



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

**MEETING:** Organizational and Only Regular Meeting in December 2024

**DATE:** Tuesday, December 17, 2024, at 5:30 p.m.

**PLACE:** Anaheim Union High School District – La Palma 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. **Certificate of Appointment in Lieu of Election for Evangelina Rosales**
- d. **Certificate of Election for Ryan Bent, Ed Lopez, and Mark Lopez**
- e. **Administering Oaths of Office**
- f. **Seating of the NOCE Student Trustee**
- g. **Recognition of the 2024 Board Officers**
- h. **Election of President of Board of Trustees for one-year term**
- i. **Election of Vice President of Board of Trustees for one-year term**
- j. **Election of Secretary of Board of Trustees for one-year term**
- k. **Appointment of representative and alternate to the County Committee on Election of Members of the County Committee on School District Organization**  
(Evangelina Rosales is the current appointee; Ryan Bent is the alternate)
- l. **Appointment of representative to the Fullerton Museum Association of North Orange County**  
(Jacqueline Rodarte was the previous appointee)
- m. **Appointment of representative to the Cypress College Foundation**  
(Stephen T. Blount is the current appointee)

- n. **Appointment of representative to the Fullerton College Foundation**  
(Evangeline Rosales is the current appointee; Jacqueline Rodarte was the alternate)
- o. **Appointment of representative to the NOCCCD Foundation**  
(Ed Lopez is the current appointee)
- p. **Appointment of two Ad Hoc Representatives to the District Foundation**  
(Fred Williams and Kai Stearns are the current appointees)
- q. **Appointment of three representatives to the District Investment Committee**  
(Ryan Bent, Stephen T. Blount, and Jeffrey P. Brown are the current appointees)
- r. **Appointment of three representatives to the District Audit Committee**  
(Barbara Dunsheath and Ed Lopez are the current appointees; Jacqueline Rodarte was a previous appointee)
- s. **Appointment of representative to the Orange County Community Colleges Legislative Task Force**  
(Evangeline Rosales is the current appointee)
- t. **Appointment of Representative to the District Retirement Board**  
(Jacqueline Rodarte was the previous appointee)
- u. **Appointment of Chancellor as Executive Secretary**
- v. **Appointment of Administrative Support Manager, Chancellor's Office, as Recording Secretary**
- w. **Adoption of the 2025 Board Meeting Calendar: January through December**
- x. **Any other organizational matters**

### **End of Organizational Meeting**

## **2. CONVENE OPEN SESSION OF REGULAR MEETING**

- a. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 & 4**
- b. **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.).

- c. **Chancellor's Report**

\* **Dual Enrollment Report**

- d. **Approval of Minutes of the Regular Meeting of November 26, 2024.**

- e. **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 to accept new revenue and to make adjustments to the General Fund, Child Development Fund, and Capital Outlay Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2024-2025 allocations totaling \$4,219,822, and adoption of resolutions to adjust budgets, accept new revenue and authorize expenditures within the General Fund, Child Development Fund, and Capital Outlay Fund. **(The Resolution is available for review in the District's Business Office.)**
- [c] Authorization is requested to approve the 2024-2025 General Fund and Capital Outlay Fund transfers netting to the amount of \$992,702 and adoption of the resolution showing the summary. **(The Resolution is available for review in the District's Business Office.)**
- [d] It is recommended that the Board adopt a resolution establishing separate bank, savings, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual. **(The Resolution is available for review in the District's Business Office.)**
- [e] It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded.
- f. It is requested that the Board receive and review the annual audits of the District for fiscal year 2023-24.
- [g] 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.
- [h] Authorization is requested to enter into an Architectural Services Agreement with SGH Architects for the LLRC Exterior Patio Project at Cypress College.
- [i] It is recommended that the Board authorize the District to amend the agreement with Westbergwhite Architecture to provide expanded design, permitting, bidding, and construction administration services.
- [j] It is recommended that the Board approve Deductive Change Order for Bid #2324-14, Student Study Lounge Remodel at Fullerton College with Oppenheimer National.
- [k] Authorization is requested to file the Notice of Completion for Bid #2324-14, Student Study Lounge Remodel at Fullerton College with Oppenheimer National and pay the final retention payment when due.
- [l] Authorization is requested for an institutional membership to the Presidents for Latino Student Success at a cost of \$10,000 for the calendar year 2025.

- m. Authorization is requested to enter into an agreement with KT Industries Inc., for the emergency replacement of the high voltage cable at the Anaheim Campus and adopt Resolution No. 24/25-06.

#### 4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2025.
- [b] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, to be effective Fall 2025.
- [c] It is recommended that the Board approve the summary of curriculum changes for the North Orange Continuing Education, to be effective Spring 2025, Summer 2025, and Fall 2025.
- [d] Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the California Community College Chancellor's Office to accept \$1,826,086 for Common Course Numbering Implementation .
- [e] Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the Anaheim Union High School District to accept \$339,284 for the Dual Enrollment College and Career Access Program.
- [f] Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the Fullerton Joint Union High School District to accept \$468,920 for the Dual Enrollment College and Career Access Program.
- [g] Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the Anaheim Union High School District to accept \$210,804 for the Middle College Early College Program.

#### 5. **HUMAN RESOURCES**

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

Leaves of Absence  
Temporary Academic Hourly

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

Retirement  
Resignations  
Change in Retirement Date  
Change in End Date  
New Personnel  
Rehires  
Promotions  
Voluntary Changes in Assignment  
Stipend for Additional Duties  
Leaves of Absence

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- f. It is recommended that the Board receive as information the Institutional Commitment to Diversity Report.

## 6. **GENERAL**

- a. It is recommended that the Board receive the proposed, revised Board Policies in Chapter 3.
- b. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 3.
- c. 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: Urim Audrey Lee  
 Agency Claimed Against: NOCCCD

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
2025 BOARD OF TRUSTEES MEETING CALENDAR**

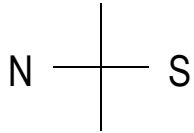
**Anaheim Union High School District Board Room\***

501 N Crescent Way, Anaheim, CA 92801

at 5:30 p.m. unless otherwise noted

Only Regular Meeting in January	Fourth Tuesday, January 28, 2025
First Regular Meeting in February Second Regular Meeting in February	Second Tuesday, February 11, 2025 Fourth Tuesday, February 25, 2025
First Regular Meeting in March Second Regular Meeting in March	Second Tuesday, March 11, 2025 Fourth Tuesday, March 25, 2025
First Regular Meeting in April Second Regular Meeting in April	Second Tuesday, April 8, 2025 Fourth Tuesday, April 22, 2025
First Regular Meeting in May Second Regular Meeting in May	Second Tuesday, May 13, 2025 Fourth Tuesday, May 27, 2025
First Regular Meeting in June Second Regular Meeting in June	Second Tuesday, June 10, 2025 Fourth Tuesday, June 24, 2025
Only Regular Meeting in July	Fourth Tuesday, July 22, 2025
First Regular Meeting in August Second Regular Meeting in August	Second Tuesday, August 12, 2025* Fourth Tuesday, August 26, 2025 <i>*Tentative Meeting – Only if deemed necessary</i>
First Regular Meeting in September Second Regular Meeting in September	Second Tuesday, September 9, 2025 Fourth Tuesday, September 23, 2025
First Regular Meeting in October Second Regular Meeting in October	Second Tuesday, October 14, 2025 Fourth Tuesday, October 28, 2025
Only Regular Meeting in November	Second Tuesday, November 18, 2025
Only Regular Meeting in December	Second Tuesday, December 16, 2025

**\* Temporary location until further notice**



# Board Room Seating Arrangement

Evangelina Rosales,  
President

Jeffrey P. Brown,  
Vice President

Dr. Barbara Dunsheath,  
Secretary

Ed Lopez,  
Board Member

Stephen T. Blount,  
Board Member

Mark Lopez,  
Board Member

Ryan Bent,  
Board Member

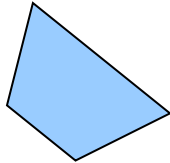
Katie Wong,  
Student Member CC

Dr. Byron D. Clift Breland,  
Chancellor

Sharon Kim,  
Student Member FC

Robert Johnson,  
Student Member NOCE

Alba Recinos,  
Recording Secretary



**Audience Seating**

Constituent Group  
Representatives

Chancellor's Staff

Entrance



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Ratification of Purchase Orders and Checks	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 P0169265 - P0170912, check numbers C0056182 – C0056258; F0302984 – F0303221; 88553765 – 88554837; 70129851 – 70129976; disbursements E9201780 – E9203974; 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 "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 P0169265 - P0170912 through November 20, 2024, totaling \$4,447,336.46, and check numbers C0056182 – C0056258, totaling \$3,651,003.63; check numbers F0302984 – F0303221, totaling \$407,558.20; check numbers 88553765 – 88554837, totaling \$10,910,512.29; check numbers 70129851 – 70129976, totaling \$30,043.06 ; and disbursements E9201780 – E9203974, totaling \$3,476,863.72, through November 30, 2024.

Fred Williams

Recommended by

  
Approved for Submittal

3.a.1

Item No.



**BOARD RECAP**  
**FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024**  
**BOARD MEETING DECEMBER 17, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0169265	ACCO Engineered Systems Inc	\$ 33,705.64	Capital Outlay	FC	Cooling Tower Replacement
P0169363	Amazon Business	\$ 228.58		CC	Instructional Supplies
P0169909	Amazon Business	\$ 264.28		CC	International Cultural Fair Supplies
P0169913	Amazon Business	\$ 300.00		CC	Blanket Order for Tutor Supplies
P0170128	Scantron Corporation	\$ 1,013.00		CC	Maintenance Agreement for Scantron Machine
P0170235	FAO Printing	\$ 9,960.49		FC	Promotional Materials
P0170236	Kristin Sellers	\$ 1,000.00		FC	Cartography Speaker
P0170238	Amazon Business	\$ 1,059.81		FC	Annual Dia De Los Muertos Event Supplies
P0170239	Schindler Elevator Corporation	\$ 34,980.24		FC	Maintenance Agreement for Elevators
P0170240	Professional Turf Specialties, Inc.	\$ 3,100.00		CC	Laser Grade Varsity Baseball
P0170255	Identifix Inc	\$ 1,308.00		FC	Software Subscription
P0170256	Sodexo Inc and Affiliates	\$ 881.65		FC	Catering for Student Development & Engagement
P0170257	Jacob Wendt	\$ 250.00		FC	Guest Performer for Concert Hour Performance
P0170258	Online Learning Consortium Inc	\$ 1,454.00		FC	Institutional Membership
P0170259	Ascend Learning Holdings LLC	\$ 107,593.39		CC	Instructional Materials
P0170260	Amazon Business	\$ 4,000.00		CC	Blanket Order for Supplies
P0170261	Eureka The California Career Information System	\$ 1,095.00		FC	Software License Subscription
P0170262	Western Graphics Plus	\$ 1,200.00		CC	Blanket Order for Promotional Supplies
P0170263	MVP Promotions	\$ 500.00		CC	Blanket Order for Promotional Supplies
P0170264	ProQuest LLC	\$ 350.00		FC	Film License
P0170265	Ganahl Lumber Co	\$ 2,256.31		FC	Lumber Supplies
P0170266	Insight Productions LLC	\$ 29,300.00		FC	Video Services
P0170267	Microphone Madness Inc	\$ 4,165.24		FC	Microphones
P0170268	The Mariachi Connection	\$ 1,233.90		FC	Dance Costumes
P0170269	Western Graphics Plus	\$ 3,846.16		CC	Promotional Supplies
P0170270	Sodexo Inc and Affiliates	\$ 122.43		FC	Catering for Library
P0170271	Wawak Sewing Supplies	\$ 3,803.56		FC	Theatre Supplies
P0170272	Jaclyn Magginetti	\$ 493.87		CC	Reimbursement for Academic Senate Business Lunch
P0170273	McKesson Medical-Surgical Government Solutions LLC	\$ 1,500.00		FC	Blanket Order for Sanitary & First Aid Supplies
P0170274	Gemini Bioproducts LLC	\$ 4,530.89		FC	Instructional Materials
P0170275	Sodexo Inc and Affiliates	\$ 990.87		FC	Catering for Rising Scholars Event
P0170276	GST	\$ 414.98		CC	Scanner Device
P0170277	JM & J Contractors	\$ 38,760.00	Capital Outlay	AC	Labor & Materials to Repaint Interior Walls
P0170279	VS Athletics	\$ 1,697.07		FC	Athletic Supplies
P0170280	Single Source Supply Inc	\$ 1,000.00		CC	Blanket Order for Paint Supplies
P0170281	Sodexo Inc and Affiliates	\$ 424.01		FC	Catering for Staff Development
P0170282	Buddy's All Stars Inc.	\$ 134.91		FC	Athletic Supplies
P0170283	GST	\$ 823.10		FC	Computer Supplies
P0170284	TamsArt	\$ 899.72		AC	Retreat Speaker/Performer
P0170285	Top Hat Balloon Werks LLC	\$ 818.91		FC	Decorations for Cultural Event
P0170286	VMI Inc	\$ 1,703.51		FC	Media Equipment
P0170287	OCLC Inc	\$ 1,051.84		FC	Subscription Renewal
P0170288	Buddy's All Stars Inc.	\$ 10,720.42		FC	Athletic Supplies
P0170289	Dolores Cornejo	\$ 1,282.00		FC	Reimbursement for Field Trip Tickets
P0170290	City of Fullerton	\$ 79.50		FC	Fire Safety Inspection Fee
P0170291	Home Depot	\$ 800.00		CC	Blanket Order for Hardware Supplies
P0170292	Long Beach Playhouse	\$ 1,200.00		FC	Puppet Rental for Theatre Arts Production
P0170293	Sodexo Inc and Affiliates	\$ 39.85		FC	Catering for Staff Development Event
P0170294	Western Graphics Plus	\$ 3,000.00		CC	Blanket Order for Promotional Supplies
P0170295	Amazon Business	\$ 4,000.00		FC	Blanket Order for Supplies & Materials

Item No. 3.a.2

**BOARD RECAP**  
**FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024**  
**BOARD MEETING DECEMBER 17, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170296	IPQualityScore LLC	\$ 30,000.00		AC	Software Annual Subscription
P0170297	Guac N Roll Tacos	\$ 3,700.00		CC	Blanket Order for Catering Services
P0170298	Digital Art Supplies	\$ 2,000.00		CC	Blanket Order for Printer Supplies
P0170299	Uline Inc	\$ 866.77		FC	Work Bench
P0170300	Jostens	\$ 39.60		FC	College Degrees Mailer
P0170301	Ollivier Corporation	\$ 44,259.22		FC	Doors and Locks Replacement for Bldg 1000
P0170302	Amazon Business	\$ 3,200.00		FC	Blanket Order for Instructional Materials
P0170303	BSN Sports LLC	\$ 449.05		FC	Athletic Supplies
P0170304	Sprout Social Inc	\$ 13,034.28		FC	Software Subscription
P0170305	Amazon Business	\$ 2,000.00		AC	Blanket Order for Supplies
P0170306	ABC School Equipment Inc	\$ 2,062.15		CC	Classroom Equipment
P0170307	Buddy's All Stars Inc.	\$ 793.02		FC	Athletic Supplies
P0170308	Amazon Business	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0170309	Rosemary Rangel	\$ 720.73		CC	Reimbursement for Field Trip Food Purchases
P0170313	ACCE	\$ 750.00		NOCE	Membership
P0170314	Hobart	\$ 1,000.00		CC	Blanket Order for Culinary Equipment Repairs
P0170315	ACUE	\$ 14,119.00		FC	Software License
P0170316	Kelly Robertson	\$ 330.00		FC	Reimbursement for Event Cookie Purchase
P0170317	U S Immigration Law Group LLP	\$ 200.00		NOCE	U.S Immigration Law Group Consulting
P0170318	Cal Pro Specialties	\$ 1,288.77		FC	Promotional Items
P0170319	Sodexo Inc and Affiliates	\$ 103.34		FC	Catering for Counseling Event
P0170320	Van Dermyden Makus Law Corporation	\$ 4,000.00		NOCE	Legal Services for Title IX Hearing Officer
P0170321	Prieto LLC	\$ 6,000.00		FC	Lecture Performance
P0170322	Pearson Education Inc	\$ 3,333.00		NOCE	Student eBooks
P0170323	Liaison International LLC	\$ 78,520.83		FC	Enrollment Marketing Subscriptions Fees
P0170324	Food Makers Bakery Equipment Inc	\$ 2,000.00		CC	Blanket Order for Onsite Equipment Repairs
P0170325	YBP Library Services	\$ 12,000.00		CC	Blanket Order for Library Books
P0170326	LinkedIn Corporation	\$ 43,797.00		CC	Software Subscription
P0170327	B & H Photo Video Inc	\$ 3,477.62		FC	Audio Equipment
P0170328	Renegade Brands USA, Inc.	\$ 465.97		FC	Laundry Supplies
P0170329	S&B Foods	\$ 698.25		CC	Catering for Managers Breakfast
P0170330	Mark Beamish Waterproofing Inc	\$ 24,500.00	Capital Outlay	FC	Labor and Materials for Joint Sealant Gym Windows
P0170331	Marmoset LLC	\$ 3,239.73		FC	Software Subscription
P0170332	Celeste Gurrola	\$ 101.50		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170333	Umoja Community Education Foundation	\$ 3,025.00		CC	Student Conference Registration Fees
P0170334	Chloe Serrano	\$ 200.00		FC	Guest Speaker for Asian Pacific Islander Desi American Resource Center Opening
P0170335	Schindler Elevator Corporation	\$ 11,942.00	Capital Outlay	FC	Install Lockout Timers Bldgs. 1000 & 3000
P0170336	Amazon Business	\$ 1,429.27		FC	Electronic Instructional Supplies
P0170337	Yadira Trujillo	\$ 113.13		FC	Student Fees Reimbursement
P0170339	Celise Quinones	\$ 48.75		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170340	Moral Courage Project	\$ 38,000.00		NOCE	Moral Courage Mentors Training
P0170341	Del Mechanical	\$ 2,000.00		CC	Blanket Order for Onsite Equipment Repairs
P0170342	Sodexo Inc and Affiliates	\$ 118.44		FC	Catering for Classified Staff Meeting
P0170343	Aspira	\$ 3,500.00		FC	Speaking Services
P0170344	Mirza Lopez Zepeda	\$ 109.50		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170345	Mazatl Tepehyolotzin	\$ 1,000.00		FC	Guest Performer for Student Development
P0170346	Jonathan Roy	\$ 500.00		FC	DJ Services for Asian Pacific Islander Desi American Resource Center Opening
P0170347	Stage Accents & Performance Concepts	\$ 20,000.00		FC	Blanket Order for Choral Attire
P0170348	Western Regional Honors Council	\$ 75.00		CC	Institutional Membership
P0170349	Pacific Lift and Equipment Co., Inc.	\$ 1,000.00		FC	Blanket Order for Onsite Lift Equipment

Item No. 3.a.3

**BOARD RECAP**  
**FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024**  
**BOARD MEETING DECEMBER 17, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170350	Amazon Business	\$ 100.70		FC	Books
P0170351	IPA Source LLC	\$ 450.00		FC	Subscription
P0170352	Sodexo Inc and Affiliates	\$ 1,878.37		FC	Catering for the President's Office
P0170353	Amazon Business	\$ 1,000.00		FC	Blanket Order for Goods and Supplies
P0170354	Amazon Business	\$ 110.84		CC	Instructional Supplies
P0170355	Sodexo Inc and Affiliates	\$ 199.57		AC	Catering for Mentorship Program Meet/Greet
P0170356	Uline Inc	\$ 437.45		FC	Instructional Supplies
P0170357	Sarah Prince	\$ 78.00		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170358	Bobbieangel Chavez	\$ 88.50		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170359	Breanna Ballard	\$ 61.00		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170361	Vanessa Palacios	\$ 233.28		FC	Reimbursement for Course Material
P0170362	Community College Association of MESA Directors	\$ 750.00		FC	Membership Fee
P0170363	Geoffrey Hurst	\$ 1,535.44		AC	Reimbursement for Computer Security Supplies
P0170365	CDW Government Inc	\$ 2,605.06		FC	Computer Supplies
P0170366	CDW Government Inc	\$ 1,799.80		CC	iPad
P0170367	Ollivier Corporation	\$ 780.00		FC	Server Assistance and Software Update
P0170368	Sidepath Inc	\$ 84,443.40		CC	Software License Renewal
P0170370	AMS Net Inc	\$ 20,952.00		AC	Software License Renewal
P0170371	GST	\$ 32,465.95		FC	Audio-visual and Conferencing System for Room 1246
P0170372	Academic Senate for CA Community Colleges	\$ 18,213.53		AC	Membership Fee
P0170373	JT Print It	\$ 260.44		FC	Promotional Materials
P0170374	Forsyte IT Solutions LLC	\$ 169,620.00		AC	Consultant Services for Tech Security B/A: 4/27/21
P0170392	Disoriented Comedy LLC	\$ 5,000.00		FC	Performer for Cultural Event
P0170393	Amazon Business	\$ 1,500.00		FC	Blanket Order for Instructional Materials
P0170394	Amazon Business	\$ 500.00		FC	Blanket Order for Science, Technology, Engineering, Mathematics Program
P0170395	Samanta De Frutos Garcia	\$ 51.53		CC	Reimbursement for Cultural Festival Supplies
P0170396	Zoe Megginson	\$ 62.40		CC	Reimbursement for Cultural Festival Supplies
P0170397	Vivian Kim	\$ 51.56		CC	Reimbursement for Event Table
P0170398	Alison Robertson	\$ 40.29		CC	Reimbursement for Event Snacks
P0170399	Lesley Anne Loon	\$ 39.07		CC	Reimbursement for Event Supplies
P0170400	Karen Le Cornet	\$ 64.03		CC	Reimbursement for Event Supplies
P0170401	Renay Laguana-Ferinac	\$ 19.98		CC	Reimbursement for Event Supplies
P0170402	Sandra Garcia	\$ 55.96		CC	Reimbursement for Event Supplies
P0170403	Amanda Gargano	\$ 1,288.25		CC	Reimbursement for Event Food Purchase
P0170404	Sodexo Inc and Affiliates	\$ 1,732.22		FC	Catering for Ethnic Studies Fall Open House
P0170405	Jimmy Johns	\$ 1,218.53		CC	Box Lunch Combos for Outreach Event
P0170406	K&A Catering	\$ 4,800.00		FC	Catering for CalWORKs Event
P0170407	Amazon Business	\$ 5,000.00		CC	Blanket Order for Supplies
P0170408	Sodexo Inc and Affiliates	\$ 1,205.94		FC	Catering for Counseling Division Meeting
P0170409	DSLRRPros	\$ 9,946.42		CC	Drone Equipment
P0170410	West Coast Promo Resources	\$ 1,821.25		NOCE	Promotional Pins
P0170411	C & A Safety Consultants	\$ 9,000.00		AC	First Aid Training Consultant
P0170412	Khristofer Do	\$ 2,432.34		CC	Reimbursement for Coffee Shop Supplies
P0170413	Howard Roofing Company Inc	\$ 34,205.00	Capital Outlay	FC	Reinforced Emulsion Roof System Application
P0170414	Brynn Salto	\$ 2,000.00		FC	Poetry Reading Speaker for Cultural Event
P0170415	Celebrations!	\$ 4,329.17		CC	Table and Drape Rentals
P0170416	FACL, Inc	\$ 400.00		FC	Artwork Preservation Services
P0170417	Zoro Tools Inc	\$ 168.74		FC	Instructional Supplies
P0170418	B & H Photo Video Inc	\$ 64.65		FC	Drone Supplies
P0170419	Uline Inc	\$ 179.20		FC	Instructional Supplies

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**BOARD RECAP**  
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170420	VMI Inc	\$ 2,798.97		FC	Media Supplies
P0170421	Vector Resources Inc	\$ 6,892.10		AC	Data Cabling
P0170422	Demco Inc	\$ 258.49		FC	Library Book Displays
P0170423	AT&T Mobility LLC	\$ 14.66		FC	Wireless Data Fee
P0170424	Esther Franco	\$ 1,000.00		FC	Guest Performer for Student Development Department
P0170425	Office Solutions	\$ 133.92		FC	Office Supplies
P0170426	Plaquemaker.com	\$ 1,629.72		FC	Rosewood Portrait Clocks
P0170427	WMFY We Mail For You Inc	\$ 3,650.00		NOCE	Mail Service for Spring Semester NOCE Class Schedule
P0170428	Gerardo Morales	\$ 1,500.00		FC	Guest Performer for President's Office
P0170429	Anaheim Union High School District	\$ 11,000.00		CC	Blanket Order for Transportation Services
P0170430	Office Solutions	\$ 3,000.00		CC	Blanket Order for Office Supplies
P0170431	Mark Canner	\$ 265.00		CC	Reimbursement for Vehicle Towing Services
P0170432	Western Graphics Plus	\$ 868.13		CC	Custom Canopy
P0170433	Love at First Bite	\$ 1,565.64		CC	Catering Services
P0170434	T&G Printing and Fulfillment	\$ 14,301.67		CC	Promotional Supplies
P0170435	Jesse Suares	\$ 500.00		CC	Guest Speaker for Youth Week Event
P0170437	Lybb LLC	\$ 585.00		CC	Catering for Professional Development Training
P0170438	Pacific Coast Entertainment	\$ 5,201.84		FC	Storage for Lighting Equipment
P0170439	Blackhawk Networks Inc	\$ 4,040.95		CC	Prepaid Gas Cards
P0170440	Ward Burner Systems	\$ 243.41		FC	Ceramics Replacement Parts
P0170441	Steadfast Worldwide Inc	\$ 3,515.57		CC	Canopy and Tablecloth
P0170442	Christi ODaniel	\$ 508.29		FC	Reimbursement for Hard Drive Purchases
P0170443	Garden Grove Unified School District	\$ 3,000.00		CC	Blanket Order for Transportation Services
P0170444	Fullerton Joint Union HSD	\$ 1,500.00		CC	Blanket Order for Transportation Services
P0170445	Los Alamitos Unified School District	\$ 1,500.00		CC	Blanket Order for Transportation Services
P0170446	ABC Unified School District	\$ 1,500.00		CC	Blanket Order for Transportation Services
P0170447	The Donut Chain	\$ 2,000.00		CC	Blanket Order for Doughnuts
P0170448	KT Industries Inc	\$ 3,300.00		CC	Equipment Repairs
P0170449	Swank Motion Pictures Inc	\$ 1,150.00		CC	Film Screening Rights Fee
P0170450	City of Fullerton	\$ 4,240.00		FC	False Alarm Fees
P0170451	Wenyng Li-Bugg	\$ 2,000.00		AC	Reimbursement for Grocery Gift Cards Purchase
P0170452	ESign Services Inc	\$ 478.75		CC	Basketball Backboard Light Repairs
P0170453	Habit Restaurants LLC	\$ 6,100.00		CC	Blanket Order for Food Purchases
P0170454	Symptom Media LLC	\$ 3,600.00		CC	Media Library License
P0170455	Mihoko Luther	\$ 294.60		CC	Reimbursement for Event Table Supplies
P0170456	Caleb Curtis	\$ 150.00		FC	Guest Performer for the Music Department
P0170457	Motimatic PBC	\$ 10,500.00		FC	Subscription Fee
P0170458	Sodexo Inc and Affiliates	\$ 419.90		FC	Catering for Counseling Department
P0170459	Brittany Hamer	\$ 259.50		CC	Reimbursement for Workshop Snacks
P0170460	Sodexo Inc and Affiliates	\$ 816.20		FC	Catering for Counseling & Student Development
P0170461	Heba Mostafa	\$ 522.88		CC	Reimbursement for Hospitality Event Food
P0170462	Top Hat Balloon Werks LLC	\$ 851.23		FC	Balloons for Kick Off Event
P0170463	Sodexo Inc and Affiliates	\$ 803.25		FC	Catering for Counseling Department
P0170464	Jimmy Johns	\$ 35,000.00		CC	Blanket Order for Food Purchases
P0170465	T&G Printing and Fulfillment	\$ 30,000.00		CC	Blanket Order for Promotional Supplies
P0170466	Segundo Ortiz	\$ 900.00		FC	Guest Performer for Student Event
P0170467	Alpha Lit Orange County	\$ 649.00		CC	Marquee Rental
P0170468	Patricia Sanchez	\$ 255.78		FC	Reimbursement for Food for Men of Color Event
P0170469	Avalon Tent & Party Corporation	\$ 1,738.08		FC	Tent Rental for Event
P0170470	Uline Inc	\$ 667.44		CC	Instructional Materials

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**BOARD RECAP**  
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170472	Chloe Jane Reyes	\$ 200.00		FC	Cultural Event Performer
P0170473	Henry Schein Inc	\$ 1,056.82		CC	Instructional Supplies
P0170474	East West Embroidery LLC	\$ 1,150.61		CC	Embroidery Services
P0170475	American Air Balance Co Inc	\$ 1,969.71		AC	Water Treatment Services
P0170476	Amazon Business	\$ 508.79		CC	Instructional Supplies
P0170477	Amazon Business	\$ 491.04		FC	Office Supplies
P0170478	Emma Inc	\$ 2,245.90		AC	Software Subscription
P0170479	Buddy's All Stars Inc.	\$ 2,590.88		FC	Athletic Supplies
P0170480	Environmental Management Technologies	\$ 1,082.55		AC	Transportation & Disposal of Hazardous Waste
P0170481	Corporate Business Interiors Inc	\$ 1,710.00	Bond	AC	Furniture
P0170482	Samanta De Frutos Garcia	\$ 272.99		CC	Reimbursement for Event Food Supplies
P0170483	TEquipment.net	\$ 2,354.19		FC	Instructional Equipment
P0170484	RBA Photoboosts Inc	\$ 8,835.50		FC	Photography Equipment
P0170486	Doing Good Works	\$ 2,255.82		FC	Promotional Supplies
P0170487	Car Stereo Warehouse	\$ 9,322.45		FC	Automotive Upgrade Services
P0170488	Hill-Rom Co Inc	\$ 13,837.05		CC	Instructional Equipment
P0170489	Doing Good Works	\$ 5,386.16		FC	Custom Shirts
P0170490	Toshiba Business Solutions	\$ 277.36		FC	Maintenance Agreement for Copier
P0170491	Pitney Bowes Inc	\$ 2,377.04		AC	Maintenance Agreement for Postage Meter
P0170492	Haworth Inc	\$ 25,057.37	Capital Outlay	FC	Student Lounge Chairs
P0170494	Sidepath Inc	\$ 2,353.41		CC	Computers
P0170495	CDW Government Inc	\$ 755.33		FC	Laptops
P0170496	Computerland of Silicon Valley	\$ 12,555.00		AC	Microsoft License Annual Renewal
P0170497	Sidepath Inc	\$ 4,498.35		CC	Laptops
P0170498	KT Industries Inc	\$ 3,300.00		CC	Electrical Repairs
P0170499	Carpet Service Bert The Dutchman Inc	\$ 21,123.56		CC	Gym II Carpet Removal and Installation
P0170500	Red Hen Press	\$ 509.16		FC	Books
P0170501	Pepi Company of California LLC	\$ 4,506.20		CC	Catering for Student Event
P0170502	Pepi Company of California LLC	\$ 7,533.77		CC	Catering for Student Event
P0170503	Girls Inc of Orange County	\$ 1,500.00		FC	Sponsorship
P0170504	Scantron Corporation	\$ 514.48		FC	Instructional Materials
P0170505	Amazon Business	\$ 111.63		CC	Instructional Materials
P0170506	iT1 Source LLC	\$ 394.37		NOCE	Office Supplies
P0170507	N Harris Computer Corporation	\$ 458.00		NOCE	Software Subscription
P0170508	Sidepath Inc	\$ 7,041.64		CC	Computer Supplies
P0170509	CDW Government Inc	\$ 1,032.89		FC	Computer Supplies
P0170510	Ellucian Company LP	\$ 2,500.00		AC	Professional Development Workshop
P0170511	Sidepath Inc	\$ 960.05		CC	Laptop
P0170513	Smart & Final	\$ 500.00		NOCE	Blanket Order for Event Supplies
P0170514	Smart & Final	\$ 1,000.00		NOCE	Blanket Order for Goods & Supplies
P0170515	Office Solutions	\$ 5,000.00		NOCE	Blanket Order for Office Supplies
P0170516	Electric Car Sales and Service Inc	\$ 365.00		NOCE	Club Car Repair
P0170517	Toshiba Business Solutions	\$ 2,521.36		CC	Maintenance Agreement for Copier
P0170518	Amazon Business	\$ 203.65		CC	Instructional Supplies
P0170519	Amazon Business	\$ 64.43		FC	Honors Program Office Supplies
P0170525	Sullivan Distributing Inc	\$ 15,000.00		CC	Blanket Order for Coffee Shop Supplies
P0170526	Amazon Business	\$ 825.00		FC	Blanket Order for Library Supplies & Materials
P0170527	Amazon Business	\$ 250.00		FC	Blanket Order for Library Books
P0170535	Sodexo Inc and Affiliates	\$ 3,175.93		FC	Catering for Puente Center Grand Opening
P0170537	Sodexo Inc and Affiliates	\$ 161.46		FC	Catering for Counseling Department

