar change to the first bullet point, requested clarification on the changes to the goals for student success, and inquired how well the campuses can predict who is going to graduate.

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

Item 5.b: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to honor the contributions of past and present members of the Armed Forces in the state of California and in the North Orange County Community College District, and adopt Resolution No. 24/25-03 to declare that the week of November 11-15, 2024 be observed as Veterans Appreciation Week. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Kim and Wong's advisory votes.**

Item 5.c: Board President Evangelina Rosales asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported that the Disability Support Services (DSS) Program was recently informed that the Educational Coaching-Transition Counseling grant was extended for an additional three years with funding totaling more than \$1.1 million and provided an update on the Career Resource Fair scheduled for November 7 that is open to NOCE students and community members. President Purtell was pleased to share the NOCE student trustee election results and announced that **Robert Johnson** was selected as the inaugural NOCE Student Trustee. She praised Robert as a dedicated student leader, noted his involvement on President's Staff, and his role as President of the NOCE Technology Club.

Cynthia Olivo congratulated NOCE and **Robert Johnson** on being elected to serve as a student trustee, and congratulated Fullerton College and Cypress College on being recognized by the Department of Education for post-secondary student success. She thanked **Vickie Calhoun** for coordinating the selection of a Fullerton College Homecoming King and Queen and **Jodi Balma** for her involvement to raise voting awareness. President Olivo shared that the APIDA Resource Center Grand Opening would take place on October 30 and noted that the College's Drone Technology baccalaureate received no objections from the CSU and UC systems and is now headed to the accrediting commission. She also reported that the Healthy Hornet meals program has provided 33,000 meals to students and that the City of Fullerton recognized the softball team on their state championship.

Scott Thayer echoed the congratulatory remarks for **Robert Johnson** and NOCE, and reported on his attendance at the Noche con Los Padres event hosted by the Cypress College Puente Program which builds a bridge of support between parents and students. He shared the RISE Youth Week programming by the Rising Scholars Program and invited all to attend the powerful events that focus on advocacy and breaking cycles of harm. President Thayer also invited everyone to attend two upcoming events taking place at Cypress College: the Pups and Pints event on October 24 and the District Mental Health Summit on October 29.

Fred Williams thanked Fullerton College for hosting a budget town hall discussion and shared that the NOCE town hall would take place on October 23 with Cypress College on October 24. He shared that the Division of State Architects (DSA) has approved plans for the Board Room remodel and the Anaheim Campus upper deck project is nearing completion.

RESOURCE TABLE PERSONNEL COMMENTS

Karla Frizler reported on the management retreat which included participation from over 100 managers across the District and received positive feedback from attendees. She highlighted that 57% of current managers started within the last five years and of those, 32% started within the last two years. Those figures reinforce DMA's focus on working with the Professional Development department for onboarding and professional development for managers. She announced that the next DMA Coffee Talk would be via Zoom November 21 and she congratulated **Robert Johnson** on his election.

Michelle Patrick Norng congratulated **Robert Johnson** on his recent election to be NOCE's first student trustee and noted she was thrilled to have him join the Board as an advocate for NOCE. She reported on the planned participation of NOCE faculty at the Fall Plenary, the

Orange County Regional Convening, the Student Learning Outcomes Workshop on October 21, and the in-house Curriculum Training Workshop on January 7. She also reported on a recent virtual governance workshop hosted by **Julie Bruno** and that the NOCE faculty prioritization process has begun.

Bridget Kominek provided updates from the Fullerton College Faculty Senate regarding the adoption of local associate degree general education requirements, continued discussion on campus safety matters that will be shared at future District Consultation Council meetings, upcoming faculty hiring discussions, and plans to also discuss more detailed information related to the Student Centered Funding Formula (SCFF).

Christie Diep reported that after going to impasse three times in four years, and mediation, the District and United Faculty have an agreement. She expressed her gratitude for the mediator and stated that United Faculty stands with their CSEA colleagues and hopes they also see progress. She stated that the District has gone to extraordinary lengths to block English 100 from being offered during winter intersession to the detriment of students. She shared that the course is readily available at other colleges because evidence shows that students can be successful in the course, and students in the District deserve that option.

Pamela Spence read a preamble of the CSEA contract with the District. She noted that CSEA has stood firm in keeping longevity pay for new IT employees and shared that 87% of members polled voted that they want to keep fighting for longevity for new hires. Members reported that longevity is necessary due to lack of COLA, for appreciation, and to prevent higher turnover rates. She stated that it was outrageous to hold the IT job study hostage and the District should allow the study to move forward without eliminating longevity.