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**BOARD RECAP**  
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170547	Lorena Marquez	\$ 879.82		FC	Reimbursement for Office Supplies
P0170548	Cal Poly Pomona Foundation Inc	\$ 1,000.00		FC	Reimbursement for Student Supplies
P0170549	Sodexo Inc and Affiliates	\$ 382.24		FC	Catering for Student Development & Engagement
P0170550	Sodexo Inc and Affiliates	\$ 63.54		FC	Catering for Department Meetings
P0170551	Western Graphics Plus	\$ 2,000.00		CC	Blanket Order for Promotional Supplies
P0170552	Sodexo Inc and Affiliates	\$ 88.39		FC	Catering for Staff Meeting
P0170553	Tier Five Solutions Group Inc	\$ 3,880.80		AC	Inactive Personnel Scanning Project
P0170554	Beto's Printing	\$ 226.28		FC	Embroidery Services
P0170555	FJS Inc	\$ 560.71		NOCE	Meals for Vision 2030 Non-credit Summit
P0170556	BSN Sports LLC	\$ 517.68		FC	Athletic Clothing
P0170557	Office Solutions	\$ 10,000.00		NOCE	Blanket Order for Office Supplies
P0170558	Jeffrey Samano	\$ 42.00		FC	Reimbursement for Field Trip Fees
P0170559	Johnson Controls Fire Protection LP	\$ 58,446.94		FC	Annual Fire Alarm Testing
P0170560	The Eagle Glen Golf Club	\$ 12,668.08		FC	Golf Tournament Fees
P0170561	Henry Schein Inc	\$ 5,546.97		CC	Medical Supplies
P0170562	Rodriguez Engineering Inc	\$ 9,960.00		FC	Structural Engineering for Bldg 700 Wall
P0170563	Armand Serrano	\$ 5,000.00		FC	Guest Speaker for the Art Department
P0170564	Sodexo Inc and Affiliates	\$ 363.34		FC	Catering for Staff Development
P0170565	Sasco Electric	\$ 6,875.00	Capital Outlay	CC	Electrical Cabling for Coffee Shop Project
P0170566	David Mezzaeva	\$ 500.00		FC	Honorarium for Faculty Senate Event
P0170567	AVI-SPL LLC	\$ 305,897.94		FC	Computers B/A: 4/27/21
P0170568	GST	\$ 986.86	Capital Outlay	CC	Computer Supplies
P0170569	Cukui Inc	\$ 1,852.25		FC	Custom Shirts
P0170570	In-Bin T-Shirt LLC	\$ 3,611.00		FC	Custom Shirts
P0170571	Council of Chief Librarians	\$ 150.00		CC	Institutional Membership
P0170572	Novasky Photography	\$ 550.00		FC	Photography Services
P0170573	Veo Technologies Inc	\$ 2,053.00		CC	Software Subscription
P0170574	Beto's Printing	\$ 2,693.76		FC	Custom Shirts
P0170575	Pocket Nurse Enterprises Inc	\$ 8,805.33		CC	Nursing Equipment
P0170576	Hilton Hotel	\$ 14,603.58		FC	Field Trip Hotel Fees
P0170577	Dos Raas, LLC	\$ 7,000.00		FC	Speaker for Undocumented Student Week of Action Event
P0170578	Sodexo Inc and Affiliates	\$ 45.22		FC	Catering for Open Forum Event
P0170579	Transportation Charter Services Inc	\$ 1,245.82		FC	Transportation for Counseling Field Trip
P0170580	Cameron Welding Supply	\$ 500.00		CC	Blanket Order for Welding Supplies
P0170581	National Asian-Pacific Council Corp	\$ 500.00		FC	Institutional Membership
P0170582	Sodexo Inc and Affiliates	\$ 6,578.79		FC	Catering for Outreach Event
P0170583	Jostens	\$ 15.71		FC	College Degrees Mailer
P0170584	Blackhawk Networks Inc	\$ 840.95		CC	Student Gift Card
P0170585	ASCAP	\$ 4,055.40		CC	Music License Fees
P0170586	CSR Lab LLC	\$ 8,889.38		CC	Camera System
P0170587	Council of Chief Librarians	\$ 150.00		FC	Institutional Membership
P0170588	Toshiba Business Solutions	\$ 294.17		CC	Maintenance Agreement for Copier
P0170589	Diablo Valley College	\$ 500.00		CC	Instructor Class Fee
P0170590	Doing Good Works	\$ 2,969.22		CC	Promotional Supplies
P0170591	4imprint Inc	\$ 348.21		CC	Promotional Supplies
P0170592	Southern California Graduation Services Inc.	\$ 11,491.54		FC	Softball Team Rings
P0170593	Rogue Fitness	\$ 9,397.89		CC	Athletic Equipment
P0170594	Cumming Management Group Inc	\$ 300,000.00	Bond	CC	Furniture, Equipment & Project Support Services B/A: 10/22/2024
P0170595	State of California	\$ 8,775.00		CC	Elevator Permits
P0170596	Julia Cupul	\$ 3,189.60		CC	Blanket Order for Childcare

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170597	Freestyle Photographic Supplies	\$ 9,807.92		CC	Photography Supplies
P0170598	AVI-SPL LLC	\$ 13,433.63		FC	Computer Supplies
P0170599	Medline Industries LP	\$ 2,306.80		CC	Instructional Materials
P0170600	Amazon Business	\$ 159.97		CC	Instructional Materials
P0170601	Spectrum Reach LLC	\$ 1,012.57		FC	Internet Service for Bldg 3100
P0170602	Instant Signs Cypress LLC	\$ 1,723.63	Capital Outlay	CC	Signage
P0170603	Haworth Inc	\$ 56,948.57	Bond	AC	Furniture
P0170604	Krueger International Inc	\$ 117,838.65	Capital Outlay	CC	Furniture BA: 4/27/21
P0170605	Novasky Photography	\$ 600.00		FC	Photography Services
P0170606	Home Depot	\$ 600.00		CC	Blanket Order for Hardware Supplies
P0170607	Pacific Coast Entertainment	\$ 17,734.58		FC	Lighting Equipment
P0170608	Love at First Bite	\$ 1,134.63		CC	Food for Dual Enrollment Team Meeting
P0170610	Pocket Nurse Enterprises Inc	\$ 2,465.54		CC	Nursing Supplies
P0170611	Blackhawk Enterprise Inc.	\$ 2,354.18		CC	Instructional Supplies
P0170612	Knott's Berry Farm	\$ 1,000.00		FC	Hotel Rental Fees for Event
P0170613	Dowhatchalik	\$ 2,250.00		CC	Food for Kwanza Celebration
P0170614	Marina Graphic Center Inc	\$ 1,360.89		CC	Magazine Printing
P0170615	Brodart Co	\$ 500.00		CC	Blanket Order for Library Supplies
P0170616	Crown Trophy	\$ 2,200.00		CC	Blanket Order for Awards
P0170617	Southern California News Group	\$ 1,301.27	Bond	FC	Notice for Bid #2324-01 Music & Drama Complex Project
P0170618	ARC Document Solutions LLC	\$ 175.66	Bond	FC	Prints Drawings
P0170619	Corporate Business Interiors Inc	\$ 37,869.74	Bond	FC	Furniture
P0170620	Corporate Business Interiors Inc	\$ 3,005.00	Capital Outlay	CC	Furniture
P0170621	Marathon HVAC Service LLC	\$ 7,595.00	Capital Outlay	AC	Labor and Materials to Replace Air Fan
P0170622	Flinn Scientific Inc	\$ 23.04		CC	Instructional Supplies
P0170623	IT1 Source LLC	\$ 1,329.64		NOCE	Computer
P0170624	Health Services Association California Community College	\$ 200.00		CC	Membership Fee
P0170625	United States Plastic Corporation	\$ 32.75		CC	Instructional Materials
P0170626	Amazon Business	\$ 37.70		FC	Computer Supplies
P0170627	Sidepath Inc	\$ 4,800.27		CC	Laptop
P0170628	Community College League of California	\$ 2,000.00		AC	Silver Sponsorship Real College Basic Needs Summit
P0170629	Fisher Scientific Co LLC	\$ 1,241.17		CC	Instructional Materials
P0170630	Environmental Management Technologies	\$ 534.75		AC	Transportation & Disposal of Hazardous Waste
P0170632	T-Mobile USA Inc	\$ 200.00		CC	Blanket Order for Wi-Fi Hotspot Service
P0170633	Cole-Parmer Instrument Co	\$ 9,100.18		CC	Instructional Materials
P0170634	Stanley Steemer International Inc	\$ 280.00		CC	Carpet Cleaning Service
P0170635	Amazon Business	\$ 500.00		FC	Blanket Order for Library Materials
P0170636	Pearson VUE	\$ 2,160.00		CC	Blanket Order for Online Testing Vouchers
P0170637	Deaf Asia Foundation	\$ 600.00		FC	Field Trip Ticket Fees
P0170638	Melanie Rosa	\$ 732.00		FC	Reimbursement for T-shirts and Bags
P0170639	CDW Government Inc	\$ 1,566.88		AC	Office Equipment
P0170640	Fast Signs of Brea	\$ 863.23		FC	Promotional Materials
P0170641	4Wall Entertainment, Inc.	\$ 17,832.17		FC	Lighting Equipment
P0170642	Castle Branch Inc	\$ 43.00		CC	Nursing Employment Screening
P0170643	Studio Credit LLC	\$ 506.43		CC	Windbreakers
P0170644	GST	\$ 313.38		FC	Webcams
P0170645	Computerland of Silicon Valley	\$ 680.80		FC	Annual Software Subscription
P0170646	Krista Chavez-Camacho	\$ 119.00		CC	Reimbursement for Software Purchase
P0170649	King Van & Storage Inc	\$ 475.00		NOCE	Moving Services
P0170654	Sodexo Inc and Affiliates	\$ 211.75		FC	Catering for Library Events

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**BOARD RECAP**  
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170659	Vital Link Orange County	\$ 10,727.00		AC	Support Services
P0170660	CDW Government Inc	\$ 1,383.98	Capital Outlay	FC	Computer Supplies
P0170661	Anne-Marie Beck	\$ 584.67		CC	Reimbursement for Rising Scholars Event Supplies
P0170662	Ewing Irrigation Products Inc	\$ 1,365.30		FC	Irrigation Supplies
P0170668	Office Solutions	\$ 3,000.00		FC	Blanket Order for Office Supplies
P0170669	CI Solutions	\$ 1,745.85		NOCE	Managed Service for ID Card System
P0170670	Sodexo Inc and Affiliates	\$ 248.83		FC	Catering for Office Meetings
P0170671	Khristofer Do	\$ 1,519.40		CC	Reimbursement for Coffee Shop Supplies
P0170672	Fisher Scientific Co LLC	\$ 2,442.95		CC	Instructional Materials
P0170673	4imprint Inc	\$ 1,742.77		CC	Promotional Supplies
P0170674	Friends of Fullerton College	\$ 26,102.00		FC	Legal Settlement
P0170676	Follett Higher Education Group LLC	\$ 172.13		CC	Textbook
P0170677	National League for Nursing Inc	\$ 1,560.00		CC	Membership Renewal
P0170678	Signarama of Anaheim	\$ 95.18		FC	Custom Vinyl Graphics
P0170679	Royden Hobbs	\$ 526.72		FC	Reimbursement for Field Trip Lodging and Meals
P0170680	Theresa Ullrich	\$ 579.00		FC	Reimbursement for Renewal Software
P0170681	Accrediting Commission for Schools	\$ 1,230.00		NOCE	Membership Renewal
P0170682	VWR Funding Inc	\$ 370.66		CC	Instructional Supplies
P0170683	Sodexo Inc and Affiliates	\$ 12,090.50		FC	Catering for Students
P0170684	Cantwell Productions	\$ 507.53		FC	Picture Framing Services
P0170685	Hardy Diagnostics	\$ 2,368.22		CC	Instructional Materials
P0170686	Fisher Scientific Co LLC	\$ 971.51		CC	Instructional Materials
P0170687	Jeannine Saffigna	\$ 40,300.00		CC	Outreach Services
P0170688	B & H Photo Video Inc	\$ 9,552.41		CC	Camera Equipment
P0170689	Fullerton College	\$ 23,055.46		FC	Reimbursement for Bookstore Vouchers
P0170690	Brittany Hamer	\$ 1,474.34		CC	Reimbursement for Student Supplies
P0170691	Zoe Arabella Louise Lagunay	\$ 85.00		FC	Reimbursement for Course Material
P0170692	MacKay Meters Inc	\$ 1,551.60		CC	Software Subscription
P0170693	Ann Marie Ruelas	\$ 375.00		CC	Reimbursement for Student Supplies
P0170694	Student Veterans of America	\$ 2,400.00		CC	Student Registration Fees
P0170695	Computerland of Silicon Valley	\$ 453.75		CC	Software License
P0170696	The Myers-Briggs Company	\$ 23,290.00		FC	Software Subscription
P0170697	Roman De Jesus	\$ 564.71		FC	Field Trip Reimbursement
P0170698	Health Services Association California Community College	\$ 150.00		FC	Membership Fee
P0170699	Western Graphics Plus	\$ 7,169.38		CC	Promotional Supplies
P0170700	T&G Printing and Fulfillment	\$ 1,610.87		CC	Custom Shirts
P0170701	Tom Phillips Risk Management Consulting	\$ 43,200.00		AC	District Risk Management Consulting Services
P0170702	T&G Printing and Fulfillment	\$ 2,325.25		CC	Promotional Supplies
P0170703	Gilberto Valencia	\$ 388.56		FC	Reimbursement for Celebration Supplies
P0170704	Step and Repeat LA	\$ 536.60		FC	Custom Print
P0170705	Artalks Display	\$ 401.89		FC	Custom Banners
P0170706	Corner Bakery Cafe'	\$ 737.11		CC	Food for Workshop
P0170711	Brandi Wilson	\$ 509.58		FC	Reimbursement for Umoja Conference Hotel Fees
P0170712	Johnson Controls Fire Protection LP	\$ 4,170.24	Bond	AC	Labor and Materials to Perform Safe-Off for Fire Panels
P0170713	Apple Computer Inc	\$ 3,328.41		FC	iPad
P0170714	Sidepath Inc	\$ 960.05		CC	Laptop
P0170715	Lynde-Ordway Co Inc	\$ 600.00		CC	Blanket Order for Printing Supplies
P0170716	Mark Beamish Waterproofing Inc	\$ 20,000.00	Capital Outlay	FC	Labor & Materials for Caulking & Sealant
P0170717	McMurray Stern	\$ 34,433.41	Bond	FC	Installation of Shelves for Chapman Newell Project
P0170718	Vector Resources Inc	\$ 32,946.85	Bond	FC	New Central Plant Fiber Cabling

Item No. 3.a.9



**BOARD RECAP  
FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024  
BOARD MEETING DECEMBER 17, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170719	City of Fullerton	\$ 3,180.00		FC	False Fire Alarm Fees
P0170720	RJ Electric	\$ 2,500.00	Capital Outlay	AC	Installation of Conduit for Kitchen Power
P0170721	GST	\$ 44,506.70	Capital Outlay	CC	Audio Visual Equipment
P0170722	Logan Martinez	\$ 250.00		FC	Guest Speaker for Fine Arts Department
P0170723	Johnson Controls Fire Protection LP	\$ 450.00		AC	Maintenance Agreement for Portables
P0170724	Fratellino's by Cesar Lomeli	\$ 833.50		FC	Food for Technology & Engineering Department
P0170725	WGSN LLC	\$ 4,316.00		FC	Subscription License
P0170726	Case & Sons Construction Inc	\$ 22,000.00	Capital Outlay	FC	Labor & Materials to Precast Stucco Repair
P0170727	Vi Smith	\$ 250.00		FC	Guest Speaker for Fine Arts Department
P0170728	Eric Bell	\$ 100.00		FC	Guest Performer for Music Department
P0170729	Tristan Cappel	\$ 100.00		FC	Guest Performer for Music Department
P0170730	Shin Yuan Lin	\$ 215.00		AC	Reimbursement for Institutional Membership
P0170731	NMK Corporation	\$ 7,429.94		AC	Extended Warranty for Computers Equipment
P0170732	KT Industries Inc	\$ 5,900.00	Capital Outlay	FC	Circuit Breaker Maintenance Testing
P0170733	HPT TRS SPES II, Inc.	\$ 2,920.84		CC	Hotel Fees for Puente Program Field Trip
P0170734	Buddy's All Stars Inc.	\$ 20,346.55		FC	Athletic Supplies
P0170735	Krueger International Inc	\$ 2,552.86		CC	Office Chair and Table
P0170736	Corporate Business Interiors Inc	\$ 3,299.05		CC	Furniture
P0170737	Flinn Scientific Inc	\$ 163.92		CC	Instructional Materials
P0170738	Office Solutions	\$ 3,500.00		NOCE	Blanket Order for Office Supplies
P0170739	Krueger International Inc	\$ 28,361.42		FC	Office Chairs
P0170740	Office Solutions	\$ 250.00		FC	Blanket Order for Office Supplies
P0170741	Spectrum Reach LLC	\$ 76,567.50		CC	Streaming TV Campaign Marketing
P0170742	Allsteel Inc	\$ 2,952.39		CC	Furniture
P0170743	Doing Good Works	\$ 9,038.03		FC	Promotional Supplies
P0170744	Pepi Company of California LLC	\$ 484.31		CC	Boxed Lunches
P0170745	Diversified Business Services	\$ 3,183.02		CC	Instructional Supplies
P0170746	Pacific Coast Entertainment	\$ 9,999.53		FC	Instructional Equipment
P0170747	Sodexo Inc and Affiliates	\$ 571.51		FC	Catering for Student Development & Engagement
P0170748	Pearson VUE	\$ 20.35		FC	Student Textbooks
P0170749	Thomas Scientific Inc	\$ 212.60		FC	Instructional Supplies
P0170750	Amazon Business	\$ 500.00		CC	Blanket Order for Non-Instructional Supplies
P0170751	VWR Funding Inc	\$ 2,148.55		FC	Instructional Materials
P0170752	Sodexo Inc and Affiliates	\$ 199.57		AC	Catering for Mentorship
P0170753	GST	\$ 724.90		CC	Computer Supplies
P0170754	Decking Systems Inc	\$ 8,000.00	Capital Outlay	CC	Labor & Materials to Replace Damaged Winch
P0170755	City of Fullerton	\$ 850.00		NOCE	Facilities Rental for Parenting Liaison Event
P0170756	Amazon Business	\$ 646.18		FC	Computer Supplies
P0170757	Amazon Business	\$ 969.96		FC	Computer Supplies
P0170758	Fisher Scientific Co LLC	\$ 849.28		CC	Instructional Supplies
P0170760	Medical Shipment LLC	\$ 53,872.86		NOCE	Instructional Equipment
P0170761	ACCE	\$ 350.00		NOCE	Zoom Workshop
P0170762	Electric Car Sales and Service Inc	\$ 2,541.40		NOCE	Club Car Repair
P0170763	Facilitron Inc	\$ 6,500.00		CC	Annual Software Subscription
P0170764	Sonocent LLC	\$ 12,263.00		FC	Software Subscription
P0170765	Transportation Charter Services Inc	\$ 1,360.00		FC	Transportation for Student Services
P0170766	Sodexo Inc and Affiliates	\$ 145.30		FC	Catering for Re-Entry Internship Info Session
P0170767	American System Integrators	\$ 380.00		NOCE	Campus Safety Video Software Updates
P0170768	Davis Vo	\$ 5,000.00		AC	Analytical Support Services

Item No. 3.a.10

**BOARD RECAP  
FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024  
BOARD MEETING DECEMBER 17, 2024**

<b>PO</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>FUND</b>	<b>SITE</b>	<b>DESCRIPTION</b>
P0170769	Sodexo Inc and Affiliates	\$ 693.26		FC	Catering for Fullerton College Humanities
P0170770	The Dodge Company	\$ 1,581.70		CC	Instructional Materials
P0170771	Sodexo Inc and Affiliates	\$ 1,994.15		FC	Catering for Veterans Resource Center Meetings
P0170772	Vector Resources Inc	\$ 108,472.92		AC	Anaheim Data Center Consolidation Project
P0170773	Sodexo Inc and Affiliates	\$ 2,451.92		FC	Catering for Program Planning Meetings
P0170774	Sodexo Inc and Affiliates	\$ 330.88		FC	Catering for Guided Pathways Events
P0170775	SCIAC	\$ 150.00		FC	Institutional Membership
P0170776	Cal Poly Pomona Foundation Inc	\$ 1,000.00		FC	Reimbursement for Student Supplies
P0170777	Mary Bandy	\$ 144.12		FC	Reimbursement for Student Supplies
P0170779	Pathways of Hope	\$ 5,000.00		FC	Event Sponsorship
P0170780	Mikes Custom Flooring Inc	\$ 2,617.26		FC	Carpet Installation for Library 2nd Floor
P0170781	Cara Lewis	\$ 250.00		FC	Guest Speaker for the Art Department
P0170782	Postmaster - Cypress	\$ 350.00		CC	Mailing Service Permit
P0170783	Felix Lighting Inc	\$ 499.98		CC	Rental of Fog Machine
P0170784	Boston Dynamics Inc	\$ 244,452.16		FC	Instructional Equipment BA: 10/8/24
P0170785	Florence Filter Corp	\$ 8,107.16		CC	Maintenance Supplies
P0170786	Diana Martinez	\$ 500.00		FC	Auto Maintenance Reimbursement
P0170787	Shannon Gagnon	\$ 158.38		FC	Reimbursement for CARE Auto Maintenance
P0170788	CDW Government Inc	\$ 2,302.49		FC	Laptops
P0170789	Vivian Cervantes	\$ 215.83		FC	Auto Maintenance Reimbursement
P0170790	Caroline Caldwell	\$ 46.00		FC	Reimbursement for Student Fees for CARE program
P0170791	Griselda Gomez	\$ 78.75		FC	Reimbursement for Student Fees in Foster Youth Success Initiative Program
P0170792	Leica Geosystems Inc	\$ 877.50		FC	Webinar Fee
P0170793	Monkey Business	\$ 871.96		NOCE	Catering for Parenting Liaison Luncheon
P0170794	Alexandra Cordero	\$ 59.00		FC	Reimbursement for Keyboarding Access Code
P0170795	Jasmine McNeal	\$ 344.80		FC	Reimbursement for Tacos for Art Gallery
P0170796	Dr Hydraulics Inc	\$ 3,500.00		CC	Blanket Order for Equipment Repairs
P0170797	Clarence Ross	\$ 1,000.00		CC	Guest Musician for Student Event
P0170798	3Play Media Inc	\$ 5,000.00		CC	Blanket Order for Captioning Services
P0170799	Transportation Charter Services Inc	\$ 3,813.48		FC	Transportation for Field Trip
P0170800	Astraglass Innovations Inc	\$ 7,911.00		CC	Instructional Lab Materials
P0170801	Wilbert Funeral Services Inc	\$ 869.35		CC	Instructional Supplies
P0170802	Toshiba Business Solutions	\$ 2,311.25		FC	Maintenance Agreement for Copier
P0170803	Corporate Business Interiors Inc	\$ 15,566.67	Capital Outlay	FC	Furniture
P0170804	City of Fullerton	\$ 193.00	Bond	FC	Fee for Address Creation for Music & Drama Complex Project
P0170805	Global Equipment Co	\$ 1,796.55	Bond	FC	Equipment for Chapman Newell Building Project
P0170806	Maribel Jaquez	\$ 500.00		CC	Guest Speaker for Symposium
P0170807	Bella Event Services	\$ 440.00		CC	Tablecloths
P0170808	MVP Promotions	\$ 2,800.00		CC	Blanket Order for Promotional Supplies
P0170809	Computerland of Silicon Valley	\$ 3,244.91		FC	Internet Hotspot Devices
P0170810	Sasco Electric	\$ 15,130.00		CC	Electrical Repairs for Student Kitchen
P0170811	CDW Government Inc	\$ 948.84		AC	Computer Supplies
P0170812	Southland Industries	\$ 6,208.00	Capital Outlay	FC	Electrical Wiring for Grills at Cooking Lab
P0170813	Amazon Business	\$ 101.21		CC	Instructional Supplies
P0170814	CI Solutions	\$ 5,000.00		CC	Blanket Order for ID Cards
P0170815	Vocational Instruction and Software Inc	\$ 4,000.00		CC	Annual Software Subscription
P0170816	Sodexo Inc and Affiliates	\$ 576.29		FC	Catering for Business Department Meeting
P0170817	American Association of Community Colleges	\$ 41,993.00		AC	Institutional Membership B/A: 6/11/24

Item No. 3.a.11

**BOARD RECAP**  
**FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024**  
**BOARD MEETING DECEMBER 17, 2024**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0170818	Fisher Scientific Co LLC	\$ 851.73		CC	Instructional Materials
P0170819	National CineMedia LLC	\$ 51,000.00		NOCE	Advertising
P0170821	Astraglass Innovations Inc	\$ 23,933.88		CC	Instructional Materials
P0170822	American Association for Paralegal Education	\$ 525.00		FC	Institutional Membership
P0170823	Sodexo Inc and Affiliates	\$ 52.96		FC	Catering for Management Team meeting
P0170824	Dolores Cornejo	\$ 1,775.47		FC	Reimbursement for Field Trip Expenses
P0170825	Ascend Learning Holdings LLC	\$ 27,806.89		CC	Nursing Assessment Online Tests
P0170826	Smart & Final	\$ 3,000.00		FC	Blanket Order for Non-Instructional Supplies
P0170827	Sodexo Inc and Affiliates	\$ 20.46		FC	Catering for Deans' Council Event
P0170828	Sodexo Inc and Affiliates	\$ 73.13		FC	Catering for Library Events
P0170829	Cukai Inc	\$ 1,508.60		FC	Promotional Items
P0170830	Pacific Coast Entertainment	\$ 35,981.65		FC	Lighting Equipment
P0170831	Glasby Maintenance Supply Co.	\$ 3,000.00		FC	Blanket Order for Offsite Equipment Repairs
P0170832	Vietnam Veterans of America	\$ 500.00		FC	Veterans Week Display Fee
P0170833	Eduardo Lopez	\$ 133.58		FC	Reimbursement for Field Trip Meals
P0170834	Arnette Edwards	\$ 164.26		FC	Reimbursement for Field Trip Meals
P0170835	Truc Anh Thi Nguyen	\$ 65.87		FC	Reimbursement for Field Trip Food Purchases
P0170836	vFairs LLC	\$ 20,510.28		NOCE	Software and Supplies Rental for Event
P0170837	Amazon Business	\$ 187.99		CC	Instructional Supplies
P0170838	NMK Corporation	\$ 250.00		CC	Troubleshoot Fire Alarm Panel Fees
P0170839	Amazon Business	\$ 2,000.00		FC	Blanket Order for Supplies and Materials
P0170840	Amazon Business	\$ 1,500.00		FC	Blanket Order for Student Programming Supplies
P0170841	Amazon Business	\$ 1,500.00		FC	Blanket Order for Student Programming Supplies
P0170842	Amazon Business	\$ 1,500.00		FC	Blanket Order for Student Programming Supplies
P0170843	Amazon Business	\$ 3,000.00		FC	Blanket Order for Student Programming Supplies
P0170844	EveryChild California	\$ 1,250.00		FC	Membership Fee
P0170845	Yemek Sub Inc.	\$ 502.90		CC	Sandwich Order for Event
P0170846	Habit Restaurants LLC	\$ 3,655.26		CC	Catering for Student Event
P0170847	Love at First Bite	\$ 7,137.36		CC	Catering for Holiday Party
P0170848	Jobelephant.com Inc	\$ 350.00		AC	District Diversity Advertisement
P0170849	Sumptuous Group International	\$ 4,288.45		FC	Food for Student Event
P0170850	Perry Webster	\$ 5,374.08		FC	Reimbursement for Athletics Lodging Fees
P0170851	TIR Consulting LLC	\$ 255.00		AC	Webinar Registration Fees
P0170852	Jorge Lechuga	\$ 1,300.00		FC	Guest Performer for Student Event
P0170853	Amazon Business	\$ 1,106.13		FC	Instructional Materials
P0170854	ARC Document Solutions LLC	\$ 1,000.00	Bond	FC	Blanket Order for Printing Building 300 Project
P0170855	Global Equipment Co	\$ 1,379.71	Capital Outlay	FC	Equipment for Maintenance & Operational Building Project
P0170856	Orravan Mechanical Inc	\$ 8,980.64	Capital Outlay	AC	Labor and Materials to Replace Hot Water System
P0170866	Medicaleshop Inc	\$ 301.54		NOCE	Instructional Supplies
P0170876	Elsevier Inc	\$ 3,960.00		CC	Nursing Software Renewal
P0170877	Orange County Sanitation District	\$ 111,116.59		AC	2024-25 Sewer User Fees
P0170890	LinkedIn Corporation	\$ 27,250.00		FC	Software Renewal
P0170890	LinkedIn Corporation	\$ 27,250.00		NOCE	Software Renewal
P0170891	Theresa Ullrich	\$ 327.00		FC	Reimbursement for Peer Health Educator Training
P0170892	MB Painting	\$ 57,927.00	Capital Outlay	CC	Labor & Materials for Painting
P0170893	Mentor & Match Corporations	\$ 11,500.00		CC	Software License
P0170894	4imprint Inc	\$ 920.88		FC	Promotional Supplies
P0170895	Sodexo Inc and Affiliates	\$ 5,439.37		FC	Catering for Staff Event

Item No. 3.a.12

**BOARD RECAP  
FOR THE PERIOD OF OCTOBER 15, 2024 THROUGH NOVEMBER 20, 2024  
BOARD MEETING DECEMBER 17, 2024**

<b>PO</b>	<b>VENDOR NAME</b>	<b>AMOUNT</b>	<b>FUND</b>	<b>SITE</b>	<b>DESCRIPTION</b>
P0170896	CDW Government Inc	\$ 916.99		CC	Computer Equipment
P0170897	ISACA	\$ 235.00		FC	Membership and Subscription Fee
P0170898	PBC Guru LLC	\$ 3,000.00		CC	Subscription Fee
P0170899	Synergy Sports Technology LLC	\$ 13,500.00		CC	Software Subscription
P0170900	Allsteel Inc	\$ 5,969.95		NOCE	Furniture
P0170901	Global Builders Inc	\$ 75,900.00	Capital Outlay	CC	Bid #2425-06 Tech Ed III X-Ray Room Modifications
P0170902	Clarence Ross	\$ 1,000.00		CC	Guest Performer for History Month Event
P0170903	Khristofer Do	\$ 533.66		CC	Reimbursement for Coffee Shop Supplies
P0170904	Cassandra Matsuya	\$ 108.67		CC	Reimbursement for Student Supplies
P0170905	Automotive Service Councils of California (ASCCA)	\$ 50.00		FC	Institutional Membership
P0170906	Sodexo Inc and Affiliates	\$ 1,232.48		FC	Catering for Student Event
P0170907	The Oak Co	\$ 1,547.25		FC	Class Schedule Typesetting
P0170908	DSLRPros	\$ 9,913.01		CC	Drone Kit
P0170909	iT1 Source LLC	\$ 16,188.04		NOCE	Laptops
P0170910	CDW Government Inc	\$ 554.94		FC	Computer
P0170911	O'Reilly Automotive Inc	\$ 771.00		CC	Blanket Order for Instructional Supplies
P0170912	Sodexo Inc and Affiliates	\$ 6,578.79		FC	Catering for Outreach Events
		<b>\$ 4,447,336.46</b>			

Approved by: \_\_\_\_\_  
Fred Williams, Vice Chancellor

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	X
<b>DATE:</b>	December 17, 2024	Information	
<b>SUBJECT:</b>	Budget Adjustments and New Grant	Enclosure(s)	X

**BACKGROUND:** Revised 2024-2025 fiscal year allocations and amendments have been received for various federal- and state-funded programs, and local contracts. An adjustment is also required to establish budget in the Capital Outlay fund for internal transfers. Based on these revisions, adjustments are needed to various General Fund, Child Development Fund, and Capital Outlay Fund revenue and expenditure budgets that were previously approved by the Board.

### Revised Grant Allocation Adjustments

The General Fund program requiring an adjustment are:

- Asian American, Pacific Islander, and Desi American (APIDA) Amplified - Year 1
- Asian American, Pacific Islander, and Desi American (APIDA) Amplified - Year 2
- California College Pathways Funders Alliance (CCPFA) - Foster Youth Success Initiative (FSYI)
- Case Service Contract
- Child Care Resource Center
- Cooperative Agencies Resources for Education (CARE)
- Extended Opportunities Programs and Services (EOPS)
- Hire Up
- Lesbian, Gay, Bisexual, Transgender, Queer, and plus (LGBTQ+)
- Mathematics, Engineering, and Science Achievement (MESA) Program
- Nursing Enrollment and Retention Grant
- Strong Workforce Program (SWP) - Local
- Veterans Resource Center (VRC) Student Services Grant

The Child Development Fund program requiring an adjustment are:

- Child Care Access Means Parents in School (CCAMPIS)
- General Child Care

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
	<b>GENERAL FUND</b>		
CC	CARE	\$ 430,660	Advance Allocation
	EOPS	1,538,247	Updated Allocation
	Hire Up	550,440	Advance Allocation
	LGBTQ+	83,040	Advance Allocation
	MESA Program	139,393	Additional Funding

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
	Nursing Enrollment and Retention Grant	152,565	Advance Allocation
	SWP - Local	172,939	Updated Allocation
	VRC Student Services	108,795	Advance Allocation
FC	APIDA Aplified - Year 1	(400,000)	Correction to Carryover
	APIDA Aplified - Year 2	452,000	Year 2 Funding
	Child Care Resource Center	8,500	Most Recent Contract
	Hire Up	769,560	Advance Allocation
	LGBTQ+	111,448	Advance Allocation
	SWP - Local	233,541	Updated Allocation
NOCE	Case Service Contract	(341,960)	Correction to Carryover
	LGBTQ+	24,038	Advance Allocation
	SWP - Local	99,250	Updated Allocation
	<b>TOTAL – GENERAL FUND</b>	<b>\$ 4,132,456</b>	
FC	<b>CHILD DEVELOPMENT FUND</b>		
	CCAMPIS	\$ (192,905)	Correction to Carryover
	General Child Care	18,042	Updated Agreement
	<b>TOTAL – CHILD DEVELOPMENT FUND</b>	<b>\$ (174,863)</b>	
	<b>GRAND TOTAL BUDGET ADJUSTMENTS</b>	<b>\$ 3,957,593</b>	

### New Grant

In addition, funding for new grant has been received for the following program.

- Foster Youth Success Initiative (FYSI) program in the amount of \$100,000 funded over 2-year period (2024-2026) by California College Pathways Funders Alliance (CCPFA) to provide FYSI participants who are ineligible for NextUP funding by providing essential services and resources including book awards, transportation aid, meal cards, emergency grants, and educational and cultural field trips. Year one funding of \$50,000 is being allocated to be received in the current fiscal year.

SITE	PROGRAM NAME	TOTAL FUNDING	SOURCE OF FUNDING
	<b>GENERAL FUND</b>		
FC	CCPFA - FYSI	\$ 50,000	New agreement
	<b>TOTAL – NEW GRANT</b>	<b>\$ 50,000</b>	

### Internal Transfers

Finally, the Capital Outlay Fund requires an adjustment to reflect internal transfers from carryover funds to provide \$212,229 in funding for the following purposes:

SITE	PROGRAM NAME	TOTAL FUNDING	SOURCE OF FUNDING
AC	<b>CAPITAL OUTLAY FUND</b>		
	AC Anaheim Center Projects	\$ 22,000	Internal Transfer
	AC Repair/Clean Exterior Tower & Windows	20,000	Internal Transfer
	CC Softball Field Renovation	<u>170,229</u>	Internal Transfer
	<b>TOTAL – INTERNAL TRANSFERS</b>	<b>\$ <u>212,229</u></b>	

This agenda item was submitted by Ivy Hwee, District Manager, Fiscal Affairs.

**How does this relate to the five District Strategic Directions?** This item responds to Direction 4 – Collective Impact & Partnerships: 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 agenda item is submitted in accordance with Board Policy 3280, Grants.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Various programs have received revised 2024-2025 allocations and amendments since the adoption of the District Proposed Budget on September 10, 2024, or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets totaling \$3,957,593 accordingly for the 2024-2025 fiscal year. Additionally, \$50,000 in funding has been received for new grant for use beginning in the current fiscal year. Finally, \$212,229 for internal transfers for capital projects.

**RECOMMENDATION:** Authorization is requested to accept new revenue and to make adjustments to the General Fund, Child Development Fund, and Capital Outlay Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2024-2025 allocations totaling \$4,219,822. It is further requested that resolutions be adopted to adjust budgets, to accept new revenue and authorize expenditures within the General Fund, Child Development Fund, and Capital Outlay Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the Executive Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Fred Williams

Recommended by

  
Approved for Submittal

3.b.3

Item No.

**Budget Adjustments (December 17, 2024)  
July 1, 2024 - June 30, 2025**

Note: All expenditure adjustments are being placed in one account for each program. Separate budget transfers will be processed to reallocate the adjustment amount to align with program plans.

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
CC	CARE	Other Operating Expenses	17515	3430	50000	6490		\$	430,660.00
CC	CARE	State Revenues	17515	3430	86276	6490		\$	430,660.00
CC	EOPS	Other Operating Expenses	17415	3390	50000	6430		\$	1,538,247.00
CC	EOPS	State Revenues	17415	3390	86220	6430		\$	1,538,247.00
CC	Hire Up	Other Operating Expenses	18005	3390	50000	6430		\$	550,440.00
CC	Hire Up	State Revenues	18005	3390	86280	6430		\$	550,440.00
CC	LGBTQ+	Other Operating Expenses	17833	3225	50000	6490		\$	83,040.00
CC	LGBTQ+	State Revenues	17833	3225	86280	6490		\$	83,040.00
CC	MESA Program	Other Operating Expenses	18084	3240	50000	6190		\$	139,393.00
CC	MESA Program	State Revenues	18084	3240	86280	6190		\$	139,393.00
CC	Nursing Enrollment and Retention Grant	Other Operating Expenses	17105	2545	50000	6010		\$	152,565.00
CC	Nursing Enrollment and Retention Grant	State Revenues	17105	2545	86280	6010		\$	152,565.00
CC	SWP - Local	Other Operating Expenses	17245	4950	50000	6490		\$	172,939.00
CC	SWP - Local	State Revenues	17245	4950	86255	6490		\$	172,939.00
CC	VRC Student Services	Other Operating Expenses	18035	3386	50000	6480		\$	108,795.00
CC	VRC Student Services	State Revenues	18035	3386	86282	6480		\$	108,795.00
FC	APIDA Aplified - Year 1	Other Operating Expenses	16622	5125	50000	4900		\$	(400,000.00)
FC	APIDA Aplified - Year 1	Federal Revenues	16622	5125	81900	4900		\$	(400,000.00)
FC	APIDA Aplified - Year 2	Other Operating Expenses	16623	5125	50000	4900		\$	452,000.00
FC	APIDA Aplified - Year 2	Federal Revenues	16623	5125	81900	4900		\$	452,000.00
FC	CCPFA - FYSI	Other Operating Expenses	19353	6130	50000	6430		\$	50,000.00
FC	CCPFA - FYSI	Local Revenues	19353	6130	88970	6430		\$	50,000.00
FC	Child Care Resource Center	Other Operating Expenses	12110	5627	50000	6920		\$	8,500.00
FC	Child Care Resource Center	Other Contract Services	12110	5627	88320	6920		\$	8,500.00

Item No. 3.b.4



<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Actv</u>	<u>Locn</u>	<u>Adjustment</u>
FC	Hire Up	Other Operating Expenses	18005	7650	50000	6890			\$ 769,560.00
FC	Hire Up	State Revenues	18005	7650	86280	6890			\$ 769,560.00
FC	LGBTQ+	Other Operating Expenses	17834	7300	50000	6760			\$ 111,448.00
FC	LGBTQ+	State Revenues	17834	7300	86280	6760			\$ 111,448.00
FC	SWP - Local	Other Operating Expenses	17245	5925	50000	6310			\$ 233,541.00
FC	SWP - Local	State Revenues	17245	5925	86255	6310			\$ 233,541.00
NOCE	Case Service Contract	Other Operating Expenses	16402	8910	50000	6420			\$ (341,960.00)
NOCE	Case Service Contract	Federal Revenues	16402	8910	81900	6420			\$ (341,960.00)
NOCE	LGBTQ+	Other Operating Expenses	17835	9140	50000	6390			\$ 24,038.00
NOCE	LGBTQ+	State Revenues	17835	9140	86280	6390			\$ 24,038.00
NOCE	SWP - Local	Other Operating Expenses	17245	9793	50000	6190			\$ 99,250.00
NOCE	SWP - Local	State Revenues	17245	9793	86255	6190			\$ 99,250.00
<b><u>Child Development Fund (1212)</u></b>									
FC	CCAMPIS	Other Operating Expenses	31301	5626	50000	6920			\$ (192,905.00)
FC	CCAMPIS	Federal Revenues	31301	5626	81900	6920			\$ (192,905.00)
FC	General Child Care	Other Operating Expenses	31555	5626	50000	6920			\$ 18,042.00
FC	General Child Care	State Revenues	31555	5626	86210	6920			\$ 18,042.00
<b><u>Capital Outlay Fund (4040)</u></b>									
AC	Capital Outlay Funds	Supplies & Materials	4XXXX	XXXX	40000	XXXX			\$ 1,000.00
AC	Capital Outlay Funds	Capital Outlay	4XXXX	XXXX	60000	XXXX			\$ 211,229.00
AC	Capital Outlay Funds	Other Financing Sources	4XXXX	XXXX	89810	XXXX			\$ 212,229.00

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 establish budgets from funding sources within the General Fund (0101), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ (289,960)
8622	EOPS	1,538,247
8629	CalWORKs, TTIP, Other	2,875,669
8830	Contract Services	8,500
8890	Other Local Revenue	50,000
	TOTALS	<u>\$ 4,182,456</u>

<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	\$ 4,182,456
	TOTALS	<u>\$ 4,182,456</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy  
3.b.6

\_\_\_\_\_  
Item No.

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 establish budgets from funding sources within the Child Development Fund (1212), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ (192,905)
8621	Child Development	<u>18,042</u>
	TOTALS	<u>\$ (174,863)</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	\$ (174,863)
	TOTALS	<u>\$ (174,863)</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

3.b.7

\_\_\_\_\_  
Item No.

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 establish budgets from funding sources within the Capital Outlay Fund (4040), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8981	Interfund Transfers In	\$ 212,229
TOTALS		\$ <u>212,229</u>

<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
4000	Supplies & Materials	\$ 1,000
6000	Capital Outlay	211,229
TOTALS		\$ <u>212,229</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

3.b.8

\_\_\_\_\_  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>X</u>
<b>SUBJECT:</b>	2024-2025 Budget Transfers: General Fund & Capital Outlay Fund	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 to approve the 2024-2025 General Fund and Capital Outlay Fund transfers netting to the amount of \$992,702 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.c.1

Item No.

Budget Transfers  
12-17-2024

**11100: Prior Year Funds - AC**

**1.1** Transfer to cover supplies and capital expenses for Network Refresh Project.

From:	5000 Other Operating Expenses & Services	(106,220)
To:	4000 Supplies & Materials	3,320
	6000 Capital Outlay	102,900

**1.2** Transfer for removal of equipment and installation of new flooring in the Anaheim Tower Print/Reprographics Shop.

From:	7900 Reserve for Contingencies	(22,000)
To:	7300 Interfund Transfers Out	22,000

**1.3** Transfer for Human Resources 9th Floor Lobby Upgrade.

From:	5000 Other Operating Expenses & Services	(20,000)
To:	7300 Interfund Transfers Out	20,000

**11100: Prior Year Funds - CC**

**2.1** Transfer to cover salary and benefits for Distance Education Online Education Administrator.

From:	5000 Other Operating Expenses & Services	(208,860)
To:	1200 Noninstructional Salaries	148,584
	3900 Benefits	60,276

**2.2** Transfer for Softball Field Renovation.

From:	6000 Capital Outlay	(170,229)
To:	7300 Interfund Transfers Out	170,229

Budget Transfers  
12-17-2024

**11100: Prior Year Funds - FC**

- 3.1** Transfer to cover hourly professional fees for a temporary outside expert for Enrollment and Reengagement.

From:	5000 Other Operating Expenses & Services	(55,315)
To:	2300 Noninstructional Salaries	51,123
	3900 Benefits	4,192

- 3.2** Transfer to reallocate funds for student financial aid.

From:	7600 Other Student Aid	(50,000)
To:	7500 Student Financial Aid	50,000

- 3.3** Transfer request to reallocate funds for building improvements, including furniture, fixtures, and equipment.

From:	4000 Supplies & Materials	(25,000)
To:	6000 Capital Outlay	25,000

**11200: Current Year Funds - FC**

- 4.1** Transfer to cover student hourlies in the FC Academic Support Center.

From:	2300 Noninstructional Salaries	(23,961)
To:	2400 Instructional Aides	23,961

- 4.2** Transfer to cover additional operating expenses and services for the Academic Computing Technologies Office.

From:	6000 Capital Outlay	(94,287)
To:	5000 Other Operating Expenses & Services	94,287

**17050: Lottery - Restricted - FC**

- 5.1** Transfer to purchase additional Physical Education supplies.

From:	5000 Other Operating Expenses & Services	(30,000)
To:	4000 Supplies & Materials	30,000

- 5.2** Transfer to purchase instructional supplies for Mathematics.

From:	5000 Other Operating Expenses & Services	(37,159)
To:	4000 Supplies & Materials	37,159

Budget Transfers  
12-17-2024

**6. 17125: CalWorks - FC**

Transfer to align budget with approved program plans.

From:	1200 Noninstructional Salaries	(140,176)
	3900 Benefits	(8,645)
To:	1400 Noninstructional Salaries	62,821
	2300 Noninstructional Salaries	70,000
	5000 Other Operating Expenses & Services	16,000

**7. 17903: LGBTQ+ Support - FC**

Transfer to cover salaries and benefits for professional experts.

From:	5000 Other Operating Expenses & Services	(25,149)
To:	2300 Noninstructional Salaries	23,243
	3900 Benefits	1,906

**8. 18081: Basic Needs Student Food and Housing Support - FC**

Transfer to cover salaries and benefits for hourly employees and professional experts.

From:	6000 Capital Outlay	(64,920)
To:	2300 Noninstructional Salaries	60,000
	3900 Benefits	4,920

**9. 18081: Basic Needs Student Food and Housing Support - FC**

Transfer to cover the purchase of student grocery, gas, and housing gift cards for the Hornet Resource Center.

From:	5000 Other Operating Expenses & Services	(50,000)
To:	7600 Other Student Aid	50,000

**10. 18089: Mathematics, Engineering, and Science Achievement (MESA) Program - FC**

Transfer to align budget with approved program plans.

From:	1400 Noninstructional Salaries	(315,299)
	5000 Other Operating Expenses & Services	(76,142)
To:	1200 Noninstructional Salaries	135,939
	2100 Noninstructional Salaries	78,036
	2300 Noninstructional Salaries	12,000
	3900 Benefits	38,040
	4000 Supplies & Materials	91,926
	6000 Capital Outlay	35,500

**11. 18100: Instructional Equipment - CC**

Transfer to cover the purchase of baseball equipment and equipment repairs.

From:	6000 Capital Outlay	(20,500)
To:	5000 Other Operating Expenses & Services	20,500



Budget Transfers  
12-17-2024

**12. 41274: Exterior Paint Replacement - CC**  
**45599: Roof Replacement - CCCPLX & Humanities - CC**

Transfer of funds from completed roof replacement project to exterior paint replacement project.

From:	6000 Capital Outlay	(64,242)
To:	4000 Supplies & Materials	64,242





# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 2024

**SUBJECT:** Separate Bank and Investment Accounts

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

**BACKGROUND:** Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

This agenda item was submitted by Ivy Hwee, District Manager, 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 6150, Designation of Authorized Signatures.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. Banking institutions account names and account numbers are not listed to reduce the risk of fraud. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account, excluding North Orange County Community College District Foundation account. It is further requested that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams

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Recommended by

  
Approved for Submittal

3.d.2

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Item No.

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 establish separate bank, saving, clearing and revolving accounts and;

**WHEREAS**, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts.

**NOW, THEREFORE, BE IT RESOLVED** that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

**DISTRICT**

Type: Checking Account  
Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account, which is cleared out every month with a single check sent to the County.  
This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.  
Authorized Signatures: (two signatures required)  
Byron D. Clift Breland, Fred Williams, Irma Ramos, Julie Kossick, Erika Almaraz, Mireille Hernandez.

Type: Local Agency Investment Fund (LAIF) Investment Account  
Authorized Signatures: Password required; transfers only to and from the District's Clearing Account or directly with the Orange County Treasurer's Office.  
Byron D. Clift Breland, Fred Williams, Erika Almaraz, Ivy Hwee,

Type: Savings Account  
Purpose: This is a holding account for revenue generated from contributions to special scholarship funds and general unrestricted NOCCCD Foundation funds.  
Authorized Signatures: (one signature required)  
Kai Stearns, Terry Cox, Byron D. Clift Breland

Type: Checking Account – Revolving Fund  
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.  
Authorized Signatures: (two signatures required)  
Byron D. Clift Breland, Fred Williams, Erika Almaraz, Mireille Hernandez, Irma Ramos, Julie Kossick

Type: Checking/Depository Account  
Purpose: Checking account with the County Treasury used for operations including disbursement to vendors, payroll and financial aid.  
Authorized Signatures: (two signatures required for checks)  
Byron D. Clift Breland, Fred Williams, Erika Almaraz  
Authorized Signatures: (two signatures required for wires)  
Byron D. Clift Breland, Fred Williams, Irma Ramos, Julie Kossick, Erika Almaraz, Mireille Hernandez, Ivy Hwee

Type: Investment/Depository Account  
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.  
Authorized Signatures: Transactions are managed by the Department of Education.

#### **CYPRESS COLLEGE**

Type: Money Market Account  
Purpose: This money market account of \$250,000 is maintained for emergencies.  
Authorized Signatures: (two signatures required) There are no checks for this account  
Scott Thayer, Dao Do, Thu Nguyen

Type: CD  
Purpose: Investment/Interest Income (Bursar's Office)  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: CD  
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed.  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: CD  
Purpose: Investment/Interest Income (Bursar's Office)  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: CD  
Purpose: Investment/Interest Income (Cypress College Foundation)  
Authorized Signatures: (two signatures required)  
Scott Thayer, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Type: Checking Account  
Purpose: General checking account for Associated Students account, club accounts, Food Services, Bursar's Office, and Bursar holding accounts, CRPA.  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: Checking Account  
Purpose: Clearing account for all credit card activities  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: CD  
Purpose: Investment/Interest Income (Bursar's Office)  
Authorized Signatures: (two signatures required)  
Scott Thayer, Dao Do, Thu Nguyen

Type: Checking Account  
Purpose: General checking account for the Cypress College Foundation Office including scholarship funds and other Foundation holding accounts.  
Authorized Signatures: (two signatures required)  
Scott Thayer, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

### **FULLERTON COLLEGE**

Type: Checking Account  
Purpose: General checking used for Foundation activities.  
Authorized Signatures: (two signatures required) Janeth Manjarrez, Isabel Oropeza, Henry Hua,

Type: CD  
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed.  
Authorized Signatures: (two signatures required)  
Henry Hua, Malmi Vitharanage, Linh Quan, Anita Carlos

Type: Checking Account  
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.  
Authorized Signatures: (two signatures required)  
Cynthia Olivo, Henry Hua, Malmi Vitharanage, Linh Quan



**NOCE**

Type: Checking Account  
Purpose: This is the general checking account used for Bursar and Campus Services.  
Authorized: (two signatures required)  
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

**RISK MANAGEMENT**

Type: Commercial Checking Account Public Funds  
Purpose: This revolving cash account of \$25,000 is maintained for payment of self-insurance claims.  
Authorized: (two signatures required) Checks over \$5,000 require District approval prior to issuance.  
Signatures: Fred Williams, Erika Almaraz, Fritz Heirich, Lynn Tuong, Jeff Grubbs

Type: Commercial Checking Account – Athens Insurance Service Inc  
Purpose: The escrow account of \$100,000 is maintained for payment of tail claims.  
Authorized: (two signatures required) Checks equal or greater than \$2,000 require a third signature.  
Signatures: James Jenkins, Jane Catelani, Fred Williams

**CLOSED ACCOUNTS:****NOCE**

Type: Savings Account  
Purpose: Holding funds from previously-issued student refund checks which have expired.  
Authorized: (two signatures required)  
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

AYES:

NOES:

ABSENT:

ABSTAINED:

STATE OF CALIFORNIA    )  
                                  ) SS  
COUNTY OF ORANGE    )

I, Evangelina Rosales President of the Board of Trustees of the North Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a Regular Meeting thereof held on December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 17th day of December 2024.

\_\_\_\_\_  
President of the Board of Trustees

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 2024

**SUBJECT:** 2024-25 Designation of Authorized Signatures  
for Orange County Department of Education  
Activity

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

**BACKGROUND:** The District processes payroll and vendor payment activity through the Orange County Department of Education (OCDE), which requires a completed Authorization of Signatures resolution form for our most recent approved signers for each type of activity processed. For vendor payments, this list corresponds to the authorized signers on the bank account maintained at OCDE, last approved by the Board on 6/25/2024. For payroll activity, the personnel correspond to those noted in Administrative Procedure 6150, Designation of Authorized Signatures, Section 1.3, authorized signers for tax forms and county transactions excluding checks.

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 6150, Designation of Authorized Signatures.

**FUNDING SOURCE AND FINANCIAL IMPACT:** N/A.

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code.

Fred Williams

Recommended by

  
Approved for Submittal

3.e.1

Item No.

## 2024-25 AUTHORIZATION OF SIGNATURES

**North Orange County Community College District**

DATE: December 17, 2024

I, Barbara Dunsheath, Secretary of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting, held on the 17<sup>th</sup> day of December, 2024, adopted by a \_\_\_\_\_ vote of said Board, a board resolution that the following named persons be authorized to sign Payroll Notices of employment/changes of status, time sheets, and Vendor Orders for Payment (i.e., checks and wire transfers) as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN		
		One Signature Only	Two Signatures Required	
		PAYROLL DOCUMENTS All types (Including Payroll Notices of Employment/Change of Status, Time Sheets	VENDOR PAYMENT ORDERS AND REGISTERS All types (Including Wire Transfers)	VENDOR PAYMENT ORDERS Wire Transfers Only
Beatrice Bates		X		
Ivy Hwee		X		X
Erika Almaraz		X	X	
Fredrick G. Williams Jr.		X	X	
Byron D. Clift Breland		X	X	
Irma Ramos				X
Julie Kossick				X
Mireille Hernandez				X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Secretary of the Board of Trustees

3.e.2

\_\_\_\_\_  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 2024

**SUBJECT:** Review of Annual Audits – FY 2023-2024

Action	
Resolution	
Information	X
Enclosure(s)	X

**BACKGROUND:** Pursuant to §84040 of the Education Code and in accordance with §59104 of Title 5 of the California Code of Regulations, the Board of Trustees is required to provide for and review the annual audit of all funds, books, and accounts of the District in accordance with regulations of the Board of Governors.

The District followed the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments, and Statement No. 35, Basic Financial Statements and Management Discussion and Analysis of Public Colleges and Universities, and related amendments, following the Business Type Activity (BTA) model. This model provides a comprehensive view of the District, combining the funds of the District under the full accrual basis of accounting. In addition, the District has provided the required management discussion and analysis that outlines the financial highlights and explains, in narrative form, the financial information contained in the basic financial statements.

The audit also included an examination for compliance with laws and regulations as described in the California Community Colleges Contracted District Audit Manual.

**Summary of Auditor’s Results**

Criteria	Results/Response
<i>Financial Statements</i>	
Type of auditor’s report issued	Unmodified
Internal Control over financial reporting	
Material weaknesses identified?	No
Significant deficiencies identified?	None reported
Noncompliance material to financial statements noted?	No
<i>Federal Awards</i>	
Internal control over major Federal programs	
Material weaknesses identified?	No
Significant deficiencies identified?	None Reported
Type of auditor’s report issued on compliance for major Federal programs	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance?	No
<i>State Awards</i>	
Type of auditor’s report issued on compliance for State programs	Unmodified

Audit Standards: The financial and compliance audit was done in accordance with generally accepted auditing standards and standards applicable to Financial Audits contained in Government Auditing Standards issued by the Comptroller General of the United States; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), issued by the U.S. Office of Management and Budget; and standards issued by the California Community Colleges Chancellor's Office. The District received an unmodified ("clean") opinion on the audit, which means that the financial data was fairly stated, in all material respects, in accordance with generally accepted accounting principles.

Internal Control: In conjunction with each financial and compliance audit of a community college district, the auditor conducts a study and evaluation of the community college district's system of internal accounting control and the systems established to ensure compliance with laws and regulations affecting the receipt and expenditure of state, federal, and local funds.

The audit included such testing as needed to generate the auditor's report on the study and evaluation of internal accounting control (including a description of material weaknesses) and systems established to ensure compliance with applicable laws and regulations. The audit noted no material weaknesses over either financial reporting or major federal programs.

Compliance: In addition to the auditor's reports and fiscal information presented in basic financial reviews, annual audits are required to report compliance aspects of significant state and federal programs. The audit noted no incidents of noncompliance.

Findings: There are no audit findings reported.

### Other Audits

Other audits were performed on organizations closely associated with the District.

The following report is being submitted for review:

- Proposition 39 Financial and Performance Audits

The following reports are still in process and will be separately submitted at a later time:

- North Orange County Community College Foundation Audit
- Cypress College Foundation Audit
- Fullerton College Foundation Audit

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 Strategic Direction #3.

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6400, Audits.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is requested that the Board receive and review the annual audits of the District for fiscal year 2023-2024.

Fred Williams

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Recommended by

  
Approved for Submittal

3.f.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 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 04	Bayview	(\$1,416.00)
Change Order 03	AJ Kirkwood	(\$10,054.00)
Change Order 01	Condon Johnson	(\$815.00)
<b>TOTAL</b>		<b>(\$12,285.00)</b>

The Construction Manager, College, and District have reviewed these change orders. These deductive change orders include the back charges between trade contractors and one correction to a previously approved change order.

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 (\$12,285) 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

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Recommended by

*B. V. Cliff Brubaker*

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Approved for Submittal

3.g.2

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Item No.



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

BOARD DATE: December 17, 2024

	NO.	PREVIOUS	CURRENT	CUMULATIVE	DESCRIPTION OF CHANGE ORDER	BOARD	TIME	CO REQ.	CONTRACT AMOUNT		
						APPROVAL	IMPACT	REASON	ORIGINAL	TOTAL REVISED	TOTAL % OF CHANGE
<b>BP #02A   BAYVIEW ENVIRONMENTAL SERVICES, INC</b>									<b>\$1,963,400.00</b>		
Change Order #01	1.1	\$165,345.00	\$0.00	\$165,345.00		7/23/24				\$2,128,745.00	8.42%
Change Order #02	2.1	(\$1,492.00)	\$0.00	(\$1,492.00)		9/10/24				\$2,127,253.00	-0.08%
Change Order #03	3.1	\$149,942.00	\$0.00	\$149,942.00		11/12/24				\$2,277,195.00	7.64%
<b>Change Order #04</b>	<b>4.1</b>	<b>\$0.00</b>	<b>(\$1,416.00)</b>	<b>(\$1,416.00)</b>	<b>CFI-044 - Damaged Site Lighting Repaired by AJK (Backcharge)</b>	12/17/24	0	O		\$2,275,779.00	-0.07%
<b>TOTALS</b>		<b>\$313,795.00</b>	<b>(\$1,416.00)</b>	<b>\$312,379.00</b>							<b>15.91%</b>

<b>BP #26A   AJ KIRKWOOD</b>									<b>\$13,492,000.00</b>		
Change Order #01	1.1	\$27,250.00	\$0.00	\$27,250.00		7/23/24				\$13,519,250.00	0.20%
Change Order #02	2.1	(\$92,729)	\$0.00	(\$92,729)		11/12/24				\$13,426,521.00	-0.69%
Change Order #03	3.1	\$0.00	(\$10,054.00)	(\$10,054.00)	<i>CFI 009R1 - TA Repair 3in Comm Conduit. Previously approved at the Board of Trustees meeting on 11/12/24 for \$10,000. The correct amount is \$1,400. The excess amount will be credited back to the District.</i>	12/17/24	0	U		\$13,416,467.00	-0.07%
<b>TOTALS</b>		<b>(\$65,479.00)</b>	<b>(\$10,054.00)</b>	<b>(\$75,533.00)</b>							<b>-0.56%</b>

<b>BP #31A   CONDON JOHNSON ASSOCIATES, INC.</b>									<b>\$10,240,000.00</b>		
Change Order #01	1.1	\$0.00	(\$815.00)	(\$815.00)	<i>CFI-044 - Damaged Box to Site Lighting Repaired by AJK (Backcharge)</i>	12/17/24	0	C		\$10,239,185.00	-0.01%
<b>TOTALS</b>		<b>\$0.00</b>	<b>(\$815.00)</b>	<b>(\$815.00)</b>							

<b>ALL PRIME GRAND TOTAL</b>		<b>\$463,029.00</b>	<b>(\$12,285.00)</b>	<b>\$450,744.00</b>						<b>\$57,209,914.00</b>	<b>0.79%</b>
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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

Note: The table is intended to show a cumulative total.