Marlo Smith congratulated Robert Johnson on being elected to represent NOCE on the Board and Cypress College for their amazing production of *Natasha, Pierre, and the Great Comet of 1812*. She reported that Adjunct Faculty United began negotiations with the District and expressed hope for a contract that both sides can be proud of.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Sharon Kim reported on the Fullerton College Club Rush event, ICC in-house elections on October 25, and attendance at the California Community College Student Affairs Association Conference. She shared student survey results regarding campus safety officers which garnered 56 responses that indicated that the majority of respondents would feel safer if campus safety officers carried additional weapons and supported officers having additional weapons to provide more protection. She clarified that a baton was OK, but anything else was a no for students and noted that Associated Students was hosting a town hall meeting on October 23 for additional discussion.

Student Trustee Katie Wong reported on Cypress College Associated Students activities including their attendance at the California Community College Student Affairs Association Conference, a civic engagement event, and the upcoming Pumpkin Bash which is open to the public. She shared that a marigold distribution event will return in celebration of Day of the Dead, plans for Winter Fest, mental health resources availability during finals, and plans to implement workshops that focus on student success and joining student government.

Trustee Jacqueline Rodarte congratulated **Robert Johnson** on his election as NOCE Student Trustee, noting that the Board has been looking forward to this moment.

Trustee Jeffrey P. Brown echoed the congratulatory remarks welcoming **Robert Johnson** and stated they he looked forward to working with him.

Trustee Barbara Dunsheath thanked **Jodi Balma** and the League of Women Voters for hosting a candidate forum at Fullerton College, noted that Professor Balma was mentioned on the radio to highlight the work that she's doing with her students, and encouraged everyone to vote.

Trustee Stephen T. Blount reported that over 250 school districts have bond measures on the November election ballot and noted that with that many bonds the competition will be fierce to get a favorable bond rating and DSA approval times will lengthen.

Trustee Ryan Bent thanked **Student Trustee Sharon Kim** for her report and inquired if Campus Safety has partnered with Associated Students to interact in a more formal setting to build rapport.

Board President Evangelina Rosales congratulated **Robert Johnson** on his election as NOCE Student Trustee and noted that she looked forward to hearing from him on behalf of NOCE students. She thanked Student Trustee Sharon Kim for sharing student feedback on campus safety and reported on her participation at the Cypress College Puente Program's Dia de Los Padres event. She echoed the comments reminding everyone to vote.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Belinda Allan, Cypress College Classified Staff, shared quotes from recent IT Job Families Study survey that were received by CSEA in support of keeping longevity pay, pushing for retroactive pay, and noted allegations of bad faith bargaining by the District.

Angela Haugh, Cypress College Classified Staff, reported that 84% of respondents to a recent CSEA survey noted that the union should not eliminate longevity because it would deplete morale and because it allows the District to entice and retain loyal staff with institutional knowledge. She noted that CSEA has had to watch management receive multiple raises which classified employees did not, and that status quo is not negotiating.

Elaine Loayza, NOCE Classified Staff, urged the Board to look at the last IT proposal that was presented to the District and stated that CSEA does not receive feedback from the Board from the District negotiations team. She also read comments from the recent CSEA survey to members which called on CSEA to not give away longevity pay which could result in employees departing the District because employees cannot afford to lose any benefits.

Kesha Shadwick, Fullerton College Classified Senate President, expressed concerns on behalf of colleagues regarding the IT Job Families proposal regarding employee retention, turnover costs, increased morale, and taking proactive steps in maintaining longevity.

CLOSED SESSION: At 7:16 p.m., Board President Evangelina Rosales adjourned the meeting to closed session per the following sections of the Government Code and stated that there would be read out:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; Employee Organizations: United

Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

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

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 8:33 p.m., Board President Evangelina Rosales reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Ryan Bent to dismiss a regular academic employee, number @01546932 from employment effective November 22, 2024, and to immediately suspend the employee without pay pending exhaustion of discipline procedures. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, and Trustee Rosales recusing herself from the discussion and the vote.**

ADJOURNMENT: At 8:35 p.m., it was moved by Trustee Barbara Dunsheath and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Barbara Dunsheath, Secretary, Board of Trustees