\*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

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	December 17, 2024	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Enter into an Architectural Services Agreement with SGH Architects for the Cypress College LLRC Exterior Patio Project		

**BACKGROUND:** This is a new agreement for architectural and engineering services for the Cypress College LLRC Exterior Patio project. The project consists of upgrading the existing covered exterior areas east, south, and west of the LLRC building with new hardscape, softscape, lighting, and furniture to activate the area for student use and campus events. Additionally, the project will include required ADA barrier removal to the surrounding exterior path of travel as well as the first floor LLRC restrooms.

To select an architect for the project, the College issued Request for Proposal #CC2024-036 on October 16, 2024 to seven firms from the District’s pool of prequalified architects. The College received only one response from the following firm:

Firm Name	Proposed Fixed Fee	Reimbursable/Add Service Allowance	Total Not to Exceed Fee
SGH Architects	\$168,000	\$30,000	\$198,000

The screening panel convened on November 15, 2024 and was comprised of the following participants from Cypress College: Anne Acurso, Consultant Project Manager, Allison Coburn, Cypress Capital Project Manager, and Alejandra Ramirez, Assistant Project Manager.

The panel recommends SGH Architects based upon a thorough review and the culmination of their response, specific project experience, team members, approach to the project, and fee. The total not-to-exceed fee is \$198,000, inclusive of a reimbursable/add service allowance expense of \$30,000 for District approved reimbursable expenses and add service requests. The contract duration for the project is December 18, 2024 through DSA Certification and project close-out.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager and Mireille Hernandez, Interim 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:** Funding for this project is Measure J.

**RECOMMENDATION:** Authorization is requested to enter into an Architectural Services Agreement with SGH Architects in the amount not to exceed \$198,000 inclusive of reimbursable/add service allowance, for District approved reimbursable expenses and add service requests, for the LLRC Exterior Patio Project 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

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Recommended by

*B. V. dist Bredm*

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Approved for Submittal

3.h.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Amend Agreement with Westbergwhite Architecture (WWA) for Architectural Consultant Services for Building 100 New Elevator at Fullerton College	Enclosure(s)	<u>          </u>

**BACKGROUND:** On April 7, 2022, the District issued PO#P0150594 based on a proposal from Westbergwhite Architecture to provide design services for Building 100 New Elevator Core, Tower & Stairs at Fullerton College. The project scope consisted of adding a new elevator tower with an exterior wrap-around stair assembly and landings to the Building 100's west exterior façade at the corner closest to East Chapman Avenue. The existing and adjacent Building 1100 is to be removed, along with the adjoining bridge and elevator core that serves both Building 100 and Building 1100. As a result, a new elevator core and tower, with stairs, are required to service the 1st and 2nd levels of the existing Building 100.

The original lump sum contract amount was \$92,000, which covered design services, coordination, permitting, bidding review and construction administration.

On November 27, 2024, Westbergwhite Architecture submitted an additional scope request proposal for \$29,597 to address items that DSA is now requiring to be upgraded based on their review of the construction documents. These items were not part of the original scope of work and include upgrading existing toilets in Building 100 to meet current ADA code standards and providing a Path of Travel from Building 100 to the Student Parking Garage. The amendment will increase by \$29,597 from \$92,000 to a new total contract amount of \$121,597.

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

**How does this relate to the five District Strategic Directions?** This item responds to Direction #3: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision making and integrated planning. 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 local Capital Outlay funds.

**RECOMMENDATION:** It is recommended that the Board authorize the District to amend the agreement with Westbergwhite Architecture by \$29,597, increasing the total contract amount from \$92,000 to \$121,597, to provide expanded design, permitting, bidding, and construction administration services. 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

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Recommended by

*B. V. Dift Bredl*

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Approved for Submittal

3.i.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** December 17, 2024 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Deductive Change Order #1 for Bid  
#2324-14, Student Study Lounge Remodel  
at Fullerton College

**BACKGROUND:** On May 14, 2024, the Board awarded Bid #2324-14, Student Study Lounge Remodel at Fullerton College to Oppenheimer National in the amount of \$198,088.00 including a \$20,000 allowance. The project has been completed. In order to pay retention and close out the contract, staff is requesting that the Board approve a deductive change order in the amount of \$7,372.94 for the unused allowance. The revised contract amount is \$190,715.06.

Original Contract Amount	\$178,088.00
Allowance	<u>\$20,000.00</u>
Total Contract Amount	\$198,088.00
Deduct Change Order #1	<u>(\$7,372.94)</u>
Revised Contract Amount	\$190,715.06

The change order will also extend the contract time from 67 days to 88 days. This project is now complete.

This agenda item was submitted by Larry Lara, Fullerton College Director, Physical Plant/Facilities, 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; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The cost of the deductive change order #1 will be charged to Capital Outlay.

**RECOMMENDATION:** It is recommended that the Board approve Deductive Change Order for Bid #2324-14, Student Study Lounge Remodel at Fullerton College with Oppenheimer National in the amount of \$7,372.94 decreasing the contract from \$198,088.00 to \$190,715.06 and extend the contract time from 67 days to 88 days. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the deductive change order on behalf of the District.

Fred Williams

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Recommended by

*B. V. dist BndM*

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Approved for Submittal

3.j.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
**DATE:** December 17, 2024 Resolution             
**SUBJECT:** Notice of Completion Information             
Bid #2324-14, Student Study Lounge Enclosure(s)             
Remodel at Fullerton College

**BACKGROUND:** On May 14, 2024, the Board awarded a contract to Oppenheimer National for the Student Study Lounge Remodel at Fullerton College. The project is complete and filing of the Notice of Completion of Work is now required.

This agenda item was submitted by Larry Lara, Fullerton College Director, Physical Plant/Facilities, 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; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Once the contract is closed out, the final retention payment will be charged to Capital Outlay Fund.

**RECOMMENDATION:** Authorization is requested to file the Notice of Completion for Bid #2324-14, Student Study Lounge Remodel at Fullerton College with Oppenheimer National and pay the final retention payment when due.

Fred Williams

Recommended by

  
Approved for Submittal

3.k

Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

Action     X      
Resolution             
Information             
Enclosure(s)           

**DATE:** December 17, 2024

**SUBJECT:** Institutional Membership, Presidents for Latino Student Success (P4LSS)

**BACKGROUND:** Historically, the North Orange County Community College District has maintained memberships in state and national organizations that represent and serve the interests of community colleges. Each year, the District pays the membership dues for these organizations, and can be either required or strongly recommended as a vital connection for professional development to staff as well as to establish important linkages between the District and national organizations.

Cypress College is requesting an Institutional Membership to the Presidents for Latino Student Success (P4LSS) at a cost of \$10,000 for calendar year 2025. P4LSS is a national network of over 175 presidents and chancellors who have committed to make their colleges and universities learning environments where Latino students thrive. These leaders leverage their collective expertise and resources, and articulated relationship with Excelencia, to accelerate Latino student success in higher education. Membership includes access for institutional professionals to participate in Excelencia's Technical Assistance institutes and to apply for the Seal of Excelencia, a national certification for institutions that strive to go beyond enrollment to intentionally serve Latino students.

This agenda item was prepared and submitted by Dr. Scott Thayer, President, Cypress College.

**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 6100, Delegation of Authority.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The membership dues will be charged to the appropriate fund and organization codes that best represent the purpose of the membership.

**RECOMMENDATION:** Authorization is requested for an institutional membership to the Presidents for Latino Student Success at a cost of \$10,000 for the calendar year 2025.

Fred Williams

Recommended by

  
Approved for Submittal

3.1

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

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

**DATE:** December 17, 2024

**SUBJECT:** Emergency Resolution to Approve Entering Into Contracts with KT Industries (KTI) for High Voltage Cable Replacement at the Anaheim Campus

**BACKGROUND:** The high voltage cables that supply power to the Tower are in critical condition due to corrosion. During the annual preventive maintenance and testing of our main electrical equipment in February 2024, KT Industries (KTI) found the medium voltage cables with signs of water corrosion entering the cable insulation and ground break. At the time, insulation resistance shows acceptable values. Therefore, it was undetermined whether water was inside the cable at the conduit or at the electrical utility manhole. KTI recommended monitoring and evaluating the medium voltage cable periodically.

On November 24, 2024, KTI inspected and tested the emergency and normal power cables. They found all three-phase conductors were damaged by water inside the cable insulation and recommended replacing the severely damaged cables as soon as possible due to severe fault potential, severe power disruptions, and risk of equipment damage.

It is requested that the Board adopt a resolution to authorize the Vice Chancellor, Finance & Facilities, to execute any and all agreements and to approve the emergency repair to be completed on Friday, December 20, and Saturday, December 21. The work to be performed is declared to be of an emergency nature and a contract was approved pursuant to Public Contract Code Section §22050. This code authorizes the District to take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

This agenda item is submitted by Corazon Baldovino, Manager, District Facilities Planning, Maintenance & Construction Contracts, and Mireille Hernandez, Interim District Director, Purchasing.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this emergency repair will come from Capital Outlay Funds.

**RECOMMENDATION:** It is recommended that the Board adopt Resolution No.24/25-06 Emergency Resolution to approve entering into contracts with KT Industries, Inc., for the emergency replacement of the high voltage cables at the Anaheim Campus, at the estimated cost in the amount of \$199,999. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

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Recommended by

*B. V. dist Brad*

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Approved for Submittal

3.m.2

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Item No.

**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
EMERGENCY RESOLUTION TO APPROVE ENTERING INTO CONTRACT WITH KT  
INDUSTRIES (KTI) FOR HIGH VOLTAGE CABLE REPLACEMENT AT THE  
ANAHEIM CAMPUS.**



**RESOLUTION NO. 24/25-06**

**WHEREAS**, KT Industries (KTI) inspection and testing of the emergency and normal power cables found all three-phase conductors were damaged by water inside the cable insulation and recommended replacing the severely damaged cables as soon as possible due to severe fault potential, severe power disruptions, and risk of equipment damage;

**WHEREAS**, an emergency situation exists due to the need to replace the severely damaged cables, to avoid unnecessary liability and provide safe and adequate facilities for District students;

**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.

**WHEREAS**, Public Contract Code §22050 authorizes the District to take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

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

**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 emergency work set forth in the Resolution.

**Section 3.** That the Governing Board, pursuant to Public Contract Code §22050, unanimously finds that the conditions at Anaheim Campus constitute an “emergency” as defined by Public Contract Code section 1102.

**Section 4.** That the Governing Board delegates to its Vice Chancellor, Finance & Facilities, or District Director, Purchasing, authority to execute any and all agreements and complete all necessary documents carry out the intent of this Resolution.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the North Orange County Community College District this 17<sup>th</sup> day of December 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.

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

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 17<sup>th</sup> day of December 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 17<sup>th</sup> day of December 2024.

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Clerk of Governing Board  
North Orange County Community College District

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 2024

**SUBJECT:** Cypress College  
Curriculum Matters

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

**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 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

**December 10, 2024**

**(DCCC approved November 14, 2024)**

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
RADT 145 C Medical Imaging Terminology Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education: Fully and Partially *Grading Option: Pass/No Pass/Letter Grade Option *Prerequisite: None *CSU Transfer	45	Individualized Instruction - 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	The faculty have determined specific terminology relating to the imaging field is needed for the students for application to clinical practice. Imaging specific objectives have been included.
RADT 147 C Medical Imaging Pathology Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education: Fully and Partially *Grading Option: Pass/No Pass/Letter Grade Option *Prerequisite: RADT 145 C or HS 145 C, and BIOL 210 C or BIOL 231 C *CSU Transfer	45	Individualized Instruction - 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	This course is designed for radiography and sonography students.

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	*Outline Update *Removed Distance Education: Partially *Prerequisite revalidated *Catalog/Schedule Description 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, distance education, prerequisite revalidated, catalog/schedule description, and textbook updated to better reflect course content. Six-year cycle update and removal of Distance Education.
DANC 115 C Hip Hop Dance Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Catalog/Schedule Description 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.	2025 Fall	Outline, catalog/schedule description, and textbook updated to better reflect course content.
DANC 116 C Ballet III Units: 2	*Outline Update *Prerequisite revalidated *Catalog/Schedule	25	Most of the time the students are engaged in practicing the skill(s) they are learning and	2025 Fall	Outline, prerequisite revalidated, catalog/schedule description, and textbook updated to better reflect

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Lecture: 1 Laboratory: 3	Description Update *Textbook Update		the instructor gives each student individual instruction as the class proceeds.		course content.
DANC 117 C Modern Dance III Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description 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.	2025 Fall	Outline, prerequisite revalidated, and catalog/schedule description updated to better reflect course content.
DANC 140 C Summer Dance Festival I Units: 1.5-2 Lecture: 0 Laboratory: 4.5-6	*Outline Update *Prerequisite revalidated *Textbook 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	Outline, prerequisite revalidated, and textbook updated to better reflect course content.
DANC 145 C Summer Dance Festival II Units: 1.5-2 Lecture: 0 Laboratory: 4.5-6	*Outline Update *Prerequisite revalidated *Textbook Update	35	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2025 Fall	Outline, prerequisite revalidated, and textbook updated to better reflect course content.
DANC 147 C Costume Design for Dance Units: 3 Lecture: 1 Laboratory: 6	*Outline Update *Student Learning Outcomes Update *Textbook Update	20	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, SLOs, and textbook updated to better reflect course content.
DANC 149 C Light Design for Dance Units: 3 Lecture: 1 Laboratory: 6	*Outline Update *Textbook Update	20	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 and textbook updated to better reflect course content.
DANC 151 C Dance and Technology Units: 2 Lecture: 1 Laboratory: 3	*Outline Update	20	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	Minor outline updates to better reflect course content.
DANC 203 C Dance Production I Units: .5-2 Lecture: 0	*Outline 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	2025 Fall	Outline and textbook updated to better reflect course content.



REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 1.5-6			as the class proceeds.		
DANC 206 C Dance Production II Units: .5-2 Lecture: 0 Laboratory: 1.5-6	*Outline Update *Prerequisite revalidated *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.	2025 Fall	Outline, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 103 C Introduction to Embedded Systems Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully	25	Consistent with the class size document: "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 and distance education updated to better reflect course content.
ENGT 105 C Instrumentation and Process Control Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Textbook Update	25	Consistent with the class size document: "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, distance education, and textbook updated to better reflect course content.
ENGT 107 C Electricity and Electronics Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Removed Distance Education: Fully *Lecture hours from 3 to 2 *Lab hours from 2 to 3 *Catalog/Schedule Description Update *Textbook Update	25	Consistent with the class size document: "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, distance education, lecture/lab hours, catalog/schedule description, and textbook updated to better reflect course content.
ENGT 109 C CAD/CAM in Advanced Manufacturing Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Title updated from Industrial Design and Graphics *Removed Distance Education: Fully *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	25	Consistent with the class size document: "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, distance education, catalog/schedule description, SLOs, and textbook updated to better reflect course content.
ENGT 115 C Electric Motors and Controls Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGT 120 C Mechanical Systems Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 125 C Hydraulic and Pneumatic Systems Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 150 C Digital Fundamentals and PLC Programming Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Lecture hours from 4 to 3 *Lab hours from 2 to 3 *Catalog/Schedule Description Update *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, lecture/lab hours, catalog/schedule description, and textbook updated to better reflect course content.
ENGT 160 C Industrial Data Network and HMI Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 210 C Principles of Robotics Systems Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGT 225 C Robot and Automation Programming Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 240 C Advanced Robotics Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 250 C Industrial Maintenance and Safety Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 255 C Integrated Automation Systems Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 265 C Manufacturing Operation Management Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
ENGT 290 C Industry 4.0, IIoT, Digitization Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Removed Distance Education: Fully *Prerequisite revalidated *Textbook Update	25	Consistent with the class size document: "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, distance education, prerequisite revalidated, and textbook updated to better reflect course content.
GEOG 102LC Physical Geography - Lab Units: 1 Lecture: 0	*Outline Update *Class size from 28 to 25. *Prerequisite revalidated *Catalog/Schedule	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem	2025 Fall	Outline, class size, prerequisite revalidated, catalog/schedule description, SLOs, and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 3	Description Update *Student Learning Outcomes Update *Textbook Update		sets, scientific experiments, vocational skills, lab reports)		
HRC 100HC Honors Nutrition Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description 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 and catalog/schedule description updated to better reflect course content. Necessary updates made to address reviewer feedback and update the COR for full C-ID approval.
JOUR 118 C Messages for Electronic Media Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *UC Transfer	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 catalog/schedule description updated to better reflect course content.
JOUR 130 C Visual Communication Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Remove Distance Education (fully and partially)	30	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 distance education updated to better reflect course content.
JOUR 299 C Independent Study Units: .5-2 Lecture: 0-2 Laboratory: 0-6	*Outline Update *Remove Distance Education (fully and partially) *Catalog/Schedule Description Update *Textbook Update	20	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, distance education, catalog/schedule description, and textbook updated to better reflect course content.
MUS 280 C Jazz-Musical Theater Choir Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Prerequisite revalidated	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 and prerequisite revalidated to better reflect course content.
MUS 281 C Concert Choir	*Outline Update *Class size update from	25	Most of the time the students are engaged in practicing the	2025 Fall	Outline and class size updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Units: 1 Lecture: 0 Laboratory: 3	45 to 25		skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds		
MUS 282 C Cypress Masterworks Chorale Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Class size update from 45 to 25 *Prerequisite revalidated	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, class size, and prerequisite revalidated to better reflect course content.
MUS 295 C Music Internship Units: 1-4 Lecture: 1 Laboratory: 1.5-9	*Outline Update *Student contact hours from 79 -259 to 18 *Outside of class hours from 36 to 0 *Total student learning hours from 115-295 to 54-216 *Lab hours from 3-13 to 1.50-9	25	Individualized Instruction. 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, student contact/outside/total student learning hours, and lab hours updated to better reflect course content.
MUSA 130 C Introduction to Piano for Non-Majors Units: 1 Lecture: 1 Laboratory: 1	*Outline Update *SAM Code Update *Catalog/Schedule Description 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.	2025 Fall	Outline, SAM Code, catalog/schedule description, and textbook updated to better reflect course content.
MUSA 140 C Music Notation Software I Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Add FSA: C15 (Music) *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.	2025 Fall	Outline, add fsa, and textbook updated to better reflect course content.
MUSA 141 C Electronic Music Production I Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Student contact hours from 90 to 108 *Total student learning hours from 162 to 180 *Lab hours from 3 to 4 *Catalog Description Updated *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.	2025 Fall	Outline, prerequisite revalidated, student contact/total student learning/lab hours, catalog description, SLOs, and textbook updated to better reflect course content.  Lab hours have been increased from 3hrs to 4 hrs per week in order to facilitate extensive lab activities and increased objectives and course content
MUSA 143 C Recording Studio Techniques I Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Student contact hours from 90 to 108 *Total student learning hours from 162 to 180	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, prerequisite revalidated, student contact/total student learning/lab hours, catalog description, SLOs, and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	*Lab hours from 3 to 4 *Catalog Description Update *Student Learning Outcomes Update *Textbook Update				Lab hours have been increased from 3hrs to 4 hrs per week in order to facilitate extensive lab activities and increased objectives and course content
MUSA 145 C Audio Production for Gaming I Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog Description 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.	2025 Fall	Outline, prerequisite revalidated, and catalog description updated to better reflect course content.
MUSA 241 C Electronic Music Production II Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Student contact hours from 90 to 108 *Total student learning hours from 162 to 180 *Lab hours from 3 to 4 *Catalog Description Update *Student Learning Outcomes 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.	2025 Fall	Outline, prerequisite revalidated, student contact/total student learning/lab hours, catalog description, and SLOs updated to better reflect course content.  Lab hours have been increased from 3hrs to 4 hrs per week in order to facilitate extensive lab activities and increased objectives and course content
MUSA 243 C Recording Studio Techniques II Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Student contact hours from 90 to 108 *Total student learning hours from 160 to 180 *Lab hours from 3 to 4 *Catalog 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.	2025 Fall	Outline, prerequisite revalidated, student contact/total student learning/lab hours, catalog description, SLOs, and textbook updated to better reflect course content.  Lab hours have been increased from 3hrs to 4 hrs per week in order to facilitate extensive lab activities and increased objectives and course content
MUSA 245 C Audio Production for Gaming II Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog Description 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.	2025 Fall	Outline, prerequisite revalidated, and catalog description updated to better reflect course content.
RADT 148 C Radiology Imaging Techniques Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Textbook 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	Outline and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
RADT 150 C Radiographic Positioning I Units: 5 Lecture: 4 Laboratory: 3	*Outline Update *Add Distance Education: Partially	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	Outline and distance education updated to better reflect course content.
RADT 162 C Radiology Special Procedures Units: 3 Lecture: 2.5 Laboratory: 1.5	*Outline Update *Add Distance Education: Partially *Prerequisite revalidated *Corequisite revalidated *Textbook 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	Outline, distance education, prerequisite/corequisite revalidated, and textbook updated to better reflect course content.
RADT 196 C Selected Topics I Units: 1 Lecture: 1 Laboratory: 0	*Outline Update *Prerequisite revalidated *Corequisite revalidated *Textbook 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	Outline, prerequisite/corequisite revalidated, and textbook updated to better reflect course content.
RADT 247 C Radiographic Positioning II Units: 5 Lecture: 4 Laboratory: 3	*Outline Update *Prerequisite revalidated *Corequisite revalidated *Textbook 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	Outline, prerequisite/corequisite revalidated, and textbook updated to better reflect course content.

MODIFY DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Engineering Technology	<b>Mechatronics and Automation Fundamentals Certificate</b>  The certificate in Mechatronics/Industrial foundation is designed to prepare the students for a career in automation by exposing them to the fundamentals embedded systems, instrumentation and measurement techniques and devices and the basics of electricity and electronics. The program prepares students for careers in the design, operation, and maintenance of industrial automation systems focusing on the local industries that utilize these technologies, such as food production,	2025 Fall	*Course title update: ENGT 109 C Total units remain the same.

**MODIFY DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																	
	<p>petroleum production, fabrication, and logistics. This program focuses on the application of electronics and computer technology to industrial automation systems, including instrumentation and control, industrial robotics, and process control systems. Significant emphasis is placed on project-based learning facilitated by significant laboratory work. This certificate requires a total of 16 units.</p> <p><b>Required courses are listed in suggested sequence:</b></p> <table border="1" data-bbox="363 457 1065 705"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGT103 C</td> <td>Introduction to Embedded Systems</td> <td>3</td> </tr> <tr> <td>ENGT105 C</td> <td>Instrumentation and Process Control</td> <td>3</td> </tr> <tr> <td>ENGT107 C</td> <td>Electricity and Electronics</td> <td>3</td> </tr> <tr> <td>ENGT109 C</td> <td>CAD/CAM in Advanced Manufacturing</td> <td>4</td> </tr> <tr> <td>ENGT115 C</td> <td>Electric Motors and Controls</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>16</td> </tr> </tbody> </table>			Units	ENGT103 C	Introduction to Embedded Systems	3	ENGT105 C	Instrumentation and Process Control	3	ENGT107 C	Electricity and Electronics	3	ENGT109 C	CAD/CAM in Advanced Manufacturing	4	ENGT115 C	Electric Motors and Controls	3	Total Units		16														
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ENGT115 C	Electric Motors and Controls	3																																		
Total Units		16																																		
Engineering Technology	<p><b>Mechatronics and Industrial Automation Certificate</b></p> <p>The certificate in Mechatronics and Industrial Automation is designed to prepare students for employment as entry-level industrial automation technicians. The program prepares students for careers in the design, operation, and maintenance of industrial automation systems focusing on the local industries that utilize these technologies, such as food production, petroleum production, fabrication, and logistics. This program focuses on the application of electronics and computer technology to industrial automation systems, including instrumentation and control, industrial robotics, and process control systems. Significant emphasis is placed on project-based learning facilitated by significant laboratory work. To earn a certificate, complete the required courses as listed with a minimum grade of “C”. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 29 units.</p> <p><b>Required courses are listed in suggested sequence:</b></p> <table border="1" data-bbox="363 1209 1065 1577"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGT103 C</td> <td>Introduction to Embedded Systems</td> <td>3</td> </tr> <tr> <td>ENGT105 C</td> <td>Instrumentation and Process Control</td> <td>3</td> </tr> <tr> <td>ENGT107 C</td> <td>Electricity and Electronics</td> <td>3</td> </tr> <tr> <td>ENGT109 C</td> <td>CAD/CAM in Advanced Manufacturing</td> <td>4</td> </tr> <tr> <td>ENGT115 C</td> <td>Electric Motors and Controls</td> <td>3</td> </tr> <tr> <td>ENGT120 C</td> <td>Mechanical Systems</td> <td>3</td> </tr> <tr> <td>ENGT125 C</td> <td>Hydraulic and Pneumatic Systems</td> <td>3</td> </tr> <tr> <td>ENGT150 C</td> <td>Digital Fundamentals and PLC Programming</td> <td>4</td> </tr> <tr> <td>ENGT160 C</td> <td>Industrial Data Network and HMI</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>29</td> </tr> </tbody> </table>			Units	ENGT103 C	Introduction to Embedded Systems	3	ENGT105 C	Instrumentation and Process Control	3	ENGT107 C	Electricity and Electronics	3	ENGT109 C	CAD/CAM in Advanced Manufacturing	4	ENGT115 C	Electric Motors and Controls	3	ENGT120 C	Mechanical Systems	3	ENGT125 C	Hydraulic and Pneumatic Systems	3	ENGT150 C	Digital Fundamentals and PLC Programming	4	ENGT160 C	Industrial Data Network and HMI	3	Total Units		29	2025 Fall	<p>*Catalog Description Update                      *Course title update: ENGT 109 C                      Total units remain the same.</p>
		Units																																		
ENGT103 C	Introduction to Embedded Systems	3																																		
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ENGT160 C	Industrial Data Network and HMI	3																																		
Total Units		29																																		
Engineering Technology	<p><b>Mechatronics, Robotics and Automation Associate in Science Degree</b></p> <p>The Associate in Science in Mechatronics, robotics and Automation is designed to prepare students for employment as smart operator or system technician depending on the pathway. The program prepares students for careers in the design, operation, and maintenance of mechatronics systems, industrial robots and industrial automation systems focusing on the local industries that utilize these technologies, such as food production, petroleum production, fabrication, and logistics etc. This program focuses on the application of electronics and computer</p>	2025 Fall	<p>*Catalog Description Update                      *PSLOs Update                      *Course title update: ENGT 109 C                      Total units remain the same.</p>																																	



**MODIFY DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																																												
	<p>technology to industrial automation systems, including instrumentation and control, industrial robotics, and process control systems. Significant emphasis is placed on project-based learning facilitated by significant laboratory work. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Local General Education requirements or the California General Education Transfer Curriculum (Cal-GETC) requirements; (3) any elective courses to complete a minimum of 60 units; and, (4) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. This degree requires 39-41 units in the major in addition to other graduation requirements.</p> <p><b>Must take the required nine courses listed below in the suggested sequence (total of 29 units) plus choose one area of emphasis, (additional 10-12 units depending on emphasis selected).</b></p> <table border="1" data-bbox="365 646 1063 953"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGT103 C</td> <td>Introduction to Embedded Systems</td> <td>3</td> </tr> <tr> <td>ENGT105 C</td> <td>Instrumentation and Process Control</td> <td>3</td> </tr> <tr> <td>ENGT107 C</td> <td>Electricity and Electronics</td> <td>3</td> </tr> <tr> <td>ENGT109 C</td> <td>CAD/CAM in Advanced Manufacturing</td> <td>4</td> </tr> <tr> <td>ENGT115 C</td> <td>Electric Motors and Controls</td> <td>3</td> </tr> <tr> <td>ENGT120 C</td> <td>Mechanical Systems</td> <td>3</td> </tr> <tr> <td>ENGT125 C</td> <td>Hydraulic and Pneumatic Systems</td> <td>3</td> </tr> <tr> <td>ENGT150 C</td> <td>Digital Fundamentals and PLC Programming</td> <td>4</td> </tr> <tr> <td>ENGT160 C</td> <td>Industrial Data Network and HMI</td> <td>3</td> </tr> </tbody> </table> <p><b>Mechatronics and Robotics Operator Emphasis:</b></p> <table border="1" data-bbox="365 1003 1063 1136"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGT210 C</td> <td>Principles of Robotics Systems</td> <td>3</td> </tr> <tr> <td>ENGT225 C</td> <td>Robot and Automation Programming</td> <td>4</td> </tr> <tr> <td>ENGT240 C</td> <td>Advanced Robotics</td> <td>3</td> </tr> </tbody> </table> <p><b>Mechatronics System Technician Emphasis:</b></p> <table border="1" data-bbox="365 1186 1063 1346"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGT250 C</td> <td>Industrial Maintenance and Safety</td> <td>3</td> </tr> <tr> <td>ENGT255 C</td> <td>Integrated Automation Systems</td> <td>3</td> </tr> <tr> <td>ENGT265 C</td> <td>Manufacturing Operation Management</td> <td>3</td> </tr> <tr> <td>ENGT290 C</td> <td>Industry 4.0, IIoT, Digitization</td> <td>3</td> </tr> </tbody> </table> <table border="1" data-bbox="365 1373 1063 1404"> <tr> <td>Total Units</td> <td></td> <td>39 - 41</td> </tr> </table>			Units	ENGT103 C	Introduction to Embedded Systems	3	ENGT105 C	Instrumentation and Process Control	3	ENGT107 C	Electricity and Electronics	3	ENGT109 C	CAD/CAM in Advanced Manufacturing	4	ENGT115 C	Electric Motors and Controls	3	ENGT120 C	Mechanical Systems	3	ENGT125 C	Hydraulic and Pneumatic Systems	3	ENGT150 C	Digital Fundamentals and PLC Programming	4	ENGT160 C	Industrial Data Network and HMI	3			Units	ENGT210 C	Principles of Robotics Systems	3	ENGT225 C	Robot and Automation Programming	4	ENGT240 C	Advanced Robotics	3			Units	ENGT250 C	Industrial Maintenance and Safety	3	ENGT255 C	Integrated Automation Systems	3	ENGT265 C	Manufacturing Operation Management	3	ENGT290 C	Industry 4.0, IIoT, Digitization	3	Total Units		39 - 41		
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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Fullerton College Curriculum Matters	Enclosure(s)	<u>    X    </u>

**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 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

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Recommended by

*B. V. dist BudM*

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Approved for Submittal

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Item No.



**Board of Trustees.**  
 Agenda Attachment  
 Fullerton College Curriculum

**December 17, 2024 | DCCC Approved on November 14, 2024**

NEW COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 231 F Advanced Theatre Workshop  Units: 2-3 Lecture: 0 Laboratory: 6-9	Prerequisite: <ul style="list-style-type: none"> <li>THEA 131 F</li> </ul> GE: CSU Transfer Course	25	The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.	2025 Fall	New course proposal. This course aligns with the sequence of production courses within the department as well as providing additional advanced level training through production.
THEA 236 F Advanced Experimental Theatre  Units: 2-3	Prerequisite: <ul style="list-style-type: none"> <li>THEA 235 F</li> </ul> GE: CSU Transfer Course	25	The performance, technical and administrative work produced by this class requires extensive individualized	2025 Fall	New course proposal. This course completes the production progression of

NEW COURSES					
Lecture: 0 Laboratory: 6-9			feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.		the sequence of courses used for our experimental theatre.
THEA 243 F Advanced Theatre Practicum  Units: 2-3 Lecture: 0 Laboratory: 6-9	Prerequisite: <ul style="list-style-type: none"> <li>THEA 233 F</li> </ul> GE: CSU Transfer Course	25	The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.	2025 Fall	New course proposal. This course aligns with the department's sequence of production courses as well as provides advanced level training through production.
THEA 288 F Intermediate Movement and Performance	Prerequisite: <ul style="list-style-type: none"> <li>THEA 185 F and</li> <li>THEA 189 F</li> </ul> GE:	25	The instructor of this class provides extensive individualized feedback and evaluation of	2025 Fall	New course proposal. This course will be part of the third sequential

NEW COURSES					
Techniques for Musical Theatre I Units: 1 Lecture: 0 Laboratory: 3	CSU Transfer Course		presented movement work as well as individualized instruction as students are taught choreography and theatrical staging techniques. The instructor also monitors each group of students as they rehearse and perform. This course is the first of two scaffolded courses. The second (THEA 289 F) lists "II" after the course title, so adding "I" after this course seems appropriate.		semester of musical theatre training.
THEA 289 F Intermediate Movement and Performance Techniques for Musical Theatre II Units: 1 Lecture: 0 Laboratory: 3	Prerequisite: <ul style="list-style-type: none"> <li>THEA 284 F and</li> <li>THEA 288 F</li> </ul> GE: CSU Transfer Course	25	The instructor of this class provides extensive individualized feedback and evaluation of presented movement work as well as individualized instruction as students are taught choreography and theatrical staging techniques. The instructor also monitors each group of students as they rehearse and perform.	2025 Fall	New course proposal. This course will be part of their fourth sequential semester of musical theatre training.
WELD 250 F Welding Supervision Units: 3 Lecture: 2 Laboratory: 3	Corequisite: <ul style="list-style-type: none"> <li>WELD 091AF or</li> <li>WELD 100 F</li> </ul> GE: CSU Transfer Course	20	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab	2025 Fall	New course proposal. This course is designed for students to begin learning the skills necessary to be successful in

### NEW COURSES

			reports). Additional safety concerns associated with equipment and combustible gases warranting smaller class size. Welding lab safety. Advisory Committee recommendation - See attached minutes.	welding supervision in manufacturing and construction fields.
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### REVISED COURSES

COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 104 F Computerized Accounting  Units: 2 Lecture: 1.5 Laboratory: 1.5	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Deletion</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Prerequisite courses were deleted, since they are no longer offered. Addition of DE Hybrid and DE Online (Syn).
ACCT 112 F Income Tax Procedure  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> </ul>	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. Addition of DE Online (Syn) and Hybrid.

REVISED COURSES					
	<ul style="list-style-type: none"> <li>Textbooks</li> </ul>				
ACCT 202 F Introduction to Cost Accounting Units: 3 Lecture: 3 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> <li>ACCT 101BF</li> <li>Assignments Revision</li> <li>Course Content (that do not change the overall scope of the course)</li> <li>Objectives Revision</li> <li>Prerequisite Validation</li> <li>Six-Year Review</li> <li>Student Learning Outcomes</li> <li>Textbooks</li> </ul>	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
ACCT 221 F Corporate, Partnership, Estate and Trust Tax  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Schedule Description Update</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Course Content (that do not change the overall scope of the course)</li> </ul>	45	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. Addition of DE Online (Syn).
ACCT 230 F Excel for Accountants  Units: 3 Lecture: 3 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>CIS 106 F</li> <li>Add Distance Education(hybrid)</li> <li>Advisory Validation</li> <li>Course Content (that do not change the overall scope of the course)</li> <li>Six-Year Review</li> <li>Textbooks</li> </ul>	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. Addition of DE Online (Syn) and Hybrid.



REVISED COURSES					
ACCT 240 F Accounting Information Systems  Units: 3 Lecture: 3 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> <li>• ACCT 101AF</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Course Content (that do not change the overall scope of the course)</li> </ul>	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. Addition of DE Online (Syn).
ACCT 250 F Forensic Accounting  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE Online (Syn).
BUS 201 F Financial Investments  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE Online (Syn).
BUS 262 F Principles of Management	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Six-Year Review</li> </ul>	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					
Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Textbooks</li> </ul>		presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
CIS 100HF Honors Introduction to Personal Computers  Units: 4 Lecture: 4 Laboratory: 0	<ul style="list-style-type: none"> <li>Catalog Description Update</li> <li>Schedule Description Update</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education(online)</li> </ul>	25	Class size of 25 recommended by the Fullerton College Honors Committee.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Asyn and Syn).
CIS 102 F Introduction to Open Source Software  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Objectives Revision</li> <li>Six-Year Review</li> <li>Textbooks</li> </ul>	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 103 F Computer Keyboarding  Units: 2 Lecture: 2 Laboratory: 1	<ul style="list-style-type: none"> <li>Schedule Description Update</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CIS 104 F Presentation Graphics Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

**REVISED COURSES**

			using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
<p>CIS 123 F Beginning Word Processing (MS Word)</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	<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>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>
<p>CIS 124 F Advanced Word Processing (MS Word)</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Advisory:</p> <ul style="list-style-type: none"> <li>• CIS 123 F</li> <li>• Advisory Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	<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>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>
<p>CIS 148 F Introduction to Personal Computer Communications</p>	<ul style="list-style-type: none"> <li>• Advisory Validation</li> <li>• Catalog Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	<p>Class time focuses on individualized instruction, student presentation time, and/or group learning.</p>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>

**REVISED COURSES**

<p>Units: 2 Lecture: 1.5 Laboratory: 1.5</p>	<ul style="list-style-type: none"> <li>• Add Distance Education (online-synchronous)</li> </ul>		<p>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>CIS 150 F Introduction to the Internet</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	<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. Addition DE Online (Syn).</p>
<p>CIS 159 F Introduction to XML</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	<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. Addition of DE Online (Syn).</p>
<p>CIS 170 F Cisco Networking 1</p>	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>30</p>	<p>Most of the time the students are engaged in practicing the skill(s)</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>

**REVISED COURSES**

<p>Units: 3 Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• Add Distance Education (online-synchronous)</li> </ul>		<p>they are learning and the instructor gives each student individual instruction as the class proceeds. CIS networking classes are taught in a hands-on lab environment requiring the Instructor to grade each student individually. Typically, assignments are graded by the instructor sitting in front of a configured computer system, looking at the various networking/server options set by the student, and evaluating how such options affect the system's interaction with the classroom network. Such one-on-one instruction and testing requires a smaller class size. There is no change in class size from the current course.</p>		<p>Addition of DE Online (Syn).</p>
<p>CIS 172 F Cisco Networking 2</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• CIS 170 F</li> <li>• Assignments Revision</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	<p>30</p>	<p>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. CIS networking classes are taught in a hands-on lab environment requiring the instructor to grade each student individually. Typically, assignments are graded by the instructor sitting in front of a configured computer system,</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>

**REVISED COURSES**

			looking at the various networking/server options set by the student, and evaluating how such options affect the system's interaction with the classroom network. Such one-on-one instruction and testing requires a smaller class size. There is no change in class size from the current course.		
<p>CIS 173 F Cisco Networking 3</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• CIS 172 F</li> <li>• Assignments Revision</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	<p>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. CIS networking classes are taught in a hands-on lab environment requiring the Instructor to grade each student individually. Typically, assignments are graded by the Instructor sitting in front of a configured computer system, looking at the various networking/server options set by the student, and evaluating how such options affect the system's interaction with the classroom network. Such one-on-one instruction and testing requires a smaller class size. There is no change in class size from the current course.</p>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>
<p>CIS 174 F Cisco Networking 4</p>	<p>Prerequisite:</p>	25	<p>Most of the time the students are engaged in</p>	2025 Fall	<p>Six-Year Review. Textbooks.</p>

**REVISED COURSES**

<p>Units: 3 Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• CIS 173 F</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>		<p>practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. CIS networking classes are taught in a hands-on lab environment requiring the instructor to grade each student individually. Typically, assignments are graded by the Instructor sitting in front of a configured computer system, looking at the various networking/server options set by the student, and evaluating how such options affect the system's interaction with the classroom network. Such one-on-one instruction and testing requires a smaller class size. There is no change in class size from the current course.</p>		<p>Addition of DE Online (Syn).</p>
<p>CIS 177 F Web Design III</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Advisory:</p> <ul style="list-style-type: none"> <li>• CIS 157 F</li> <li>• Advisory Validation</li> <li>• Catalog Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	<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. Addition of DE Online (Syn).</p>

**REVISED COURSES**

<p>CIS 180 F Introduction to Networking Concepts</p> <p>Units: 4 Lecture: 4 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	30	<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>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>
<p>CIS 181 F Computer Certification Preparation</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	<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>	2025 Fall	<p>Six-Year Review. Textbooks. Addition of DE Online (Syn).</p>
<p>CIS 182 F Computer Certification Preparation II</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	<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,</p>	2025 Fall	<p>Six-Year Review. Textbooks.</p>



REVISED COURSES					
			structure, style and mechanics.		
CIS 200 F Fundamentals of Computer Programming Units: 1 Lecture: 1 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>• CIS 154 F</li> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	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. Addition of DE Online (Syn).
CIS 205 F Advanced Spreadsheet (MS Excel)  Units: 3 Lecture: 3 Laboratory: 1	Advisory: <ul style="list-style-type: none"> <li>• CIS 106 F</li> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE Online (Syn).
CIS 212 F Robotic Programming  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

REVISED COURSES					
			thinking, conceptual understanding, structure, style and mechanics.		
CIS 217 F Visual Basic Programming I  Units: 4 Lecture: 4 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>• CIS 100 F</li> <li>• Advisory Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming 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. Addition of DE Online (Syn).
CIS 219 F Visual Basic Programming II  Units: 3 Lecture: 3 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>• CIS 217 F</li> <li>• Advisory Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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 220 F Web Server Programming  Units: 3 Lecture: 3 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>• CIS 152 F</li> <li>• Assignments Revision</li> <li>• Advisory Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

REVISED COURSES					
	<ul style="list-style-type: none"> <li>Add Distance Education (online-synchronous)</li> </ul>		assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
CIS 227 F Advanced C# Programming  Units: 3 Lecture: 3 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>CIS 221 F</li> <li>Advisory Validation</li> <li>Catalog Description Update</li> <li>Schedule Description Update</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using analytical and critical thinking skills. Students are taught programming/debugging through individualized interaction with the instructor.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CIS 229 F XML Programming  Units: 3 Lecture: 3 Laboratory: 1	Advisory: <ul style="list-style-type: none"> <li>CIS 159 F</li> <li>Advisory Validation</li> <li>Course Content (that do not change the overall scope of the course)</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	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. Addition of DE Online (Syn).
CIS 240 F Introduction to Mobile Applications  Units: 4 Lecture: 4 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>CIS 226 F</li> <li>Advisory Validation</li> <li>Assignments Revision</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using	2025 Fall	Six-Year Review. Textbooks. SLOs. Addition of DE Online (Syn).

REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>		advanced analytical and critical thinking skills.		
CIS 255 F Web Page Multimedia Design II  Units: 3 Lecture: 3 Laboratory: 0	Advisory: <ul style="list-style-type: none"> <li>• CIS 155 F</li> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Directed in-class computer presentations at individual student workstations. This will include individualized software demonstrations, directed project initiation, and demonstration of application debugging strategies.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CIS 280 F Introduction to Oracle:SQL and PL/SQL  Units: 3 Lecture: 3 Laboratory: 1	Advisory: <ul style="list-style-type: none"> <li>• CIS 142 F</li> <li>• Advisory Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	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. Addition of DE Online (Syn).
CIS 281 F Introduction to Networking Hardware  Units: 3	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

REVISED COURSES					
Lecture: 3 Laboratory: 1			instruction as the class proceeds.		
CIS 285 F Windows Server  Units: 3 Lecture: 3 Laboratory: 1	Advisory: <ul style="list-style-type: none"> <li>• CIS 107 F and</li> <li>• CIS 180 F</li> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Objectives Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	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. Addition of DE Online (Syn).
CIS 287 F Exchange Server  Units: 3 Lecture: 3 Laboratory: 1	Advisory: <ul style="list-style-type: none"> <li>• CIS 107 F and</li> <li>• CIS 180 F</li> <li>• Add Distance Education (hybrid)</li> <li>• Add Distance Education (online-synchronous)</li> <li>• Add Distance Education (online-asynchronous)</li> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE Hybrid, DE Online (Asyn), and DE Online (Syn).
CIS 289 F Windows Active Directory  Units: 3	Advisory: <ul style="list-style-type: none"> <li>• CIS 107 F and</li> <li>• CIS 180 F</li> </ul>	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

REVISED COURSES					
Lecture: 3 Laboratory: 1	<ul style="list-style-type: none"> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Objectives Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>		instruction as the class proceeds.		
CIS 298 F Advanced Computer Topics  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-synchronous)</li> <li>• Add Distance Education (online-asynchronous)</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Objectives Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE Hybrid, DE Online (Asyn), and DE Online (Syn).
CISG 100 F Introduction to Computer Game Design  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CISG 110 F Introduction to Programming for Computer Games  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Advisory Validation</li> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).

REVISED COURSES					
			advanced analytical and critical thinking skills.		
CISG 160 F C# for Game Programming  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Course Content (that do not change the overall scope of the course)</li> <li>Advisory Validation</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CISG 165 F C++ For Game Programming  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Advisory Validation</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CISG 170 F Java for Game Programming  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Advisory Validation</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CISG 175 F Multimedia Game Programming  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>Advisory Deletion</li> <li>Six-Year Review</li> <li>Textbooks</li> <li>Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
CISG 185 F Artificial Intelligence	<ul style="list-style-type: none"> <li>Advisory Validation</li> <li>Course Content (that do not change the</li> </ul>	30	Class focuses on individualized instruction, student	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
in Game Programming Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>overall scope of the course)</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>		presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.		Addition of DE Online (Syn).
CISG 190 F Programming Multiuser Online Games Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Advisory Validation</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	30	Class focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more programming assignments using advanced analytical and critical thinking skills.	2025 Fall	Six-Year Review. Textbooks. Addition of DE Online (Syn).
HIST 151 F Survey of British History I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Add Distance Education (online-synchronous)</li> </ul>	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, formal/informal student presentations, and several types of writing, such as essay, research papers and original source analysis. Evaluation is based on objective and/or essay exams and writing assignments which are assessed for critical analysis and structure.	2025 Fall	Six-Year Review. Addition of DE Online (Syn). IGETC to Cal-GETC Area 4 migration.
MUS 113 F Jazz History - An Appreciation Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• CIP Code Revision</li> <li>• Add Distance Education(hybrid)</li> <li>• Catalog Description Update</li> <li>• Class Size Revision</li> <li>• Objectives Revision</li> </ul>	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are	2025 Fall	Six-Year Review. Textbooks. Class size revised FROM 60 TO 45 in alignment with the Class Size Planning and Resource



REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>		assessed mostly for concepts and structure.		Document. This is the current campus standard for large general education lecture/discussion classes. Proposed for DE (hybrid). IGETC to Cal-GETC Area 4 migration.
PLEG 204 F Family Law  Units: 3 Lecture: 3 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul> <ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Add Distance Education (online-synchronous)</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	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. Addition of DE Online (Syn).
PLEG 205 F Probate, Wills and Trusts  Units: 3 Lecture: 3 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul>	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2025 Fall	Six-Year Review. Textbooks.

**REVISED COURSES**

	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>		<p>Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.</p>		
<p>PLEG 206 F Bankruptcy Law and Procedure Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul> <ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> </ul>	<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. Removal of DE (hybrid).</p>

**REVISED COURSES**

REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Textbooks</li> </ul>				
<p>PLEG 208 F Workers' Compensation Law</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul> <ul style="list-style-type: none"> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> <li>• Catalog Description Update</li> </ul>	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	<p>Six-Year Review. Textbooks. Removal of DE (hybrid).</p>
<p>PLEG 209 F Criminal Law and Procedures</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul> <ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Remove Distance Education(hybrid)</li> </ul>	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	<p>Six-Year Review. Textbooks. Removal of DE (hybrid).</p>

**REVISED COURSES**

	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>				
<p>PLEG 210 F Paralegal Internship</p> <p>Units: 2-4 Lecture: 1 Laboratory: 3-9</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F and</li> <li>• PLEG 105 F and</li> <li>• PLEG 201 F and</li> <li>• PLEG 202 F</li> </ul> <ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Add Distance Education (online- asynchronous)</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	25	Instructor coordinates internship/field practice opportunities and supervises students at different locations.	2025 Fall	Six-Year Review. Textbooks. Addition of DE (asyn), and removal of DE (hybrid).
<p>PLEG 213 F Employment and Labor Law</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• PLEG 101 F and</li> <li>• PLEG 104 F</li> </ul> <ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> </ul>	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. Textbooks. Removal of DE (hybrid).

REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>		assessed mostly for concepts and structure.		
PLEG 226 F Constitutional Law  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Remove Distance Education(hybrid)</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	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. Removal of DE (hybrid).
THEA 100 F Introduction to the Theatre  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. IGETC Area 3A to Cal-GETC Area 3A migration.

REVISED COURSES					
<p>THEA 104 F Introduction to Theatre Appreciation</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Grading Options Revision</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• SAMS Code Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	35	The instructor does conduct lectures regarding specific productions attended. In addition to lecture, much of the class time focuses on group discussion and formal/informal student presentations. Writing assignments are assessed mostly for concepts and structure.	2025 Fall	Six-Year Review. Textbooks. IGETC Area 3A TO Cal-GETC Area 3A migration.
<p>THEA 105 F Musical Theatre History</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. IGETC Area 3A to Cal-GETC Area 3A migration.
<p>THEA 108 F Multicultural Perspectives in American Theatre</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> </ul>	35	The instructor of this course conducts lectures as well as supervising and monitoring small group discussions and informal student presentations. Evaluations are primarily conducted through objective exams and writing assignments that are assessed for concepts and structure.	2025 Fall	Six-Year Review. Textbooks.

REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Textbooks</li> </ul>				
THEA 109 F Modern Dramatic Literature  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-asynchronous)</li> <li>• Add Distance Education (online-synchronous)</li> <li>• Assignments Revision</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	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. Addition of DE (hybrid and online syn and asyn).
THEA 122 F Improvisation for Television, Film and Theatre  Units: 2 Lecture: 1 Laboratory: 3	<ul style="list-style-type: none"> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	30	The instructor of this class provides some individualized feedback and evaluation of presented scene and improvisation work as well as individualized instruction as students are taught blocking, choreography and staging techniques. The instructor also monitors each group of students as they rehearse and perform.	2025 Fall	Six-Year Review. Textbooks.
THEA 127 F Oral Interpretation  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education (online-asynchronous)</li> <li>• Add Distance Education (online-synchronous)</li> <li>• Assignments Revision</li> <li>• Course Content (that do not change the overall scope of the course)</li> </ul>	25	During this class the students are engaged in practicing the skill(s) they are learning. Students will rehearse, develop and perform their individual oral presentations. The instructor will give each student individual feedback as the course proceeds.	2025 Fall	Six-Year Review. Textbooks. Addition of DE (hybrid and online asyn and syn).

REVISED COURSES					
	<ul style="list-style-type: none"> <li>• Method of Instruction</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>				
THEA 129 F Voice for the Actor  Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-synchronous)</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Objectives Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	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. Addition of DE (hybrid and online syn).
THEA 132 F Beginning Resident Theatre Company  Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Method of Instruction</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	25	The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production	2025 Fall	Six-Year Review. Textbooks.



**REVISED COURSES**

<p>THEA 135 F Resident Theatre Company</p> <p>Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 132 F</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Prerequisite Addition</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>THEA 136 F Touring Theatre Productions: Rehearsal and Performance</p> <p>Units: 3 Lecture: 0 Laboratory: 9</p>	<ul style="list-style-type: none"> <li>• Advisory Deletion</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Method of Instruction Update</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>

**REVISED COURSES**

<p>THEA 139 F Beginning Musical Theatre Concert Production</p> <p>Units: 1 Lecture: 0 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Objectives Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	25	<p>The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>	2025 Fall	<p>Six-Year Review. Textbooks. This course is being adjusted to be more equitable and available to more of the student population.</p>
<p>THEA 170 F Beginning Theatrical Lighting</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Corequisite: Concurrency Required:</p> <ul style="list-style-type: none"> <li>• THEA 153 F or</li> <li>• THEA 159 F or</li> <li>• THEA 249 F or</li> <li>• THEA 250 F</li> </ul> <ul style="list-style-type: none"> <li>• Corequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> <li>• Catalog Description Update</li> </ul>	15	<p>Through project-based learning, the instructor of this course supervises and instructs students on an individual basis while the students are engaged in practicing the skill(s) they are learning. During the laboratory sessions students will hang, focus, circuit and color lighting equipment, climb ladders, and use mast and scissor lifts while working overhead. Students will use the lighting and rigging systems of the theatres in the Theatre Arts building. Students</p>	2025 Fall	<p>Six-Year Review. Textbooks.</p>

**REVISED COURSES**

			actively participate in the implementation of the lighting designs for the productions within the department. While under supervision of one instructor students divide into multiple groups and work in multiple locations within the theatres. Safety issues justify the need for a class size of 15 students.		
<p>THEA 177 F Beginning Director's Practicum</p> <p>Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9</p>	<ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Objectives Revision</li> <li>• Prerequisite Deletion</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	25	The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.	2025 Fall	Six-Year Review. Removing the prerequisite of THEA 225 F in order to make THEA 177 F more inclusive and equitable.
<p>THEA 182 F Advanced Principles of Acting I</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 181 F</li> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online)</li> </ul>	25	The instructor of this class provides extensive individualized feedback and evaluation of presented scene work as well as individualized instruction as students are taught blocking, choreography and staging techniques. The	2025 Fall	Six-Year Review. Textbooks.

**REVISED COURSES**

	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Objectives Revision</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>		instructor also monitors each group of students as they rehearse and perform.		
<p>THEA 183 F Advanced Principles of Acting II</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 181 F</li>   <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-synchronous)</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Course Content (that do not change the overall scope of the course)</li> <li>• Method of Evaluation</li> <li>• Method of Instruction</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	25	The instructor of this class provides extensive individualized feedback and evaluation of presented scene work as well as individualized instruction as students are taught blocking, choreography and staging techniques. The instructor also monitors each group of students as they rehearse and perform.	2025 Fall	Six-Year Review. Textbooks. Addition of DE (syn) and DE (hybrid).

**REVISED COURSES**

<p>THEA 184 F Beginning Musical Theatre I</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Corequisite:</p> <ul style="list-style-type: none"> <li>• THEA 153 F or</li> <li>• THEA 159 F</li> <li>• THEA 249 F or</li> <li>• THEA 250 F</li> </ul> <ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Corequisite Validation</li> <li>• Hours (WSCH Lecture and/or Lab)</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The instructor of this class provides extensive individualized feedback and evaluation of presented musical theatre work as well as individualized instruction as students rehearse and perform with an accompanist are taught choreography, and staging techniques. The instructor also monitors each group of students as they rehearse and perform.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. This course is being revised to help the overall scope of the Musical Theatre Certificate program. Hours revision FROM 2 hours lecture and 4 hours lab TO 2 hours lecture and 3 hours lab.</p>
<p>THEA 185 F Beginning Musical Theatre II</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 184 F</li> </ul> <ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-synchronous)</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Corequisite Deletion</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The instructor of this class provides extensive individualized feedback and evaluation of presented musical theatre work as well as individualized instruction as students rehearse and perform with an accompanist and are taught choreography and staging techniques. The instructor also monitors each group of students as they rehearse and perform.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. Addition of DE (hybrid and online syn). This course revision is to remove co-requisites due to restructuring of program and degree requirements.</p>
<p>THEA 190 F Auditioning for Musical Theatre</p>	<ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Prerequisite Revision</li> <li>• Schedule Description Update</li> </ul>	<p>25</p>	<p>The instructor of this class provides extensive individualized feedback and evaluation of presented musical</p>	<p>2025 Fall</p>	<p>Six-Year Review. Revising the pre-requisite by removing the course requisite</p>

**REVISED COURSES**

<p>Units: 3 Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>		<p>theatre work as well as individualized instruction as students rehearse and perform with an accompanist and are taught choreography and staging techniques. The instructor also monitors each group of students as they rehearse and perform.</p>		<p>and requiring an audition. This revision will make this course more accessible to students who are interested in musical theatre audition practices but don't necessarily want to pursue the whole musical theatre certificate program.</p>
<p>THEA 222 F Acting for the Camera</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<ul style="list-style-type: none"> <li>• Add Distance Education(hybrid)</li> <li>• Add Distance Education(online-synchronous)</li> <li>• Catalog Description Update</li> <li>• Hours (WSCH Lecture and/or Lab)</li> <li>• Six-Year Review</li> <li>• Student Learning Outcomes</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The instructor of this class provides extensive individualized feedback and evaluation of presented scene work as well as individualized instruction as students are taught blocking, choreography and staging techniques. Camera work is observed through weekly screenings.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. The course is being shortened to be more aligned with our other theatre courses and their required hours. WSCH revised FROM 2 hours lecture and 4 hours lab TO 2 hours lecture and 3 hours lab. Addition of DE (hybrid and online syn).</p>
<p>THEA 225 F Stage Directing</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 180 F</li> <li>• Catalog Description Update</li> <li>• Corequisite Deletion</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> </ul>	<p>15</p>	<p>The instructor of this class provides extensive individualized feedback and evaluation of presented directorial work as well as individualized instruction as students are taught to record blocking, choreography and staging techniques. The instructor also monitors each group of students as they</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. Deletion of Concurrent Corequisite: THEA 141 F or THEA 143 F or THEA 146 F or THEA 148 F or THEA 151 F or THEA 152 F or THEA 160 F or THEA 161 F or THEA 162 F or THEA</p>

**REVISED COURSES**

	<ul style="list-style-type: none"> <li>Textbooks</li> </ul>		construct and implement their director's production notebook.		170 F or THEA 171 F or THEA 172 F or THEA 244 F or THEA 246 F or THEA 252 F or THEA 253 F or THEA 256 F or THEA 257 F or THEA 258 F or THEA 259 F or THEA 265 F or THEA 266 F. Corequisite is being deleted to clarify pathway for students.
<p>THEA 239 F Intermediate Musical Theatre Concert Production</p> <p>Units: 1 Lecture: 0 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>THEA 139 F</li> <li>Assignments Revision</li> <li>Prerequisite Validation</li> <li>Six-Year Review</li> <li>Textbooks</li> </ul>	25	The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.	2025 Fall	Six-Year Review. Textbooks.
<p>THEA 276 F Intermediate Playwright's Practicum</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>THEA 176 F</li> </ul>	25	The class size is drawn from the size of the cast as written in the script by the playwright. The performance, technical	2025 Fall	Six-Year Review. Textbooks.

**REVISED COURSES**

<p>Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>		<p>and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>		
<p>THEA 277 F Intermediate Director's Practicum</p> <p>Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 177 F</li> <li>• Assignments Revision</li> <li>• Prerequisite Validation</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The performance, technical and administrative work produced by this class requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>
<p>THEA 280 F Advanced Director's Practicum</p>	<ul style="list-style-type: none"> <li>• Assignments Revision</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>The performance, technical and administrative work produced by this class</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks.</p>



**REVISED COURSES**

<p>Units: 0.5-3 Lecture: 0 Laboratory: 1.5-9</p>			<p>requires extensive individualized feedback, coaching and support as students are taught staging, blocking, choreography and characterization techniques. This course also requires coordination of the repetition and evaluation of the actors and technicians individual work during dress, technical rehearsals and performances relevant to the production.</p>		
<p>THEA 284 F Intermediate Musical Theatre I</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 185 F</li> <li>• Assignments Revision</li> <li>• Catalog Description Update</li> <li>• Hours (WSCH Lecture and/or Lab)</li> <li>• Prerequisite Validation</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>This class serves as an advanced level skills course where the instructor of this class provides extensive individualized feedback and evaluation of presented scene work as well as individualized instruction as students are taught blocking, choreography and staging techniques. Small class size is needed in order for the instructor to adequately provide efficient feedback and coaching time of music and dance choreography.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. Change in the contact hours to be more aligned with the department standard. WSCH revised FROM 2 hours lecture and 4 hours lab TO 2 hours lecture and 3 hours lab.</p>
<p>THEA 285 F Intermediate Musical Theatre II</p> <p>Units: 3 Lecture: 2 Laboratory: 3</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• THEA 185 F</li> <li>• Assignments Revision</li> </ul>	<p>25</p>	<p>This class serves as an advanced level skills course where the instructor of this class provides extensive individualized feedback and evaluation of presented scene work as</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. WSCH revised FROM 2 hours lecture and 4 hours lab TO 2 hours lecture and 3 hours lab.</p>

**REVISED COURSES**

	<ul style="list-style-type: none"> <li>• Catalog Description Update</li> <li>• Hours (WSCH Lecture and/or Lab)</li> <li>• Prerequisite Revision</li> <li>• Schedule Description Update</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>		<p>well as individualized instruction as students are taught blocking, choreography and staging techniques. Small class size is needed in order for the instructor to adequately provide efficient feedback and coaching time of music and dance choreography.</p>		
<p>THEA 299 F Theatre Arts Independent Study</p> <p>Units: 1-3 Lecture: 0 Laboratory: 3-9</p>	<ul style="list-style-type: none"> <li>• Add Distance Education (hybrid)</li> <li>• Add Distance Education (online-synchronous)</li> <li>• Add Distance Education (online-asynchronous)</li> <li>• Method of Instruction</li> <li>• Six-Year Review</li> <li>• Textbooks</li> </ul>	<p>25</p>	<p>For this course the instructor and student create a learning contract and schedule of weekly conferences and projected completion dates. Through project based learning the students are engaged in practicing the skill(s) that lead them to the completion of their individual projects. The instructor gives each student individual instruction and evaluation as the project proceeds.</p>	<p>2025 Fall</p>	<p>Six-Year Review. Textbooks. Addition of DE Online Syn and Asyn) and DE (Hybrid).</p>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	December 17, 2024	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	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, Summer 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.

Cherry Li-Bugg  


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 Recommended by

*B. V. Dift* *Bud M*  


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 Approved for Submittal

4.c.1  


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 Item No.



## North Orange Continuing Education Curriculum

Pending Board approval on December 17, 2024.

Approved by the District Curriculum Coordinating Committee on November 5, 2024 and November 14, 2024.

Approved by North Orange Continuing Education Curriculum Committee on October 8, 2024.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
ESLM 1077	ESL Precollege Reading and Writing, Intermediate	90	2025 Summer	This course will take place at Fullerton College and is equivalent to their ESL 082F course: Intermediate Reading and Writing for Non-Native Speakers of English. It is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
ENTR 115	Business Basics: Law and Accounting	45	2025 Fall	Course is required for the Entrepreneurship program. The course is written to meet the standards set by the advisory committee and industry needs.
ESLA 351	ESL for Art Appreciation	90	2025 Fall	This course supports transition to college and arts related careers.

Course Deactivations			
Course ID	Title	Eff Date	Justification
IHSS 299	High School World History P	2025 Summer	Course was replaced by another course and is no longer being offered.

New Programs					
Program Title		Eff Date	Justification		
Career Exploration: Food Service Industry	Explore Food Safety and Diverse Careers. This comprehensive program focuses on food safety principles, prepares you for the Food Handler's Certification, and uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments and portfolio creation. Get ready for entry-level positions in the dynamic food service industry.		2025 Spring	The goal of the proposed program is to provide comprehensive and practical training in the field of Food Service and Culinary Arts, equipping students with the essential knowledge, skills, and certifications necessary to excel in various roles within the food service industry. The program is designed to meet the needs of students seeking to enter the food service sector with a strong foundation in food safety, handling, customer service, and practical culinary skills. By offering a range of hands-on experiences, theoretical knowledge, and industry insights, the program aims to prepare students for successful careers in the dynamic and diverse world of food service.	
	<b>Core Courses:</b>				
		<b>Hours</b>			
	WFPR 220	Career Exploration: Paths in the Food Service, Industry Introduction			90
	WFPR 221	Career Exploration: Paths in the Food Service Industry			90
<b>Total Hours</b>		180			
Career Exploration: Orientation to College and Survey of Career Fields	The Career Exploration: Orientation to College and Survey of Career Fields Certificate courses work comprehensively together to prepare students towards college success and to assist one in establishing their personal, career, and educational goals. Students will gain awareness and proficiency on the expectations needed for a successful transition to higher learning; survey career clusters and learning pathways to support one to identify their chosen career field of interest.		2025 Spring	The Career Exploration: Orientation to College and Survey of Career Fields certificate of completion program is designed to introduce students towards college success and provide guidance to their academic and career goal selection. Students will work to increase their knowledge of college preparedness, explore various career fields, evaluate their skillset, and gain self-awareness for better informed educational and vocational choices.	

New Programs																		
Program Title		Eff Date	Justification															
	<table border="1"> <thead> <tr> <th colspan="3">Core Courses:</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 244</td> <td>Career Exploration: Orientation to College</td> <td>90</td> </tr> <tr> <td>WFPR 245</td> <td>Career Exploration: Survey to Career Fields</td> <td>90</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td>180</td> </tr> </tbody> </table>	Core Courses:					Hours	WFPR 244	Career Exploration: Orientation to College	90	WFPR 245	Career Exploration: Survey to Career Fields	90	<b>Total Hours</b>		180		
Core Courses:																		
		Hours																
WFPR 244	Career Exploration: Orientation to College	90																
WFPR 245	Career Exploration: Survey to Career Fields	90																
<b>Total Hours</b>		180																
Career Exploration: Retail and Customer Services Skills	<p>The Retail and Customer Services Skills Certificate is offered for students interested in developing the skills needed to work in customer service industries. Students take a series of courses to receive a Retail and Customer Service Certificate.</p> <p>This program will support enrolled students in learning basic services skills and basic employment skills to support long-term success in the expansive retail environments throughout Orange County.</p> <p>Students graduating with a Retail and Customer Service Certificate will be prepared for many entry-level paid employment opportunities within the retail industry. Upon completion of the Retail and Customer Skills Certificate, students will have the knowledge, skills, and experience to provide basic customer services skills in commercial settings. Students will be certified to work as entry-level employees including Cashiers, Counter and Rental Clerks, Demonstrators and Product Promoters, Door-to-Door Sales Workers, News and Street Vendors and Related Workers, Stockers and Order Fillers, Account Representative, Call Center Representative, Client Services</p>	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 Retail and Customer Service Vocations both having a “Bright Outlook” in this geographic area. The vast retail 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												
	<p>Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, or Member Services Representative (Member Services Rep.)</p> <p><b>Core Courses:</b></p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 224</td> <td>Career Exploration: Retail Services, Introduction</td> <td>90</td> </tr> <tr> <td>WFPR 225</td> <td>Career Exploration: Consumer Services Skills</td> <td>90</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td>180</td> </tr> </tbody> </table>			Hours	WFPR 224	Career Exploration: Retail Services, Introduction	90	WFPR 225	Career Exploration: Consumer Services Skills	90	<b>Total Hours</b>		180		
		Hours													
WFPR 224	Career Exploration: Retail Services, Introduction	90													
WFPR 225	Career Exploration: Consumer Services Skills	90													
<b>Total Hours</b>		180													

Modified Programs/Certificates			
Program Title		Eff Date	Justification
Entrepreneurship	<p>The Entrepreneurship certificate of completion program is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start or expand a business.</p> <p>For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p>	2025 Fall	The program was updated to reflect the revised title of ENTR 115- Business Basics: Law and Accounting.

Modified Programs/Certificates																								
Program Title		Eff Date	Justification																					
	<table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ENTR 100</td> <td>Entrepreneurship, Introduction</td> <td>54</td> </tr> <tr> <td>ENTR 105</td> <td>Marketing, Introduction</td> <td>45</td> </tr> <tr> <td>ENTR 115</td> <td>Business Basics: Law and Accounting</td> <td>45</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td>180</td> </tr> </tbody> </table>	Core Courses					Hours	ENTR 100	Entrepreneurship, Introduction	54	ENTR 105	Marketing, Introduction	45	ENTR 115	Business Basics: Law and Accounting	45	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	<b>Total Hours</b>		180		
Core Courses																								
		Hours																						
ENTR 100	Entrepreneurship, Introduction	54																						
ENTR 105	Marketing, Introduction	45																						
ENTR 115	Business Basics: Law and Accounting	45																						
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																						
<b>Total Hours</b>		180																						
Google IT Support Professional Pre-Apprenticeship	<p>The Google IT Support Professional Pre-Apprenticeship certificate is designed for and aligned with Google’s IT Support certificate. Students who complete this certificate will be exposed to and become proficient in the IT Technical Support field. This certificate combines the necessary IT skills to make sound IT decisions, to troubleshoot and resolve IT-related issues. Students will gain valuable professional skills in customer service, trouble shooting, network protocols, cloud computing, windows operating system, Linux command line, systems administration, encryption algorithms and techniques. The certificate prepares students for entry into a formal apprenticeship program and/or other entry-level jobs as an IT/Computer Support Specialist.</p> <p>For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE</p>	2025 Fall	Removed the required labs from the core course section.																					



Modified Programs/Certificates				
Program Title			Eff Date	Justification
	Office to learn more about which courses offer credit for prior learning).			
	<b>Core Courses</b>			
			<b>Hours</b>	
CIST 100	Information Technology (IT) Technical Support Fundamentals		54	
CIST 105	The Bits and Bytes of Computer Networking		54	
CIST 110	Operating Systems and Becoming a Power User		54	
CIST 115	System Administration and IT Infrastructure Services		72	
CIST 120	IT Security: Defense Against the Digital Dark Ages		72	
	<b>Total Hours</b>		306	

Program Deactivation		
Program Title	Eff Date	Justification
Literacy Program	2025 Summer	Program was replaced and is no longer being offered.
Business Information Worker I	2025 Summer	Program replaced with Office Assistant, Introduction.
Business Information Worker II	2025 Summer	Program replaced with Office Assistant, Introduction.
Administrative Professional	2025 Summer	Program replaced with Office Assistant, Advanced.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>    X    </u>
<b>SUBJECT:</b>	Common Course Numbering (CCN) Implementation Allocation	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** Education Code Sections 66725-66725.5 [via Assembly Bill No. 1111 (Berman)] require implementation of a student-facing common course numbering (CCN) system across the California Community Colleges on or before July 1, 2027. The CCN system will assign the same course number to comparable courses across all California community colleges in order to “streamline transfer from two- to four-year postsecondary educational institutions and reduce excess credit accumulation.” The CCN system will establish a structure that maximizes credit mobility for all students, strengthening equitable transfer and student success. More specifically, it will support students in areas such as building cohesive academic plans, understanding how required courses transfer and apply to completion, and making informed course selections that support degree completion. The California Community Colleges Chancellor’s will allocate a one-time appropriation, with Cypress and Fullerton Colleges to receive equal allocations of \$913,043, for a total of \$1,826,086, with funds to be disbursed in the fall of 2024.

The colleges must spend their funds to implement the provisions in the CCN statute and be used for, but not limited to the following: aligning existing course curricula to the CCN system; updating course catalogs and other digital course registries; supporting faculty costs associated with course differentiation and curriculum approval; campus communication efforts to inform students of revised course numbers and curricula; and other activities that advance the implementation and adoption of CCN. By implementing a CCN system, colleges must ensure that if a schedule of classes or catalog lists a course with a CCN designation, students can expect that the course is accepted universally across all California community colleges.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD.

**How does this relate to the five District Strategic Directions?** This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

**How does this relate to Board Policy:** This item complies with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to ensure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress and Fullerton Colleges will receive equal allocations of \$913,043, for a total of \$1,826,086 from the California Community College Chancellor's Office to be used by July 1, 2027, for the implementation of common course numbering (CCN).

**RECOMMENDATION:** Authorization is requested for Cypress and Fullerton Colleges to enter into an agreement with the California Community College Chancellor's Office to accept the total amount of \$1,826,086 to be used by July 1, 2027. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

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Recommended by

*B. V. dist Bredm*

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Approved for Submittal

4.d.2

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Item No.

**Cypress College and Fullerton College  
Common Course Numbering System**

**July 1, 2024 to June 30, 2027**

<u>OBJECT OF EXPENDITURE</u>					<u>PROPOSED BUDGET</u>
<b>50000 Other Operating Expenses &amp; Services</b>					
Other Operating Expenses & Services	18910	2305	50000	6600	913,043
	18911	5225	50000	6600	913,043
	<b>Total Expenses</b>				<b>\$ 1,826,086</b>
<b>80000 Revenue</b>					
Other General Categorical	18910	2305	86280	6600	913,043
	18911	5225	86280	6600	913,043
	<b>Total Revenues</b>				<b>\$ 1,826,086</b>

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 establish budgets from funding sources within the General Fund (0101), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8629	Other General Categorical	\$ <u>1,826,086</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses & Services	1,826,086
TOTALS		\$ <u>1,826,086</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
 Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>    X    </u>
<b>SUBJECT:</b>	Cypress and Fullerton Colleges – Dual Enrollment College and Career Access Pathway (CCAP) Grant and Award with Anaheim Union High School District (AUHSD)	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** Cypress and Fullerton Colleges are pleased to report a grant award from the Anaheim Union High School District (AUHSD) as a pass-through entity from the California Department of Education (CDE). The grant titled, Dual Enrollment College and Career Access Program (CCAP) has been awarded in the total amount of \$339,284 for the 2024-25, 2025-26, and 2026-27 fiscal years to support the expansion of the Dual Enrollment CCAP throughout AUHSD. Cypress College will receive \$75,908 in the fiscal year 2024-25 and \$70,000 per fiscal year in 2025-26 and 2026-27. Additionally, Fullerton College will receive \$43,376 in the fiscal year 2024-25 and \$40,000 per fiscal year in 2025-26 and 2026-27.

AUHSD will cover the costs of the colleges' Transition Leaders and Adjunct Counselors, who will provide support services at AUHSD school sites for students participating in the colleges' Dual Enrollment program.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD.

**How does this relate to the five District Strategic Directions?** This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

**How does this relate to Board Policy:** This item complies with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to ensure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress and Fullerton Colleges have been awarded funding in the total amount of \$300,284 from the Anaheim Union High School District (AUHSD) as a pass-through entity from the California Department of Education (CDE) to be used within three fiscal years for dual enrollment opportunities at AUHSD high schools.

**RECOMMENDATION:** Authorization is requested for Cypress and Fullerton Colleges to enter into an agreement with the Anaheim Union High School District (AUHSD) to accept the total amount of \$339,284 to be used by the 2026-27 fiscal year. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

  
Approved for Submittal

4.e.2

Item No.

**Cypress College and Fullerton College  
 AUHSD College and Career Access Pathway**

**December 1, 2024 to June 30, 2027**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>				<u>PROPOSED BUDGET</u>
<b>50000 Other Operating Expenses &amp; Services</b>					
Other Operating Expenses & Services	17988	XXXX	50000	XXXX	75,908
	17989	XXXX	50000	XXXX	43,376
	<b>Total Expenses</b>				<b>\$ 119,284</b>
<b>80000 Revenue</b>					
Other Reimbursable Categorical	17988	XXXX	86543	XXXX	75,908
	17989	XXXX	86543	XXXX	43,376
	<b>Total Revenues</b>				<b>\$ 119,284</b>





# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>    X    </u>
<b>SUBJECT:</b>	Cypress and Fullerton Colleges – Dual Enrollment College and Career Access Pathway (CCAP) Grant Award with Fullerton Joint Union High School District (FJUHSD)	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** Cypress and Fullerton Colleges are pleased to report a grant award from the Fullerton Joint Union High School District (FJUHSD) as a pass-through entity from the California Department of Education (CDE). The grant titled, Dual Enrollment College and Career Access Program (CCAP) has been awarded in the total amount of \$468,920 for the 2024-25, 2025-26, and 2026-27 fiscal years for the advancement of collaborative work and partnership improvement areas to strengthen dual enrollment programming at eight FJUHSD high schools. Cypress College will receive \$32,000 per fiscal year, while Fullerton College will receive \$124,920 in fiscal year 2024-25 and \$124,000 per fiscal year in 2025-26 and 2026-27.

FJUHSD will cover the costs of the colleges’ Transition Leaders and Adjunct Counselors, who will provide support services at FJUHSD school sites for students participating in the colleges’ Dual Enrollment program. Services will include the following: 1) Enhancing community knowledge of Dual Enrollment program via various methods of information sessions, enrollment workshops, and/or community events; 2) Plan and deliver student presentations regarding Dual Enrollment topics during the school day in classrooms; 3) Collaborate with FJUHSD CTE staff to target CTE pathway completer students to sign up for Dual Enrollment courses in their career interest areas; and 4) Collaborate with FJUHSD Guidance Departments on grade-level presentations and 4-year plans to include Dual Enrollment courses.

This program provides robust student support for an existing CCAP that will be expanded to aid students transition to and lead to success in college at the following FJUHSD high schools: Buena Park, Fullerton, La Habra, La Sierra, La Vista, Sonora, Sunny Hills, and Troy. By participating in this program, Cypress and Fullerton Colleges will help to create a stronger economy overall as more students turn college certificates and degrees into careers.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD.

**How does this relate to the five District Strategic Directions?** This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

**How does this relate to Board Policy:** This item complies with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to ensure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress and Fullerton Colleges have been awarded funding in the total amount of \$468,920 from the Fullerton Joint Union High School District (FJUHSD) as a pass-through entity from the California Department of Education (CDE) to be used within three fiscal years for dual enrollment opportunities at eight FJUHSD high schools.

**RECOMMENDATION:** Authorization is requested for Cypress and Fullerton Colleges to enter into an agreement with the Fullerton Joint Union High School District (FJUHSD) to accept the total amount of \$468,920 to be used by the 2026-27 fiscal year. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

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Cherry Li-Bugg

Recommended by

  
Approved for Submittal

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4.f.2

Item No.

**Cypress College and Fullerton College  
FJUHSD Dual Enrollment College and Career Access Pathway**

**December 1, 2024 to June 30, 2027**

<u>OBJECT OF EXPENDITURE</u>					<u>PROPOSED BUDGET</u>
<b>50000 Other Operating Expenses &amp; Services</b>					
Other Operating Expenses & Services	17984	XXXX	50000	XXXX	32,000
	17985	XXXX	50000	XXXX	124,920
	<b>Total Expenses</b>				<b>\$ 156,920</b>
<b>80000 Revenue</b>					
Other Reimbursable Categorical	17984	XXXX	86543	XXXX	32,000
	17985	XXXX	86543	XXXX	124,920
	<b>Total Revenues</b>				<b>\$ 156,920</b>

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 establish budgets from funding sources within the General Fund (0101), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categorical	\$ <u>156,920</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses & Services	156,920
TOTALS		\$ <u>156,920</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
 Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
<b>DATE:</b>	December 17, 2024	Information	<u>          </u>
		Enclosure(s)	<u>          </u>
<b>SUBJECT:</b>	Cypress and Fullerton Colleges – Middle College Early College (MCEC) Grant and Award with Anaheim Union High School District (AUHSD)		

**BACKGROUND:** Cypress and Fullerton Colleges are pleased to report a grant award from the Anaheim Union High School District (AUHSD) as a pass-through entity from the California Department of Education (CDE). The grant titled, Middle College Early College (MCEC) has been awarded in the total amount of \$210,804 for the 2024-25, 2025-26, and 2026-27 fiscal years to provide students with access to college courses throughout high school. Cypress College will receive \$46,480 per fiscal year in 2024-25 and 2025-26 and \$41,188 in fiscal year 2026-27. Additionally, Fullerton College will receive \$26,560 per fiscal year in 2024-25 and 2025-26 and \$23,536 in fiscal year 2026-27.

As part of the partnership, the colleges will provide the following services: the creation of dual enrollment early college credit programs and services through the Anaheim Union Pledge; a Dual Enrollment Professional Expert to collaborate with district/school counselors, promote dual enrollment opportunities, and support high school students enrolled in dual enrollment courses; a dual enrollment course to assist students in completing educational requirements for Biotechnology related certificates and degree programs; a dual enrollment pathway leading to an Biotechnology Biomanufacturing Technician Certificate, Biotechnology Lab Assistant Skills Certificate, and/or Biotechnology Laboratory Technician Certificate with Fullerton College; outreach support for community college bound high school seniors; Financial Aid support for high school seniors; and field trips to Fullerton and Cypress Colleges connected to career pathways.

This agenda item was prepared by Lisa King, District Director, Grants, NOCCCD.

**How does this relate to the five District Strategic Directions?** This funding supports the following District Strategic Directions: 1) Student Experience and Success; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

**How does this relate to Board Policy:** This item complies with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to ensure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress and Fullerton Colleges have been awarded funding in the total amount of \$210,804 from the Anaheim Union High

School District (AUHSD) as a pass-through entity from the California Department of Education (CDE) to be used within three fiscal years for to provide AUHSD students with access to college courses.

**RECOMMENDATION:** Authorization is requested for Cypress and Fullerton Colleges to enter into an agreement with the Anaheim Union High School District (AUHSD) to accept the total amount of \$210,804 to be used by the 2026-27 fiscal year. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Executive Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

*B. V. Dipt Bredm*  
Approved for Submittal

4.g.2

Item No.

**Cypress College and Fullerton College  
AUSHD Middle College Early College Grant**

**December 1, 2024 to June 30, 2027**

<u>OBJECT OF EXPENDITURE</u>					<u>PROPOSED BUDGET</u>
<b>50000 Other Operating Expenses &amp; Services</b>					
Other Operating Expenses & Services	17986	XXXX	50000	XXXX	46,480
	17987	XXXX	50000	XXXX	26,560
	<b>Total Expenses</b>				<b>\$ 73,040</b>
<b>80000 Revenue</b>					
Other Reimbursable Categorical	17986	XXXX	86543	XXXX	46,480
	17987	XXXX	86543	XXXX	26,560
	<b>Total Revenues</b>				<b>\$ 73,040</b>



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 establish budgets from funding sources within the General Fund (0101), for fiscal year 2024-2025, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categorical	\$ <u>73,040</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses & Services	73,040
	TOTALS	\$ <u>73,040</u>

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 December 17, 2024, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
 Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Stefan Bean, Ed.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 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.

LEAVES OF ABSENCE

Barsamian, Aram	FC	Music Instructor Load Banking Leave With Pay (34.00%) Eff. 2025 Spring Semester
Cho, Leonard	FC	Mathematics Instructor Load Banking Leave With Pay (20.67%) Eff. 2025 Spring Semester
Debin, Megan	FC	Art Instructor Load Banking Leave With Pay (20.00%) Eff. 2025 Spring Semester
Eisner, Douglas	FC	English Instructor Load Banking Leave With Pay (23.33%) Eff. 2025 Spring Semester
Flores, Christy	FC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2025 Spring Semester
Garcia, Amy	FC	English Instructor Load Banking Leave With Pay (13.33%) Eff. 2025 Spring Semester
Gonzalez, Amber	FC	Ethnic Studies Instructor Load Banking Leave With Pay (16.67%) Eff. 2025 Spring Semester
Klassen, Kelly	FC	Mathematics Instructor Load Banking Leave With Pay (66.67%) Eff. 2025 Spring Semester
Levesque, Richard	FC	English Instructor Load Banking Leave With Pay (33.33%) Eff. 2025 Spring Semester
Liu, Annie	FC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2025 Spring Semester
@00949144	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 1/30/2025 – 12/13/2025 (Intermittent Leave)

Academic Personnel  
December 17, 2024

Menton, Allen	FC	Music Theory/Composition Instructor Load Banking Leave With Pay (13.33%) Eff. 2025 Spring Semester
Payne, John	CC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2025 Spring Semester
Sabau, Bianca	FC	English Instructor Load Banking Leave With Pay (6.67%) Eff. 2025 Spring Semester
Samano, Jeffrey	FC	Speech Instructor Load Banking Leave With Pay (18.33%) Eff. 2025 Spring Semester
Scott, Ming-yin	FC	Accounting Instructor Load Banking Leave With Pay (100.00%) Eff. 2025 Spring Semester
Shew, Jamie	FC	Music Instructor Load Banking Leave With Pay (34.00%) Eff. 2025 Spring Semester
Tiangco, Jefferson	FC	ESL Instructor Load Banking Leave With Pay (13.33%) Eff. 2025 Spring Semester
Tomooka, Craig	CC	Chemistry Instructor Load Banking Leave With Pay (6.67%) Eff. 2025 Spring Semester
Walker, Jane	CC	Nursing Instructor Load Banking Leave With Pay (39.17%) Eff. 2025 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2025 SPRING SEMESTER

Ayon, Carlos	FC	Column 1, Step 1
Deptula, Lawrence	FC	Column 1, Step 1
Le, Debbie	NOCE	Column 3, Step 4
Ortiz, Luke	FC	Column 1, Step 1
Paul, Morgan	CC	Column 1, Step 1
Richonne, Judy	CC	Column 2, Step 1
Salman, Tanya	FC	Column 1, Step 1
Savarese, Jonathan	FC	Column 1, Step 1

Academic Personnel  
December 17, 2024

Valle, Natalie FC Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Bonfiglio, Steve NOCE Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Ackerman, Lee FC Adjunct Professional Learning Day  
Stipend not to exceed \$320.00  
Eff. 01/22/2025

Altebarmakian, Tamar CC English/ESL Department Starfish Project  
Stipend not to exceed \$500.00  
Eff. 02/03/2025-06/26/2025

Anaya Jurado, Laura FC Course Redesign for Equity  
Stipend not to exceed \$2000.00  
Eff. 01/07/2025-01/23/2025

Antunez, Carlos FC Course Redesign for Equity  
Stipend not to exceed \$2000.00  
Eff. 01/07/2025-01/23/2025

Aviles, Gregory FC Course Redesign for Equity  
Stipend not to exceed \$2000.00  
Eff. 01/07/2025-01/23/2025

Ayala, Eduardo FC Adjunct Professional Learning Day  
Stipend not to exceed \$320.00  
Eff. 01/22/2025

Bailey, Kevin FC Course Redesign for Equity  
Stipend not to exceed \$2000.00  
Eff. 01/07/2025-01/23/2025

Baltazar, Audrey FC Course Redesign for Equity  
Stipend not to exceed \$2000.00  
Eff. 01/07/2025-01/23/2025

Baltazar, Audrey FC Adjunct Professional Learning Day  
Stipend not to exceed \$320.00  
Eff. 01/22/2025

Academic Personnel  
December 17, 2024

Barajas, Olivia	FC	Zero Textbook Cost - First Course OER Stipend not to exceed \$1,000.00 Eff. 11/14/2024
Barajas, Olivia	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Barragan, Jessica	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Barrios, Claudia	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Barsha, Anthony	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Bridges, Michael	CC	Peer Online Course Review - Comm 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Bridges, Michael	CC	Peer Online Course Review - Comm 105 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Bridges, Michael	CC	Peer Online Course Review - Comm 120 Stipend not to exceed \$750.00 Eff. 07/01/2024-01/31/2025
Briseno, Andrea	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Bui, Minh	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Caldretti, Melissa	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025

Academic Personnel  
December 17, 2024

Calhoun, Victoria	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Carlson, Danielle	NOCE	@ONE Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 12/01/2024-12/10/2024
Chamberlin, Sean	FC	Zero Textbook Cost - First Course Creating OER Materials Stipend not to exceed \$5,000.00 Eff. 10/10/2024
Chen, Chihwen	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Cipriano, Joseph	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Cobb, Tonya	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Combs, Jennifer	FC	Race Conscious Certificate Training Stipend not to exceed \$1,000.00 Eff. 01/06/2025-01/20/2025
Coons, Jennifer	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Covey, Kendyl	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Cox, Wesley	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Davila, Martha	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025

Academic Personnel  
December 17, 2024

De Frutos, Samanta	CC	Peer Online Course Review - Spanish 102 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
De Frutos, Samanta	CC	Peer Online Course Review - Spanish 201 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Diaz, Robert	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Durango, Damian	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Fike, Lawrence	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Galindo, Andres	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Garcia, Katherine	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Gonzalez, Tricia	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Gutierrez, Eddie	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Gutierrez, Ruth	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Hall, Alison	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025



Academic Personnel  
December 17, 2024

Hartnett, Devyn	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Hashima, Lawrence	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
House, Joshua	CC	Peer Online Course Review - Comm 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
House, Joshua	CC	Peer Online Course Review - Comm 135 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
House, Joshua	CC	Peer Online Course Review - Comm 110 Stipend not to exceed \$750.00 Eff. 07/01/2024-01/31/2025
Jordan, Blake	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Kanal, Naveen	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Keller, Pamela	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Khorsand, Hossro	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Kim, Wha	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Koeppel, Liana	CC	Peer Online Course Review - Comm 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025

Academic Personnel  
December 17, 2024

Koeppel, Liana	CC	Peer Online Course Review - Comm 105 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Konefsky, Robert	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Lambros, John	CC	Peer Online Course Review - Comm 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Lambros, John	CC	Peer Online Course Review - Comm 120 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Langlois, Jessica	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
LaTour, Jesse	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Leroy, Ailissa	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Letcher, Annette	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Margo, Jaqueline	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
McAlister, Kathleen	CC	Peer Online Course Review - English 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
McAlister, Kathleen	CC	Peer Online Course Review - English 102 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025

Academic Personnel  
December 17, 2024

McAlister, Kathleen	CC	Peer Online Course Review - English 211 Stipend not to exceed \$750.00 Eff. 07/01/2024-01/31/2025
McMath-Akers, Lisa	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
McNeal, Jasmine	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Miller, Jessica	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Morrison, Anna	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Mueller, Michael	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Nabahani, Melanie	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Nicholas, Nicholas	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Ortega, Alexander	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Owens, Mary	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Page, Jennifer	CC	Peer Online Course Review - Comm 100 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025

Academic Personnel  
December 17, 2024

Page, Jennifer	CC	Peer Online Course Review - Comm 135 Stipend not to exceed \$1,500.00 Eff. 07/01/2024-01/31/2025
Page, Jennifer	CC	Peer Online Course Review - Comm 110 Stipend not to exceed \$750.00 Eff. 07/01/2024-01/31/2025
Paige, Deborah	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Paige, Deborah	FC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 10/30/2024
Paige, Deborah	FC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 10/30/2024
Pascual, Emmanuel	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Perez, Roger	FC	Zero Textbook Cost - First Course DEIAA Stipend not to exceed \$3,000.00 Eff. 11/03/2024
Perez, Roger	FC	Zero Textbook Cost - Second Course DEIAA Stipend not to exceed \$1,500.00 Eff. 11/03/2024
Perez, Roger	FC	Zero Textbook Cost - Third Course DEIAA Stipend not to exceed \$1,000.00 Eff. 11/03/2024
Perlis, Shelby	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Petersen, Victoria	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025

Academic Personnel  
December 17, 2024

Phan, Huyvu	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Powers, Miguel	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Queneau, Sarah	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Queneau, Sarah	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Quintana, Martha	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Ramos, Renee	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Retz, Daniel	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Rios, Crystal	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Robertson, Alison	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Robertson, Scott	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Rodriguez, Teddy	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025

Academic Personnel  
December 17, 2024

Romero, Cesar	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Sabau, Bianca	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Sayyadi, Leila	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Segovia, Ronal	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Segovia, Ronal	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Session, Andrea	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Sharar, Erica	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Sharp, Cara	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Simmons, Samantha	CC	Peer Online Course Review - Linguistics 101 Stipend not to exceed \$3,000.00 Eff. 07/01/2024-01/31/2025
Smedley, Deanna	FC	Zero Textbook Cost - First Course OER Stipend not to exceed \$1,000 Eff. 08/26/2024
Strickland, Jonelle	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025

Academic Personnel  
December 17, 2024

Syed, Amena	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Tapia, Jessica	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Thomas, Jillian	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Tran, Stephanie	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Uskokovic, Vuk	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Venegas, Kristen	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Vigil, Adriana	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025
Vilchis, Rosemary	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Wada, Kathy	CC	English/ESL Department Starfish Project Stipend not to exceed \$500.00 Eff. 02/03/2025-06/26/2025
Yaganeh Shakib, Reza	FC	Course Redesign for Equity Stipend not to exceed \$2000.00 Eff. 01/07/2025-01/23/2025
Yeganeh Shakib, Reza	FC	Adjunct Professional Learning Day Stipend not to exceed \$320.00 Eff. 01/22/2025

Academic Personnel  
December 17, 2024

Zaylia, Jessie

FC

Adjunct Professional Learning Day  
Stipend not to exceed \$320.00  
Eff. 01/22/2025



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>  X  </u>
		Resolution	<u>          </u>
<b>DATE:</b>	December 17, 2024	Information	<u>          </u>
		Enclosure(s)	<u>  X  </u>
<b>SUBJECT:</b>	Classified Personnel		

**BACKGROUND:** Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

  
Approved for Submittal

5.b.1

Item No.

Classified Personnel  
December 17, 2024

RETIREMENT

Heredia, Edna	NOCE	Administrative Assistant II, ESL 12-month position (100%) Last Date of Employment: 12/30/2024 PN SCC972
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RESIGNATIONS

Berges, Daniella	CC	Special Project Coordinator, Application Assistance Temporary Management Position (100%) Last Date of Employment: 12/05/2024 PN CCT675
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Kim, Edward	FC	Laboratory Technician/Horticulture 12-month position (100%) Last Date of Employment: 01/03/2025 PN FCC872
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CHANGE IN RETIREMENT DATE

Ho, Jenney	AC	District Director, Purchasing 12-month position (100%) Last Date of Employment from: 12/31/2024 Last Date of Employment to: 12/30/2024 PN DEM988
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Oh, Tami	AC	District Director, Risk Management 12-month position (100%) Last Date of Employment from: 02/28/2025 Last Date of Employment to: 06/30/2025 PN DEM984
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CHANGE IN END DATE

Velazquez, Mauricio	FC	Temporary Project Administrator, FC Athletics Temporary Management Position (100%) 11-months Head Coach 1, Temporary Project Administrator Salary Schedule From: 05/31/2025 To: 12/14/2024 PN FCT999
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Classified Personnel  
December 17, 2024

NEW PERSONNEL

Cheung, Stephanie	FC	Administrative Assistant II, MESA 12-month position (100%) Range 36, Step B Classified Salary Schedule Eff. 01/15/2025 PN FCC539
Cintron, Nicole	FC	Special Projects Coordinator, CTE Outreach Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 01/02/2025 – 06/30/2025 Eff. 07/01/2025 – 06/30/2026 PN FCT565
Diaz, Naudika	FC	Special Projects Coordinator, Dual Enrollment Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 12/18/2024 – 06/30/2025 PN FCT566
Erickson, John	FC	Project Manager, Campus Capital Projects 12-month position (100%) Range 24, Column F Management Salary Schedule Eff. 12/16/2024 PN FCM936
Flores, Kassandra	FC	Student Services Specialist 12-month position (100%) Range 36, Step B Classified Salary Schedule Eff. 12/16/2024 PN FCC563
Ghatikar, Rachel	CC	Director, Development 12-month position (100%) Range 21, Column A Management Salary Schedule Eff. 12/16/2024 PN CCM688

Classified Personnel  
December 17, 2024

Johnson, Bryan                      FC                      Laboratory Technician, Art  
12- month position (100%)  
Range 36, Step E  
Classified Salary Schedule  
Eff. 01/02/2025  
PN FCC722

Lum, Melissa                              AC                      Web Content Specialist  
12- month position (100%)  
Range 38, Step B  
Classified Salary Schedule  
Eff. 01/15/2025  
PN DEC909

Pichardo Morales, Carlos      FC                      Facilities Assistant  
12-month position (100%)  
Range 28, Step E  
Classified Salary Schedule  
Eff. 12/16/2024  
PN FCC917

Ramirez, Erika                              AC                      Human Resources Technician  
12-month position (100%)  
Range 36, Step E  
Classified Salary Schedule  
Eff. 01/16/2025  
PN DEC985

REHIRES

Barbaro, Danielle                      FC                      Alternate Media Specialist  
12-month position (100%)  
Range 41, Step E + 5% Longevity + PGD  
Classified Salary Schedule  
Eff. 01/15/2025  
PN FCC627

Diaz, Erik                                      NOCE                      Special Projects Coordinator, Recruitment & Retention  
Temporary Management Position (100%)  
Range 1, Special Project Admin Daily Rate Schedule  
Eff. 12/14/2024 – 01/31/2025  
PN SCT943

PROMOTIONS

Reyes, Linnet	FC	Facilities Custodian Coordinator II 12-month position (100%) PN FCC931
		To: Manager, Custodial Services 12-month position (100%) Range 6, Column B Management Salary Schedule Eff. 12/15/2024 PN FCM955

VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Roxanna	NOCE	Student Services Technician (100%)  Temporary Change in Assignment To: Student Services Specialist 12-month position (90%) Range 36, Step E Classified Salary Schedule Eff. 01/01/2025 – 01/30/2025 PN SCC813-TR
Barmaki, Negin	FC	Admissions and Records Coordinator (100%)  Extension of Temporary Change in Assignment To: Student Services Coordinator 12-month position (100%) Range 43, Step E Classified Salary Schedule Eff. 01/01/2025 – 06/30/2025 PN FCC920 – TR
Lee, Rebekah	NOCE	Testing and Assessment Specialist, ESL (100%)  Extension of Temporary Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 01/01/2025 – 06/30/2025 FCC999 – TR

Classified Personnel  
December 17, 2024

Takaki, Michelle	FC	Evaluator Specialist (100%)  Extension of Temporary Change in Assignment To: Admissions and Records Coordinator 12-month position (100%) Range 40, Step E Classified Salary Schedule Eff. 01/01/2025 – 06/30/2025 PN FCC575 – TR
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STIPEND FOR ADDITIONAL DUTIES

Baldovino, Corazon	AC	Manager, District Facilities Planning, Maint. & Co. 10% Stipend Eff. 12/18/2024 – 06/30/2025
McKamy, James	FC	Campus Safety Officer Coordinator 10% Stipend Eff. 01/01/2025 – 06/30/2025
Reza, Garrett	NOCE	Admissions and Records Specialist II (100%) 6% Stipend Eff. 12/01/2024 – 06/30/2025
Schoepf, Julie	NOCE	Executive Assistant III (100%) Extension of 6% Stipend Eff. 01/01/2025 – 06/30/2025

LEAVES OF ABSENCE

@02030358	NOCE	Pregnancy Disability Leave (PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 9/27/2024 – 12/01/2024 (Consecutive Leave)
@00004593	NOCE	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/2/2025 – 7/2/2025 (Intermittent Leave)
@02059168	FC	Unpaid Personal Leave Eff. 12/16/2024

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES  
**DATE:** December 17, 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  

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Recommended by

*B. V. Cliff Brubaker*  

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Approved for Submittal

5.c.1  

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Item No.

Professional Experts  
December 17, 2024

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Adams, Kelly	FC	Technical Expert II	OER/ZTC Campus Liaison/Grant Lead	26	12/15/2024	01/29/2025
Alcala, Regina	NOCE	Project Expert I	Rising Scholars Professional Expert	26	12/02/2024	12/20/2024
Alcala, Regina	NOCE	Project Expert I	Rising Scholars Professional Expert	26	01/13/2025	03/14/2025
Alcala, Regina	NOCE	Project Expert I	Rising Scholars Professional Expert	26	04/14/2025	05/23/2025
Alcala, Regina	NOCE	Project Expert I	Rising Scholars Professional Expert	26	06/02/2025	06/18/2025
Andreyeva, Anna	FC	Project Manager	Subsidy Title 5 Title 22 General Compliance	26	01/13/2025	03/07/2025
Barsha, Anthony	FC	Technical Expert II	FYE Instructional Development	15	12/15/2024	01/29/2025
Bauer, Jill	CC	Technical Expert II	DLA Developer	8	12/15/2024	06/30/2025
Belknap, Jeannie	NOCE	Technical Expert I	Instructional Strategies: Mobile Information Literacy Course	25	11/25/2024	01/06/2025
Carey, Jennifer	NOCE	Technical Expert II	Implementing a Tutor Training Program	5	01/13/2025	05/22/2025
Costello, Jeanne	FC	Technical Expert II	Guided Pathways Faculty Coordinator-Winter Contract	40	12/15/2024	01/29/2025
Covey, Kendyl	CC	Technical Expert II	Peer Tutor Program Winter Prep/Spring Cohort Prep	26	12/16/2024	01/29/2025
De Frutos Garcia, Samanta	CC	Technical Expert II	ZTC – Prof Dev Spanish	10	07/01/2024	06/30/2025
Eom, Chan Yang	CC	Project Expert I	25Live Project	26	12/02/2024	05/01/2025
Garcia, Briana	FC	Project Expert I	Professional Expert – CalWORKs	26	12/02/2024	06/30/2025
Giang, Mi	CC	Project Expert I	Transfer Center Mentors	20	01/13/2025	06/06/2025
Herman, Jenelle	CC	Technical Expert II	Pride Coordinator	26	12/16/2024	06/30/2025
Jackson-Johnson, Shannon	FC	Project Expert I	Assistant Stage Manager	26	11/08/2024	05/30/2025
Ma, Mengze	CC	Project Expert I	Student Advocate	26	01/06/2025	05/16/2025
Mancilla, Yesenia	NOCE	Project Expert I	Student Support	26	11/26/2024	12/20/2024
Maradiaga-Bunker, Ana	CC	Technical Expert II	ZTC – Prof Dev Spanish	10	08/19/2024	08/24/2024



Professional Experts  
December 17, 2024

Meneses, Katie	FC	Project Expert I	Outreach/ESL Hourly	26	11/19/2024	06/30/2025
Mestas, Korina	FC	Project Expert I	FC Dual Enrollment	26	01/13/2025	03/21/2025
Mestas, Korina	FC	Project Expert I	FC Dual Enrollment	26	04/07/2025	06/05/2025
Michael, Philemon	CC	Project Expert I	Transfer Center Mentors	20	01/13/2025	06/06/2025
Morris, Diana	FC	Project Expert I	Stage Manager	26	10/28/2024	05/30/2025
Naranjo, Danielle	FC	Project Expert I	AB540 Affidavit Project	26	01/13/2025	04/25/2025
Navarro, Arturo	CC	Technical Expert II	ZTC – Prof Dev Spanish	10	08/19/2024	08/24/2024
Nguyen, Vytram	CC	Project Expert II	Program Support Assistant	26	12/02/2024	12/19/2024
Nielson, Toni		Technical Expert II	Humanities Division Professional Learning Day – January 2025	435	01/21/2025	01/28/2025
Nonoal, Rosa	CC	Project Expert I	Transfer Center Mentors	20	01/13/2025	06/06/2025
Pena, Francesca	FC	Project Coordinator II	LGBTQIA2S+ Wellness Associate	20	11/19/2024	06/27/2025
Peralta, Cristal	FC	Project Expert I	Professional Expert-CalWORKs	26	12/02/2024	06/30/2025
Perez, Roger	FC	Technical Expert II	Humanities Division Professional Learning Day – January 2025	4.5	01/21/2025	01/28/2025
Pineda, Kimberly	CC	Project Expert I	25Live Project	26	12/05/2024	06/30/2025
Powers, Miguel	FC	Technical Expert II	Qualitative Data Analysis on Belonging Focus Group Transcripts	8	11/18/2024	12/15/2024
Quinones, Cristina	NOCE	Project Expert I	ESL Office Support	26	11/04/2024	11/22/2024
Quinones, Cristina	NOCE	Project Expert I	ESL Office Support	26	12/02/2024	12/20/2024
Quinones, Cristina	NOCE	Project Expert I	ESL Office Support	26	01/06/2025	03/02/2025
Quinones, Cristina	NOCE	Project Expert I	ESL Office Support	26	04/07/2025	06/06/2025
Rifcky Jabbar, Habeeba	FC	Project Expert I	Transfer Center Guided Exit and Equity Projects	26	11/15/2024	12/20/2024
Rifcky Jabbar, Habeeba	FC	Project Expert I	Transfer Center Guided Exit and Equity Projects	26	01/06/2025	03/27/2025
Rifcky Jabbar, Habeeba	FC	Project Expert I	Transfer Center Guided Exit and Equity Projects	26	04/07/2025	06/30/2025
Robles, Robert	CC	Project Expert I	Transfer Center Mentors	20	01/13/2025	06/06/2025
Sabau, Bianca	FC	Technical Expert II	Humanities Division Professional Learning Day – January 2025	4.5	01/21/2025	01/28/2025
Salcedo, Joel	FC	Technical Expert II	Humanities Division Professional Learning Day – January 2025	4.5	01/21/2025	01/25/2025

Professional Experts  
December 17, 2024

Sharp, Cara	CC	Technical Expert II	Peer Tutor Program material Creation	26	12/16/2024	01/29/2025
Syed, Amena	FC	Technical Expert II	FYE Instructional Development	15	12/15/2024	01/29/2025
Tamariz, Santiago	CC	Technical Expert II	ZTC – Prof Dev Spanish	10	08/19/2024	08/24/2024
Tanious, Hoda	NOCE	Technical Expert II	CARE Team and Mental Health Resource	20	11/25/2024	06/30/2025
Vandervort, Kimberly	FC	Technical Expert II	FYE Faculty Coordinator-Winter Contract	40	12/15/2024	01/29/2025
Vo, Krista	NOCE	Technical Expert II	CARE Team and Mental Health Resource	20	11/25/2024	06/30/2025
Yin, Jiayi	CC	Project Expert I	Pride Support Staff	26	12/05/2024	01/10/2025
Zweig, Julie	CC	Technical Expert II	ZTC – Prof Dev Spanish	10	08/19/2024	08/24/2024

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>  X  </u>
<b>DATE:</b>	December 17, 2024	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Hourly Personnel	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

  
Approved for Submittal

5.d.1

Item No.

Hourly Personnel  
December 17, 2024

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Archer, Christian	CC	Paraprof - On-call theater crew for campus/rental productions	12/18/24	06/30/25	TE J 1
Grewal, Sahij Paul	FC	Paraprof - Provides specialize instructional support for DSS students	02/10/24	05/09/25	TE A 3
Gutierrez, Julian	FC	Technical - Campus Tour Ambassador and leads campus tours for FC	01/06/25	04/04/25	TE A 2
Gutierrez, Julian	FC	Technical - Campus Tour Ambassador and leads campus tours for FC	06/09/25	06/30/25	TE A 2
Hagmaier, Dylan	FC	Technical - Assist in Math Office Division	12/18/24	03/18/25	TE A 1
Hong, Ada	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	01/02/25	04/02/25	TE B 2
Hong, Ada	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	06/05/25	06/30/25	TE B 2
Matsumoto, Bailey	FC	Technical - Assist in Foundation Office	12/18/24	03/18/25	TE A 2
Ngoc Lien, Thi	CC	Paraprof - Assist in Production Center	12/18/24	03/19/25	TE B 2
Ngoc Lien, Thi	CC	Paraprof - Assist in Production Center	05/21/25	06/30/25	TE B 2
Salazar, Sunni	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	01/02/25	04/02/25	TE B 1
Salazar, Sunni	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	06/05/25	06/30/25	TE B 1
Shirazinejad, Azadeh	CC	Technical - Assist in Admissions & Records office	01/02/25	04/03/25	TE B 2
Shirazinejad, Azadeh	CC	Technical - Assist in Admissions & Records office	06/09/25	06/30/25	TE B 2
Stewart, Isaac	FC	Paraprof - On-call theater crew for campus/rental productions	12/18/24	06/29/25	TE J 1
Swift, Bonita	FC	Paraprof - Artist Model for Art Department classes	02/03/25	05/30/25	TE G 4
Tu, Troung	FC	Technical - Assist in Maintenance & Facilities Office	01/02/25	03/27/25	TE B 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Buff, Ethan	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Cabrera, Clarissa	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Conger, Isabella	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2

Hourly Personnel  
December 17, 2024

Cruz, Tanya	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Gonzalez, Carlos	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Huy, Nathan (Nadia)	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Le, Jaeden	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Ngo, Truong	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Oguntade, Faruq	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Pacheco, Mackenzy	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Ruivivar, Krista	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Ruiz, Marisa	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Saba, Bandalay	CC	Direct Instr Support - Tutor for Math Learning Center	01/27/25	06/30/25	TE A 4
Satingin, Arianna	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Shah, Jarvish	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Sorenson, Catherine	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Steele, Lillian	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Tisbe, Mark	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Wild, Arbela	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2
Wu, Dan	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	12/18/24	06/30/25	TE A 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Adil, Sheeza	CC	Work Study Student - Assist in Financial Aid Office	01/06/25	06/30/25	TE A 1
Aparicio, Arianna	FC	Work Study Student - Assistance in MESA Natural Sciences Department	12/18/24	06/30/25	TE A 1
Arguello, Athziri	FC	Work Study Student - Clerical assistance for the CARE Program	12/17/24	06/30/25	TE A 1
Castillo Bolivar, Samly	FC	F1 Student - Clerical assistance for the International Students Center	12/18/24	06/30/25	TE A 1
Colon, Alexandria	FC	Work Study Student - Assistance in MESA Natural Sciences Department	12/18/24	06/30/25	TE A 1
Jauregui, Natalie	FC	Work Study Student - Assistance in MESA Natural Sciences Department	12/18/24	06/30/25	TE A 1

Hourly Personnel  
December 17, 2024

Medina, Alexandria	AC	Work Study Student - Assist Human Resources Office	12/18/24	06/30/25	TE A 1
Mendoza, Mario	FC	Work Study Student - Assistance in MESA Natural Sciences Department	12/18/24	06/30/25	TE A 1
Pliego, Amy	FC	Work Study Student - Assistance in MESA Natural Sciences Department	12/18/24	06/30/25	TE A 1
Qutub, Mohammed	CC	Work Study Student - Assist in Transfer Center	12/18/24	06/15/25	TE A 1
Ramos, Aria	CC	Work Study Student - Clerical and outreach assistance for the Pride Center	12/18/24	06/15/25	TE A 1
Tran, Vivian	CC	Work Study Student - Assist in Financial Aid Office	01/06/25	06/30/25	TE A 1
Yakhi, Afsheen	FC	Full-time Student - On-call theater crew for campus/rental productions	12/18/24	06/29/25	TE J 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 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  
December 17, 2024

Volunteers

<b>Name</b>	<b>Site</b>	<b>Program</b>	<b>Begin</b>	<b>End</b>
Ford, Preston	FC	Physical Education/Athletic Trainers	01/02/25	05/31/25
Iezza, Gianna	FC	Physical Education/Athletic Trainers	01/02/25	05/31/25
Kamita, Catherine	FC	Physical Education/Athletic Trainers	01/02/25	05/31/25
Rodas, Lizbeth	FC	Physical Education/Athletic Trainers	01/02/25	05/31/25
Vyas, Kashmira	AC	NOCCCD Foundation Project	12/18/24	06/30/25



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 2024

**SUBJECT:** 2024 Institutional Commitment to Diversity Report

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

**BACKGROUND:** The Office of EEO and Compliance, the Office of Research, Planning, and Data Management, and the Office of Diversity, Culture, and Inclusion, will deliver its yearly report on the District's dedication to diversity in employment and education. This report, essential for our ongoing commitment to hiring diverse faculty and staff for student success, will cover various aspects. It includes the latest demographics of the District, details on new hires across various roles for the 2023-24 fiscal year, and a comparative analysis of demographics between state and local employees as well as students. Additionally, it will review the diversity trends in NOCCCD's applicants and hires over the past five and ten years, present an overview of the current demographics of NOCCCD staff, and highlight key achievements.

**How does this relate to the five District Strategic Directions?** District Strategic Direction 2 and 3. NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

**How does this relate to Board Policy:** This item is in compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Institutional Commitment to Diversity Report as presented be received as an information item. Here is the link to the report:

Diversity Report: <https://www.nocccd.edu/documents/institutional-commitment-diversity-report-2024-report>

Irma Ramos

Recommended by



Approved for Submittal

5.f.1

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	December 17, 2024	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	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 November 25, 2024.

### **Chapter 3, General Institution**

**BP 3225, Institutional Effectiveness:** This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**BP 3250, Institutional Planning:** This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**BP 3410, Unlawful Discrimination:** This policy was revised to remove one of the accreditation-related references pursuant to the 2024 changes to ACCJC Accreditation Standards, add a Title 2 citation, edit the Title 5 citation, and update the Government Code citation listing.

**BP 3501, Campus Security and Access:** This policy was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards and to add supporting language to section 1.0 pursuant to the 2024 changes in the ACCJC Accreditation Standards.

**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 Chapter 3 and direct that they be placed on a future Board meeting agenda for action.

Byron D. Cliff Breland  
Recommended by

  
Approved for Submittal

6.a.1  
Item No.

## **BP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq. and 84754.6;**  
**ACCJC Accreditation Standard ~~LB-5-9~~ 1;**  
**WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 The Board of Trustees is committed to developing goals that measure the ongoing condition of the District's operational environment.
  - 1.1 The Chancellor shall ensure that those goals are established.
- 2.0 The Board of Trustees regularly assesses the District's institutional effectiveness.
  - 2.1 The Chancellor shall inform the Board of Trustees about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

See Administrative Procedure 3225, Institutional Effectiveness.

**Date of Adoption:** October 13, 2015

**Date of Last Revision:** October 22, 2019  
September 14, 2016 Chancellor's Staff

## **BP 3250 Institutional Planning**

Reference:

**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;**  
**ACCJC Accreditation Standards ~~I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5~~ [1.4](#) and [3.5](#);**  
**WASC/ACS Criterion 1, Indicator 1.6 and Criterion 10, Indicators 10.1 and 10.5**

- 1.0 The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.
  - 1.1 The planning system shall include plans required by law, including, but not limited to:
    - 1.1.1 Long-range Educational or Academic Master Plan
    - 1.1.2 Facilities Plan
    - 1.1.3 Equal Employment Opportunity Plan
    - 1.1.4 Student Equity and Success Plan
- 2.0 The Chancellor shall submit to the Board of Trustees those plans for which Board approval is required by Title 5.
- 3.0 The Chancellor shall inform the Board of Trustees about the status of planning and the various plans.
- 4.0 The Chancellor shall ensure the Board of Trustees has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Procedure 3250, Institutional Planning.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** October 22, 2019  
September 14, 2016 Chancellors' Staff  
November 26, 2014, Chancellor's Staff  
February 25, 2014  
November 12, 2008 Chancellor's Staff

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

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## **BP 3410 Unlawful Discrimination**

Reference:

**Education Code Sections 66250, et seq.; 72010, et seq., and 87100 et seq.;**  
**[Title 2 Sections 10500 et seq.;](#)**  
~~**Title 5 California Code of Regulations Sections 53000, et seq. and 59300 et seq.;**~~  
**Penal Code Section 422.55**  
**Government Code Sections 12926.1, and 12940 et seq., [and 12954;](#)**  
**Labor Code Section 1197.5;**  
~~**ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements;**~~  
**WASC/ACS Criterion 2, Indicator 2.1**

1.0 College catalogs and class schedules shall contain the following statement:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NON-DISCRIMINATION STATEMENT

The policy of the North Orange County Community College District is to provide an educational, employment, and business environment, including but not limited to, access to its services, classes, and programs in which no person shall be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Position: Vice Chancellor, Human Resources  
Address: 1830 W. Romneya Drive  
Anaheim, CA 92801-1819  
Telephone: 714-808-4826

Students, employees, interns, and volunteers who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy should contact the Office of the Vice Chancellor, Human Resources.

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

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**BP 3410 Unlawful Discrimination**

- 2.0 The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
- 3.0 The policy of the North Orange County Community College District is to comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.
- 4.0 Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination or harassment as defined in Administrative Procedure 3410, Unlawful Discrimination or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.
- 5.0 The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.
- 6.0 No District funds shall be used for membership, or for participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race or ethnicity, medical condition, color, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veteran status, or because an individual is perceived to have one or more of those characteristics.
- 7.0 In so providing, the North Orange County Community College District hereby implements the provisions of the California Government Code Sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code Section 66250, et seq.), Education Code Section 212.5, Title VI of the Civil Rights Act of 1964 (42 U.S. Code Section 2000d), Title IX of the Education Amendments of 1972 (20 U.S. Code Section 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794), the American with Disabilities Act of 1990 (42 U.S. Code section 12100, et seq.), and the Age Discrimination Act (42 U.S. Code Section 6101).

See Administrative Procedure 3410, Unlawful Discrimination.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** March 26, 2019  
April 14, 2015  
September 24, 2013

## **BP 3501 Campus Security and Access**

Reference:

**34 Code of Federal Regulations Part 668.46(b)(3);  
ACCJC Accreditation Standard ~~III-B-1~~ **3.8**;  
WASC/ACS Criterion 7, Indicator 7.1 and Criterion 8, Indicator 8.4**

**1.0 The District provides safe and effective physical resources at all locations where it offers instruction, student services, and learning supports.**

**24.0** The Chancellor shall establish procedures for security and access to District facilities.

See Administrative Procedure 3501, Campus Security and Access; Board Policy 6520, Security for District Property; and Administrative Procedure 6520, Security for District Property.

**Date of Adoption:** November 22, 2011

**Date of Last Revision:** January 28, 2020  
September 14, 2016 Chancellor's Staff  
April 22, 2015 Chancellor's Staff

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	December 17, 2024	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Revised Administrative Procedures		

**BACKGROUND:** The Administrative Procedures included in this agenda item were revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update the reference section legal citations or content 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 November 25, 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 3050, Institutional Code of Ethics:** This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**AP 3200, Accreditation:** This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**AP 3225, Institutional Effectiveness:** This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**AP 3250, Institutional Planning:** This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards.

**AP 3300, Public Records:** This procedure was revised to update the reference section pursuant to changes in the Government Code and to update the California Public Records Act citations within the procedure due to those changes.

**AP 3501, Campus Security and Access:** This procedure was revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards and to update the Code of Federal Regulations citation.

**AP 3530, Weapons on Campus:** No changes were made to the reference section, but revisions recommended by CCLC were made to section 1.0 to clarify the prohibition of weapons.

**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 Chapter 3.

Byron D. Clift Breland  
Recommended by

  
Approved for Submittal

6.b.2  
Item No.

## **AP 3050 Institutional Code of Ethics**

Reference:

**ACCJC Accreditation Standard 3;**  
**WASC/ACS Criterion 2, Indicator 2.1**

- 1.0 **Statement of Purpose:** The North Orange County Community College District (hereinafter "District") recognizes its responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in Board Policy. To that end the District is committed to public accountability and transparency.
- 2.0 **Applicability:** The Institutional Code of Ethics applies to all employees of the District.
- 3.0 **Responsibilities:** Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students.
- 4.0 **Standards of Conduct:** Employees of the District shall conform their conduct to the following standards:
  - 4.1 Use of District Resources: District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District's resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District's resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.
  - 4.2 Relationship with Vendors
    - 4.2.1 Employees of the District who have a financial interest in a firm under consideration for business transactions with the District, excluding publicly-traded firms, must disclose the relationship to appropriate District personnel. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District's legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.
    - 4.2.2 Under no circumstances may a person described in section 4.2.1 approve a relationship with, order or authorize purchase from, or approve or make payments to an affiliated firm or person on behalf of the District. For the purposes of this paragraph, the terms "person" and "affiliated person" includes an individual's immediate family members, spouse, and others living within such individual's household.

## **AP 3050 Institutional Code of Ethics**

- 4.3 Conflict of Interest: Executive administrative personnel and other designated personnel subject to the provisions of the Political Reform Act of 1974 as set forth in Government Code Sections 1090 et seq. have additional responsibilities with reference to contracts and financial decisions made by the District as described in applicable conflict of interest laws, which include the following:
- 4.3.1 Contractual Conflicts: Executive administrative personnel and other designated personnel are prohibited from having a controlling financial interest in any contract made by the District or in any contract entered into in their official capacity. As such, they are prohibited from making, participating in making or in any way attempting to use their official positions to influence a District decision when it is foreseeable that their personal financial interests may be affected by those decisions. If an executive administrator or other designated person determines that he or she has a conflict of interest at some point in the contract-making process, this determination shall be disclosed and he or she shall immediately disengage from the contract process.
- 4.3.2 Obligation to Resolve Conflicts: Executive administrative personnel and other designated personnel have an obligation to examine any situation in which they believe they have a conflict of interest and take steps to resolve the conflict.
- 4.3.4 Disqualification: When a conflict of interest exists, an executive administrator or other designated person who has declared or who has been found to have a conflict of interest in a matter shall refrain from participating in consideration of the matter.
- 4.4 Gratuities
- 4.4.1 No employee of the District shall receive or solicit anything of value in return for influencing or exercising his/her discretion in a particular way on a District matter. In addition, employees of the District are prohibited from accepting or soliciting any gratuity or thing of value (for which a fair market price has not been paid) for or because of any official act performed or to be performed in his/her official capacity with the District.
- 4.4.2 The provision of section 4.4.1 does not prohibit the acceptance of an item having a nominal value or ceremonial gifts received by employees of the District in their official capacity.
- 4.5 Maintenance of Accurate Accounts and Records
- 4.5.1 The accounts and records of the District are maintained in a manner that provides for an accurate and auditable record of all financial transactions in conformity with generally accepted accounting principles, established business practices, and all relevant provisions of controlling law. No false

## **AP 3050 Institutional Code of Ethics**

or deceptive entries may be made and all entries must contain an appropriate description of the underlying transaction.

4.5.2 To the extent not required for daily operating transactions (e.g., petty cash transactions), all District funds must be retained in the appropriate District accounts with appropriately designated financial institutions and no undisclosed or unrecorded fund or asset shall be established or maintained for any purpose.

4.5.3 All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared with care and honesty, and access to such data shall be closely controlled.

4.5.4 Employees of the District who improperly access District accounts and records or who improperly convert these records and accounts for their own personal purpose or for the personal purpose of another, or who wrongfully disclose such records or accounts will be subject to appropriate sanctions by the District.

4.6 Maintenance of Confidentiality: Employees of the District who may have access to confidential information relating to students, job applicants, employees, and other information of a sensitive nature are expected to take appropriate measures to safeguard confidential or sensitive information and not disclose such information except in the course of their official duties to those who have a legitimate business need to know.

### **5.0 Employment Practices and Public Relations**

5.1 Employees of the District are expected to conform their actions to the requirements of the law and District policy related to their positions and areas of responsibility, and to ethically and effectively carry out their responsibilities. No employee of the District shall engage in any employment practice that is a violation of law or District policy, or use his or her position to intimidate subordinate employees or exact personal favors or things of value (for which a fair market price has not been paid) from subordinate employees.

5.2 Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionalism, and civility.

See Board Policy 2710, Conflict of Interest; Administrative Procedure 2710, Conflict of Interest; Board Policy 2715, Board Code of Ethics/Standards of Practice; Board Policy 3050, Institutional Code of Ethics, and Board Policy 4030, Academic Freedom.

**Date of Adoption:** May 24, 2010, Chancellor's Cabinet

**Date of Last Revision:** November 25, 2024 District Consultation Council  
September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff

## **AP 3050 Institutional Code of Ethics**

Reference:

**ACCJC Accreditation Standard III.A.13 3;**

**WASC/ACS Criterion 2, Indicator 2.1**

- 1.0 **Statement of Purpose:** The North Orange County Community College District (hereinafter “District”) recognizes its responsibility and obligation to the public to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in Board Policy. To that end the District is committed to public accountability and transparency.
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## **AP 3050 Institutional Code of Ethics**

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## **AP 3050 Institutional Code of Ethics**

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5.2 Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionalism, and civility.

See Board Policy 2710, Conflict of Interest; Administrative Procedure 2710, Conflict of Interest; Board Policy 2715, Board Code of Ethics/Standards of Practice; Board Policy 3050, Institutional Code of Ethics, and Board Policy 4030, Academic Freedom.

**Date of Adoption:** May 24, 2010, Chancellor's Cabinet

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff

## **AP 3200 Accreditation**

Reference:

**Title 5 Section 51016;**  
**ACCJC Accreditation Eligibility Requirement 21;**  
**WASC/ACS Criterion 2, Indicator 2.1 and Criterion 10, Indicator 10.2**

- 1.0 In accordance with the standards of the Accrediting Commission of Community and Junior Colleges (ACCJC), the colleges shall conduct a comprehensive institutional self-evaluation report every seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the third year of each seven-year cycle.
- 2.0 Those employees who are responsible for the functions related to the accreditation standards must be involved in the institutional self-evaluation report and team visit.
- 3.0 The process for producing the written document that is the Comprehensive Self Evaluation Report must include:
  - 3.1 A Self Evaluation Report Chair, appointed by the President in accordance with campus procedures. If the President selects a faculty member to be the chair, the appointment must be approved by the Academic Senate;
  - 3.2 Accreditation Liaison Officer, appointed by the President;
  - 3.3 Active, campus-wide involvement of administrators, faculty, classified staff, and students;
  - 3.4 District representatives; and
  - 3.5 A Steering Committee.
- 4.0 When the Self Evaluation Report is completed, it must be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission a minimum of 45 days prior to the team visit.

See Board Policy 3200, Accreditation and Board Policy 2200, Board Duties and Responsibilities.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** November 25, 2024 District Consultation Council  
September 23, 2019 District Consultation Council  
September 26, 2016 District Consultation Council  
November 26, 2014 Chancellor's Staff  
June 17, 2014, Chancellor's Staff



## **AP 3200 Accreditation**

Reference:

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

- 1.0 In accordance with the standards of the Accrediting Commission of Community and Junior Colleges (ACCJC), the colleges shall conduct a comprehensive institutional self-evaluation report every seven years and host a visit by an accreditation team. Mandatory midterm reports are prepared and submitted to the Accrediting Commission in the third year of each seven-year cycle.
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- 3.0 The process for producing the written document that is the Comprehensive Self Evaluation Report must include:
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  - 3.2 Accreditation Liaison Officer, appointed by the President;
  - 3.3 Active, campus-wide involvement of administrators, faculty, classified staff, and students;
  - 3.4 District representatives; and
  - 3.5 A Steering Committee.
- 4.0 When the Self Evaluation Report is completed, it must be reviewed and approved by the Board of Trustees prior to submission to the Accrediting Commission a minimum of 45 days prior to the team visit.

See Board Policy 3200, Accreditation and Board Policy 2200, Board Duties and Responsibilities.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 26, 2016 District Consultation Council  
November 26, 2014 Chancellor's Staff  
June 17, 2014, Chancellor's Staff

## **AP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq. and 84754.6;**  
**ACCJC Accreditation Standards 1;**  
**WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 All entities in the District shall collaboratively develop, adopt, and publicly post measurable goals that address all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.
- 2.0 All goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

See Board Policy 3225, Institutional Effectiveness.

**Date of Adoption:** August 24, 2015 District Consultation Council

**Date of Last Revision:** November 25, 2024 District Consultation Council  
September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff

## **AP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq. and 84754.6;**  
**ACCJC Accreditation Standards ~~LB-5-9~~ 1;**  
**WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 All entities in the District shall collaboratively develop, adopt, and publicly post measurable goals that address all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.
- 2.0 All goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

See Board Policy 3225, Institutional Effectiveness.

**Date of Adoption:** August 24, 2015 District Consultation Council

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff

## **AP 3250 Institutional Planning**

Reference:

**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;**  
**ACCJC Accreditation Standards 1.4 and 3.5;**  
**WASC/ACS Criterion 1, Indicator 1.6 and Criterion 10, Indicators 10.1 and 10.5**

- 1.0 The Colleges, North Orange Continuing Education, and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources. Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised annually and approved by the respective planning bodies.
- 2.0 Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- 3.0 The Board of Trustees may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board of Trustees reviews curriculum items.

See Board Policy 3250, Institutional Planning.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** November 25, 2024 District Consultation Council  
September 23, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff  
November 12, 2008 Chancellor's Staff

## **AP 3250 Institutional Planning**

Reference:

**Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;**  
**ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 [1.4](#) and [3.5](#);**  
**WASC/ACS Criterion 1, Indicator 1.6 and Criterion 10, Indicators 10.1 and 10.5**

- 1.0 The Colleges, North Orange Continuing Education, and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources. Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised annually and approved by the respective planning bodies.
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- 3.0 The Board of Trustees may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board of Trustees reviews curriculum items.

See Board Policy 3250, Institutional Planning.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** September 23, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff  
November 12, 2008 Chancellor's Staff

## **AP 3300 Public Records**

Reference:

**Government Code Section 7920.000 et seq. (California Public Records Act)**

- 1.0 Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor or the Chancellor's designee.
  - 1.1 Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.
  - 1.2 Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.
- 2.0 Records that are exempt from disclosure under the California Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.
- 3.0 Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.
  - 3.1 Within 10 days, the Chancellor or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).
- 4.0 A copying fee of \$.10 per page, and postage may be charged to the requesting party.
- 5.0 The records listed below are exempted from designation as public records:
  - 5.1 Student records (Education Code Section 76243);
  - 5.2 Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure (Government Code Section 7927.500);
  - 5.3 Records pertaining to pending litigation, or to claims, until the pending litigation or claim has been finally adjudicated or otherwise settled (Government Code Section 7927.200);
  - 5.4 Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 7927.700);

## **AP 3300 Public Records**

- 5.5 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, (except for standardized tests provided for by Education Code Sections 99150 et seq.) (Government Code Section 7929.605);
- 5.6 The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code Section 7928.705);
- 5.7 Internet posting of home address or telephone numbers of local elected officials (Government Code Section 7928.205);
- 5.8 Home addresses, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan. (Government Code Section 7928.300);
- 5.9 Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 7928.300);
- 5.10 Records regarding alternative investments (i.e., an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company, or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information;
- 5.11 Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system;
- 5.12 Identification number, alphanumeric character, or other unique identifying code used to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 7928.715)

See Board Policy 3300, Public Records; Board Policy 5040, Student Records, Directory Information, and Privacy; Administrative Procedure, Student Records, Directory Information, and Privacy; and Board Policy 5045, Student Records: Challenging Content and Access Log.

**Date of Adoption:** March 23, 2004

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 3  
General Institution

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**AP 3300 Public Records**

**Date of Last Revision:** November 25, 2024 District Consultation Council  
October 28, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
March 28, 2011 Chancellor's Cabinet  
February 9, 2009 Chancellor's Cabinet  
April 24, 2006  
December 13, 2004



## **AP 3300 Public Records**

Reference:

**Government Code Section ~~6250~~ [7920.000](#) et seq. (California Public Records Act)**

- 1.0 Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor or the Chancellor's designee.
  - 1.1 Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.
  - 1.2 Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.
- 2.0 Records that are exempt from disclosure under the California Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.
- 3.0 Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.
  - 3.1 Within 10 days, the Chancellor or designee will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).
- 4.0 A copying fee of \$.10 per page, and postage may be charged to the requesting party.
- 5.0 The records listed below are exempted from designation as public records:
  - 5.1 Student records (Education Code Section 76243);
  - 5.2 Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure (Government Code Section ~~6254(a)~~ [7927.500](#));
  - 5.3 Records pertaining to pending litigation, or to claims, until the pending litigation or claim has been finally adjudicated or otherwise settled (Government Code Section ~~6254(b)~~ [7927.200](#));
  - 5.4 Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section ~~6254(c)~~ [7927.700](#));

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
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## **AP 3300 Public Records**

- 5.5 Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, (except for standardized tests provided for by Education Code Sections 99150 et seq.) (Government Code Section ~~6254(g)~~ [7929.605](#));
- 5.6 The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code Section ~~6254(h)~~ [7928.705](#));
- 5.7 Internet posting of home address or telephone numbers of local elected officials (Government Code Section ~~6254.21~~ [7928.205](#));
- 5.8 Home addresses, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan. (Government Code Section ~~6254.3~~ [7928.300](#));
- 5.9 Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section ~~6254.3(b)~~ [7928.300](#));
- 5.10 Records regarding alternative investments (i.e., an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company, or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information;
- 5.11 Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system;
- 5.12 Identification number, alphanumeric character, or other unique identifying code used to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section ~~6254.33~~ [7928.715](#))

See Board Policy 3300, Public Records; Board Policy 5040, Student Records, Directory Information, and Privacy; Administrative Procedure, Student Records, Directory Information, and Privacy; and Board Policy 5045, Student Records: Challenging Content and Access Log.

## **AP 3300 Public Records**

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** October 28, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
March 28, 2011 Chancellor's Cabinet  
February 9, 2009 Chancellor's Cabinet  
April 24, 2006  
December 13, 2004

PROPOSED

## **AP 3501 Campus Security and Access**

Reference:

**34 Code of Federal Regulations Section 668.46 subdivision (b)(3);  
ACCJC Accreditation Standard 3.8;  
WASC/ACS Criterion 8, Indicator 8.4**

- 1.0 During business hours, the District will be open to all individuals who have business on campus. During non-business hours access to all District facilities is by key, if issued, or by admittance via Campus Safety. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.
- 2.0 Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators review the survey results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the year the appropriate administrators shall meet to discuss campus security and access issues of pressing concern.

See Board Policy 3501, Campus Security and Access; Board Policy 6520, Security for District Property; and Administrative Procedure 6520, Security for District Property.

**Date of Adoption:** October 24, 2011 Chancellor's Cabinet

**Date of Last Revision:** November 25, 2024 District Consultation Council  
November 25, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
April 22, 2015 Chancellor's Staff

## **AP 3501 Campus Security and Access**

Reference:

**34 Code of Federal Regulations Part [Section 668.46 subdivision \(b\)\(3\)](#);  
**ACCJC Accreditation Standard ~~III.B.1~~ [3.8](#);**  
**WASC/ACS Criterion 8, Indicator 8.4****

- 1.0 During business hours, the District will be open to all individuals who have business on campus. During non-business hours access to all District facilities is by key, if issued, or by admittance via Campus Safety. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.
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**Date of Adoption:** October 24, 2011 Chancellor's Cabinet

**Date of Last Revision:** November 25, 2019 District Consultation Council  
September 14, 2016 Chancellor's Staff  
April 22, 2015 Chancellor's Staff

## **AP 3530 Weapons on Campus**

Reference:

**Penal Code Sections 626.9 and 626.10**

- 1.0 Except as set forth below, firearms, ammunition, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, unless approved as instructional equipment or as a function of job responsibilities.
  - 1.1 The prohibition of firearms includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.
- 2.0 Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge or to the Campus Safety Department.
- 3.0 Any person who believes that they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify Campus Safety and obtain written permission to possess a firearm or other weapon on campus.
- 4.0 Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any District campus or at any District center, or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of their duties.

See Board Policy 3530, Weapons on Campus.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** November 25, 2024 District Consultation Council  
January 27, 2020 District Consultation Council  
September 26, 2016 District Consultation Council  
February 25, 2013 District Consultation Council  
May 6, 2009 Chancellor's Staff

## **AP 3530 Weapons on Campus**

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**Penal Code Sections 626.9 and 626.10**

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See Board Policy 3530, Weapons on Campus.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** January 27, 2020 District Consultation Council  
September 26, 2016 District Consultation Council  
February 25, 2013 District Consultation Council  
May 6, 2009 Chancellor's Staff

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 17, 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.c  
\_\_\_\_\_  
Item No.



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

November 26, 2024

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 26, 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 led 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 Trustee Katie Wong. Absent: Student Trustee Sharon Kim.

**RESOURCE PERSONNEL PRESENT:** Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cynthia Olivo, President, Fullerton College; Scott Thayer, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Kathleen McAlister, representing the Cypress College Academic Senate; Bridget Kominek, representing the Fullerton College Faculty Senate; Pamela Spence, representing CSEA; and Danielle Davy, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Jill Bauer, Paul de Dios, Craig Goralski, Ruth Gutierrez, Howard Kummerman, Joseph Melodia, Alejandro Omidsalar, Marc Posner, Kathleen Reiland, and Stephanie Teer from Cypress College; Daniel Berumen, Tam Contreras, Elizabeth Martinez, Jose Ramon Nunez from Fullerton College; and Yuvia Coleman, Mylene Daniels, Miranda Marquez, Flavio Medina-Martin, Debbie Shandy, Gabrielle Stanco, and Rick Williams from the District Office.

**VISITORS:** Paulette Chaffee, Alan (John Doe), John Ramirez, Andrea Rodarte, Arturo Rodarte, Carolyn Rodarte, Teresa Rodarte and Elvia Rubalcava. Public participation was provided via YouTube livestream.

**RECOGNITION OF TRUSTEE JACQUELINE RODARTE:** In recognition of Trustee Rodarte's last meeting as a member of the Board of Trustees, several individuals made comments and presented her with gifts. Board President Rosales thanked Trustee Rodarte for her years of dedication and leadership which have had an impact on students throughout the District and presented her with a gift on behalf of the Board. Chancellor Byron D. Clift Breland acknowledged Trustee Rodarte by highlighting the many leadership positions she's held during her 9 years of service with the District, while governing and leading in the community. He further thanked her for personally showing support during his transition into the District and presented her with a gift on behalf of the administrative team. Chancellor Clift Breland invited attendees who wished to speak to Trustee Rodarte to the podium.

**Cynthia Olivo** presented Trustee Rodarte with a gift from the FC Horticulture Department and thanked her for her dedication and support to students, faculty, and staff. She also

thanked her for her service on the Fullerton Museum Board and for being a champion of our District. She then introduced Elvia Rubalcava from the Fullerton Museum who presented Trustee Rodarte with a Leo Fender plaque and announced a \$1,000 grant donation on her behalf.

**Valentina Purtell** presented Trustee Rodarte with an art piece made by students from Christian Valley High School as part of their community service art project. She also thanked her for championing noncredit education and for her personal support of the scholarship program.

**Scott Thayer** presented Trustee Rodarte with a framed collage that highlighted her leadership during the implementation of Measure J, which was aligned with the month that she joined the Board. He thanked her for her support and leadership during the pandemic and for representing the Board during the first live commencement broadcast in 2021.

**Kai Stearns** introduced **Paulette Chaffey** from Friends of Fullerton Foundation who presented Trustee Rodarte with a Certificate of Recognition from the Orange County Board of Supervisors and thanked her for improving the quality of life and the education of students.

**Trustee Barbara Dunsheath** stated that it was an honor and privilege to serve alongside Trustee Rodarte and thanked her for always showing up and putting students first. She further stated that Trustee Rodarte made a difference with her professionalism, calming influence, strong equity championing, and kindness. She also presented her with a gift and thanked her for the difference she's made.

**Trustee Jeffrey P. Brown** shared that during her years on the Board, Trustee Rodarte has been a thoughtful, steady presence, and has always shown empathy and an ability to understand both the student and staff perspective. He stated that she will be missed, but is a great teacher who will be stepping away to help students.

**Trustee Ryan Bent** thanked Trustee Rodarte for being so respectful and for agreeing with the concept of term limits, as she is a shining example of serving at the highest level and then walking away on her own terms. He thanked her for her unique mindset and perspective that added value to the Board.

**Trustee Jacqueline Rodarte** introduced her family and thanked everyone for their kindness in recognizing her.

**ADJOURN TO RECESS:** At 5:51 p.m., Board President Evangelina Rosales adjourned the meeting to a brief recess.

**RECONVENE MEETING:** At 6:10 p.m., Board President Evangelina Rosales reconvened the meeting in open session.

**BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Ryan Bent that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.c, 3.d, 3.e

Instructional Resources: 4.b

**Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong’s advisory vote.**

**BLOCK VOTE APPROVAL OF PERSONNEL ITEMS:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.b, 5.c, 5.d, 5.e, 5.f

**Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

## **CHANCELLOR’S REPORT**

Prior to the Chancellor’s Report, the Board received the following public comment:

**Alan (John Doe)** congratulated Fullerton College and the community on its “Best of Orange County” recognition and stated that the Orange County Register article highlighted the Rising Scholars Program. This program helps formerly incarcerated and foster youth receive an education by providing them with a stipend in the absence of working while attending college. He mentioned the program limitations and stated that an email was shared that the stipend would be halted midway through the program and after the drop date. This stipend suspension disrupts a student’s ability to continue their studies and creates feelings of distrust and uncertainty. He implored the Board to ensure that these stipends continue through the end of the semester.

**OC Register “Best of Orange County” Recognition:** As part of the Chancellor’s Report, Paulette Chaffey, member of Friends of Fullerton Foundation and the Citizens’ Oversight Committee, provided remarks regarding Fullerton College’s nomination as Best of Orange County by the OC Register and the People’s Choice Award by readers. She shared that the nomination was based upon the College’s transformational impact on thousands of students and families, which solidifies its student-centered reputation. She further highlighted free programs and partnerships, academic achievements, transfer options, and career readiness programs. She, along with Fullerton College President Cynthia Olivio, presented the People’s Choice award to the Board.

**Enrollment Report:** As part of the Chancellor’s Report, Gabrielle Stanco, District Director, Research, Planning, and Data Management, conducted a presentation which provided updates on District enrollment. The presentation highlighted trends and data as follows: enrollment trends, projections by student population and student type, projected change in high school graduates, enrollment by instructional modality, student demographics, program data, persistence and completion, and dual enrollment trends.

Subsequent to the presentation, trustees inquired about a variety of topics that included whether dual enrollment is affecting the direct from high school student types; the methodology of using enrollment data that aligns with job market demand; clarification of whether unduplicated headcount data is tracked; comparison of data for high school student population and student area to align with Vision 2030 benchmarks; ensuring that conversations are taking place to fill the gap in enrollment decline with programs for older adults; a recommendation to outreach to students outside of District boundaries for online courses; advertising for students to attend both Cypress College and Fullerton College

concurrently; ensuring that more creative course offerings (evening, weekend, and hybrid) are available; explanation for the dip in NOCE's Fall to Spring persistence; whether data for high school graduation rates is available; and, whether students are allowed to register at both Cypress College and Fullerton College to work towards a single certificate.

During the presentation, Stephanie Teer and Tam Contreras, Directors of Dual Enrollment at Cypress College and Fullerton College provided an overview of the process for selecting the classes that are offered and Guided Pathways. They further responded to inquiries about whether high schools request certain course offerings outside of Guided Pathways, and whether visual pathway flyers are available for students and parents.

(See Supplemental Minutes #1351 for a copy of the presentation.)

Chancellor Byron D. Clift Breland thanked Dr. Stanco, Stephanie Teer, and Tam Contreras for their work. He concluded his remarks by sharing that he attended the CCLC Annual Convention and thanked Board President Rosales, Trustee Dunsheath, Student Trustee Kim, Student Trustee Wong, and new NOCE Student Trustee Johnson for their attendance.

**MINUTES:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of November 12, 2024. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong's advisory vote.**

## **FINANCE & FACILITIES**

**Item 3.a:** By block vote, authorization was granted to amend and extend the contract with S&B Foods, under RFP #1920-04, to operate food services at Cypress College through December 31, 2025.

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

**Item 3.b:** By block vote, authorization was granted to amend the agreement with Sandy Pringle & Associates, Inc., increasing the contract amount by \$176,400 from \$385,140 to a new total contract amount of \$561,540, to provide DSA inspection services for the Chapman Newell Instructional Building and Maintenance and Operations Building project at Fullerton College. This amount includes all project-related expenses.

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.c:** By block vote, authorization was granted to approve Deductive Change Order #1 for Bid #2223-20, Site Barrier Removal Project at Fullerton College – Phase II with Coelho, Inc. in the amount of \$51,043.37 decreasing the contract from \$634,800.00 to \$583,756.63 and extend the contract time from 66 days to 394 days.

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

**Item 3.d:** By block vote, authorization was granted to award Bid #2425-07, Board Room Renovation Project at Anaheim Campus to Elegant Construction Inc. in the amount of \$1,567,000 including an allowance of \$180,000.

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

**Item 3.e:** By block vote, authorization was granted to allow the Cypress College Foundation to serve alcoholic beverages at a Star Party Event on the College campus on Friday, December 6, 2024.

## INSTRUCTIONAL RESOURCES

**Item 4.a:** It was moved by Trustee Ryan Bent and seconded by Trustee Barbara Dunsheath to approve the 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.

Prior to voting on the motion, Board President Rosales confirmed that each person who submitted a public comment card no longer wished to address the Board. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong's advisory vote.**

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

**Item 4.c:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount to approve the 2022-26 Districtwide Strategic Plan.

During the discussion, trustees thanked the team for incorporating the recommended changes after the first reading, requested that the Board approval date be added to the first page, and that the Board of Trustees' names also be added. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong's advisory vote.**

## HUMAN RESOURCES

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

### EXTENSION OF TEMPORARY REASSIGNMENT

Islas, Rosanna	NOCE Acting Associate Dean I, Basic Skills & Special Programs Range 25, Step A (100%) Management Salary Schedule Eff. 11/01/2024-03/01/2025
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PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Cummings-Sumner, Vonn	FC	\$20.00
Daniel, William	FC	\$30.00
Dedmon, Nicola	FC	\$10.00
Dimitriadis, Philip	FC	\$20.00
Klippenstein, Stephen	FC	\$60.00
Sheehan, Michael	FC	\$20.00

LEAVE OF ABSENCE

@01417928	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/12/2024 – 11/18/2024 (Consecutive Leave)
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 FALL SEMESTER

Movchan, Alyssa	CC	Column 2, Step 1
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2025 SPRING SEMESTER

Dymond, Danielle	CC	Column 1, Step 2
West, Tobi	FC	Column 3, Step 1
Williams, Jacob II	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Araneta, Erin Joy	CC	Column 1, Step 1
Gardner, Patricia	FC	Column 2, Step 1
McArthur, Arianna	NOCE	Column 2, Step 1
Valadez, Pedro De Jesus	FC	Column 1, Step 1

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

NEW PERSONNEL

Bates, Miranda	FC	Director, Campus Communications 12-month position (100%) Range 16, Column A Management Salary Schedule Eff. 12/16/2024 FCM888
Flores, Otto	FC	Facilities Assistant 12-month position (100%) Range 28, Step E Classified Salary Schedule



12- month position (100%)  
PN DEM969

Temporary Change in Assignment  
To: Interim District Director, Purchasing  
12- month position (100%)  
Range 20, Column F  
Management Salary Schedule  
Eff. 12/01/2024 – 06/30/2025  
PN DEM988-TR

### PROFESSIONAL GROWTH & DEVELOPMENT

Revelo -Torres, Monica NOCE Administrative Assistant I (100%)  
6<sup>th</sup> Increment (\$400)  
Eff. 07/01/2024

### STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Guillen, Rebecca AC Graphic Designer (100%)  
6% Stipend for Additional Duties  
Eff. 11/01/2024 – 01/31/2025

### STIPEND FOR DIVERISTY AND INCLUSION FELLOWS

Dowdle, Temperence CC Evaluator (100%)  
\$1600 per semester  
Eff. Fall 2024 & Spring 2025

Ernandes, Monica FC Executive Assistant II (100%)  
\$1600 per semester  
Eff. Fall 2024 & Spring 2025

Gonzalez, Brandon NOCE Instructional Aide/DSS (75%)  
\$1600 per semester  
Eff. Fall 2024 & Spring 2025

### LEAVES OF ABSENCE

@01577025 FC Family Medical Leave (FMLA/PDL)  
Paid Leave Using Regular and Supplemental Sick  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 11/9/2024 – 1/24/2025 (Consecutive Leave)

@00537667 NOCE Family Medical Leave (FMLA/PDL)  
Paid Leave Using Regular and Supplemental Sick  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 11/12/2024 – 11/24/2024 (Consecutive Leave)



@01805579	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/3/2024 – 10/3/2025 (Intermittent Leave)
@01959062	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/29/2024 – 9/24/2025 (Intermittent Leave)
@01440007	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/8/2024 – 11/22/2024 (Consecutive Leave)
@00913579	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/7/2024 – 12/1/2024 (Consecutive Leave)
@01165576	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/7/2025 – 2/5/2025 (Consecutive Leave)

**Item 5.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1351 for a copy of the professional expert personnel listing.)

**Item 5.d:** By the block vote, authorization was granted for the hourly personnel per the hourly personnel listing.

(See Supplemental Minutes #1351 for a copy of the hourly personnel listing.)

**Item 5.e:** By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1351 for a copy of the volunteer personnel listing.)

**Item 5.f:** By the block vote authorization was granted to revise the Nonclassified Short-Term Hourly Employee Rate Schedule, effective January 1, 2025.

(See Supplemental Minutes #1351 for a copy of the rate schedule.)

## GENERAL

**Item 6.a:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to establish December 17, 2024, as the date of its Organizational Meeting.

In reviewing the Tentative Board Meeting Calendar for 2025, the Board requested that the first meeting in the months of January and July be canceled, that the first meeting in August be marked as tentative and only take place if deemed necessary, that there is only one regular meeting in November, and that the November and December regular meetings be moved to the third Tuesday of the month. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong's advisory vote.**

**Item 6.b:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Ryan Bent that the Board adopt the following revised Board Policies in Chapters 6 and 7.

#### Chapter 6, Business and Fiscal Affairs

- BP 6200, Budget Preparation
- BP 6300, Fiscal Management
- BP 6340, Bids and Contracts.
- BP 6400, Financial Audits
- BP 6520, Security for District Property Standards.

#### Chapter 7, Human Resources

- BP 7100, Commitment to Equal Employment Opportunity and Diversity
- BP 7120, Recruitment and Hiring
- BP 7160, Professional Development
- BP 7340, Employee Leaves:

During the discussion, trustees recommended revisions to BP 7100 in section 2.0 to replace the word equal with equitable for consideration of candidates; in section 6.0 to add language to encourage participation; and, to add language for EEO Plan development that aligns with CCLC's recommendations. Trustees also agreed to pull BP 6340 so that the department can revise sections 1.3 and 1.4 prior to it returning to a future Board meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustee Wong's advisory vote.**

The revised Board Policies are available on the District's website, where they are readily accessible by students, employees, and the general public.

**Item 6.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 National Council on Marketing and Public Relations (NCMPR) recently awarded NOCE with the 2024 NCMPR Gold Medallion Award and the 2024 Davey Silver Award for Online Film and Video. She also highlighted CTE outreach and events, including the Parenting Liaison Lunch held on November 15 and the upcoming Google IT Round Table event on December 3. President Purtell concluded her report by thanking **Dr. Flavio Medina-Martin** and the District Faculty Fellows, especially **Professors Cadena and Adams**, for facilitating the Diversity Dilemma by Moral Courage workshop.

**Cynthia Olivo** congratulated **Jodi Balma** for her recent recognition by the Fullerton Women's Leadership Forum for Leadership in Education. She also expressed gratitude for Ethnic

Studies Faculty **Dr. Amber Rose Gonzalez, Dr. Ziza Delgado Noguera, Dr. Rosie Kar, Dr. Anita Juarez,** and **Dr. Wesley Cox** for holding a Hiring Fair to assist with the new requirement that all students take Ethnic Studies in Fall 2025. President Olivo further thanked counselor **Kaylan Rasch**, Classified Senate VP **Antoinette Triefenbach, Dr. Ziza Delgado Noguera** and **Dr. Flavio Medina-Martin** for participating alongside her in the USC Institute on Diversifying Hiring with national expert, Dr. Estela Bensimon. She thanked **Brandon Tran**, Accounting faculty member, who brought in members from Deloitte to meet with 80 students to learn more about careers in Accounting. She concluded her remarks by extending invitations to Winterfest Drone Edition on December 4, the Campus Holiday Party on December 4, and Revolución Café on December 11 where 20% of proceeds will go towards the STEM Center Grand Opening.

**Scott Thayer** shared highlights on athletics, including the women's soccer team that is still in the post season, the men's soccer team that received their first-ever playoff victory before being eliminated in the next round, and the men's and women's water polo teams that both advanced to the Southern California Regionals. He also acknowledged men's water polo **Coach Mark Canner** for earning the Orange Empire Coach of the Year award. President Thayer further shared that the Student Life and Leadership group distributed 30 food baskets, donated by the campus community, to students ahead of Thanksgiving. He concluded his remarks by wishing everyone a joyous and restful holiday.

**Fred Williams** extended an invitation to the Board to attend the next Citizens' Oversight Committee on December 4 at Cypress College.

## **RESOURCE TABLE PERSONNEL COMMENTS**

**Kathleen McAlister** thanked the Board for listening to the appeal to hire additional faculty.

**Bridget Kominek** expressed gratitude to the Board and leadership for robust faculty hiring. She shared that the next Faculty Senate meeting will take place on December 5, where there will be consideration of a proposal from the AI workgroup for new catalog language related to AI, a vote on the AP 7600 – Campus Safety proposed revisions, an update from Friends of Fullerton College Foundation, an update on the Environmental Justice Career Fellowship Program, and a dual enrollment update. This will be the last meeting of the year, and the group will reconvene in February 2025.

**Pamela Spence** read Article 1 of the CSEA Constitution that highlighted promoting the welfare and good faith of the members, and expressed hope that negotiations are bargained with that in mind. She shared that the next CSEA meeting will be held on December 18, where members will be voting for the 2025 CSEA Executive Board. She concluded her report by imploring the Board to think of the Classified employees working on campus during the holidays.

## **MEMBERS OF THE BOARD OF TRUSTEES COMMENTS**

**Student Trustee Katie Wong** reported on Cypress College Associated Students upcoming events, including a Sweater Distribution Pop-up on December 2, Winterfest on December 4, and the Finals Support Pop-up on December 9.

**Trustee Jacqueline Rodarte** shared that the audit committee met recently, and an unmodified opinion will be approved at the December Board meeting. She expressed

gratitude for 9 amazing years on the Board. She also thanked residents of Trustee Area 5 for believing in her to serve the students, friends and family, and **Dr. Jose F. Moreno** and **Michael Matsuda** who encouraged her to apply as a first-generation college student. She further thanked the trustees, staff, Resource Table, and wished incoming Trustee, **Mark Lopez**, the best and expressed faith that he will do well to serve Trustee Area 5. She concluded her remarks by encouraging young people to know that they can make a change on a grander scale.

**Trustee Jeffrey P. Brown** called attention to the Board Room Renovation calendar that shows an estimated 144 construction days, which if on-schedule, suggests that Board meetings would continue at AUHSD until June 2025.

**Trustee Barbara Dunsheath** shared in honor of Thanksgiving and Indigenous Peoples Month the following NOCCCD Land & Labor Acknowledgment developed by the Native America Faculty and Staff Alliance and the Fullerton College Ethnic Studies Department:

“The District is located on the unceded ancestral lands shared by the Gabrielino-Tongva Nation and the Juaneño Band of Mission Indians/Acjachemen Nation, who have been the traditional caretakers since time immemorial. Tongva and Acjachemen peoples maintain a strong presence in North Orange County and throughout Southern California, protecting their homelands, knowledge systems, and cultures for the next seven generations. We acknowledge the ingenuity, survival, resilience, and strength of their descendants and relatives – past, present, and emerging. We also acknowledge the labor of those who work on and care for these lands, both in the past and today, and all those who act in solidarity with Indigenous struggles.”

Trustee Dunsheath also shared highlights about her attendance at the CCLC Annual Convention, including the upcoming Real College Survey which she encourages students to participate in. She further shared that enrollment is up by 9.6% across the nation which seems to align with the District’s upward enrollment trend. She concluded her remarks by sharing the word “kuleana” which means privileged responsibility.

**Board President Evangelina Rosales** shared that she also attended the CCLC Annual Convention where she had the privilege of spending quality time with the three student trustees. She concluded her remarks by encouraging participation in the Adopt-a-Family events at the campuses during the holidays.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS:** There were no public comments on non-agenda items.

Prior to adjourning the meeting, Board President Rosales read the following statement for the record:

“I would like to propose that the North Orange County Community College District Board of Trustees adjourn our meeting this evening in honor of Jerry Mumford Patterson, a distinguished public servant and steadfast advocate for community colleges whose life embodied the transformative power of education. Patterson’s journey through public service — from the Santa Ana City Council to the U.S. Congress and ultimately to our sister Coast Community College District — exemplified a profound commitment to civic engagement and student opportunity. As a community college alumnus himself, Patterson intimately

understood how educational institutions can change lives. He knew that community colleges are not just places of learning, but gateways to possibility for students from all backgrounds. Throughout his 27-year tenure on the Coast Community College District Board, Patterson demonstrated an unwavering dedication to student success. His legislative work, congressional service, and decades of educational trusteeship were driven by a simple yet profound belief: that every student deserves a chance to pursue their dreams, regardless of their starting point. Today we pause to remember a true public servant who dedicated his life to opening doors for others. Jerry Patterson's legacy reminds us of our duty: to serve, to educate, and to transform lives. May we continue to be inspired by his example of compassionate, principled leadership.”

**CLOSED SESSION:** At 7:55 p.m., Board President Evangelina Rosales adjourned the meeting to closed session in memory **Jerry Mumford Patterson**, former Trustee at Coast Community College District. She stated that there would not be a read out and that closed session would take place per the following sections of the Government Code:

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

**Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

**Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.**

**Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.**

**RECONVENE MEETING:** At 10:52 p.m., Board President Evangelina Rosales reconvened the meeting in open session.

**ADJOURNMENT:** At 10:52 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

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Prepared By Recording Secretary for  
Barbara Dunsheath, Secretary, Board of Trustees