

Additional Information
February 25, 2020 Board Meeting

The following additional information was provided regarding the February 25 Board meeting agenda:

Item 3.b, Renewal of Consulting Agreement with Nossaman LLP: The recommendation for this item should include “per year” so that it reads, “...for a total amount not to exceed \$80,000 per year.”

1. How many extensions can we have before we need to have a new bidding process? This is a professional service contract so no bidding is required. The District can extend as long as we are happy with the services.

Item 4.a, Fullerton College Guided Pathways Scale of Adoption Assessment:

1. Page 3: For Practice B, are internships a part of this? Yes, internships are an integral part of all of the Fullerton College CTE programs. Practice B asks to demonstrate that programs are well designed to help students enter the workforce and/or continue their education at another institution. The College has internships in many programs, both CTE and transfer. The College believes that a robust internship program will be an essential part of its strategy to increase opportunities for student learning outside of the traditional classroom environment.
2. Page 11: Will this document be sued for the accreditation follow-up? Fullerton College is not certain that the SOAA instrument itself will be used for accreditation follow-up, but they are certain that much of the work they are doing will be part of the report. The Chair of the Accreditation Steering Committee and the Co-Chair of the Pathways Steering Committee attended a conference just last weekend on incorporating Guided Pathways into Accreditation. The Chair of the Guided Pathways will be attending the Accreditation Steering Committee meetings as a liaison to ensure good communication.
3. Page 15: What K-8 school's AVID programs have you partnered with? The Fullerton College Campus Communications Department works with K-8 feeder school districts and their AVID programs throughout the year to provide campus tours, showcase career education programs, and provide general college presentations that support college-going cultures on their campuses. Two examples of these partnerships include tours and presentations for Fullerton School District's PATHFinder Program and Ontario-Montclair School District's Promise Scholars Program. The partnership of those two programs alone reached 650 students last year.
4. Page 16: What's the timeframe of when the Banner software will be up-to-date? In terms of cleaning-up Fullerton College student data we are hopeful that our Curriculum Committee will have approved all the "clean-up" needed by the end of Spring 2020. We are then hopeful that we can get the changes entered into Banner by the end of Summer 2020. In terms of fixing the CID, Equivalency, and GE Attribute differences between the campuses, we think we are approximately 18 months away from that.
5. Page 20: Is there a survey where students give feedback of course schedules? We have not yet developed a survey that invites feedback on our course schedule from students, but it is a good suggestion.

Item 5.b, Classified Personnel:

1. What process was used for the reclassification? Who is eligible for reclassification? The North Orange County Community College District has approved procedures to address classification review requests for classified, confidential, and management employees. Classification Review procedures for management and confidential employees were approved in 2008 (AP 7230-13, AP 7240-13). Classification Review procedures for classified employees were approved through the collective bargaining agreement and are found in Article 18.

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In general, a reclassification is approved after the committee evaluates the employee’s current duties, responsibilities, scope, complexity, impact, and the minimum qualifications necessary to perform the job duties in comparison to the employee’s original job description. Classified employees’ reclassification requests are reviewed twice a year, while the confidential and management employees’ reclassification requests are reviewed once a year. The Classification Review Committee may determine and make a recommendation that results in a change to the job description and/or salary grade. The Vice Chancellor, Human Resources, reviews the recommendation and recommends a course of action to the Chancellor. The decision of the Chancellor is final for the confidential and management classification reviews; the decision of the Vice Chancellor is final for the classified classification reviews. The action is then placed on the Board agenda for approval.

2. How many employees have been reclassified in this past few years?

Employee Group	Number of Requests Submitted to Committee	Committee Approved	Board Approved
Classified (Spring 2018 – Spring 2019)	41	25	25
Management (2016 – 2019)	10	4*	3

*One pending February 25, 2020 Board approval

3. What are the differences in the approval processes for reclassification, reorganization, and new positions?

Reclassification: Occurs when an employee requests a classification review through the administrative procedures or collective bargaining agreement. A reclassification arises out of the classification review process in which an employee’s current job duties are evaluated compared to the original job description and does not result in a net increase in the number of employees (Title 5 §53021). The job description is then updated to reflect the additional or changed job duties, title, and/or salary range. If recommended and approved, the new position is placed on the Board agenda. Once approved by the Board, the salary schedule is updated to reflect the Board’s action.

Approval: The approval begins with a recommendation from the classification review committee, a determination by the Vice Chancellor of Human Resources, approval by the Chancellor, and placement on the Board agenda for final approval.

Reorganization: Occurs when a department reorganizes and that reorganization does not result in a net increase in the number of employees. (Title 5 §53021)

Approval: The approval begins with the submission of the new department organizational structure, collegial consultation with the appropriate committees, a review by the Vice Chancellor of Human Resources, approval by the Chancellor, and placement on the Board agenda for approval.

New Position: Occurs when a new position is established, resulting in an increase in the number of employees in the department. This requires an open recruitment to fill the new vacancy (Title 5 §53021).

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Approval: The approval begins with the creation of the new job description, collegial consultation with the appropriate committees, a recommendation by the Vice Chancellor of Human Resources, approval by the Chancellor, and placement on the Board agenda for approval.

4. Page 5.b.5 states that this is a 'new classified management job' If this is a new job, why is this an appointment and not subject to the established hiring procedure for new positions? **This is not a new job or position; it is a new job description that reflects the duties being performed by the existing employee. Reclassifications do not result in a hiring process because the incumbent has already been performing the duties and the recommendation of the committee is that the employee be reclassified to the Associate Vice Chancellor of Human Resources.**
5. How did the Associate Vice Chancellor, Human Resources reclassification come about? **On July 18, 2019, the District Director, Human Resources requested a classification review. On August 5, 2019, the Management Classification Review Committee ("Committee") reviewed the proposed reclassification request for the District Director, Human Resources, salary range 32, and recommended the position be reclassified to the Associate Vice Chancellor, Human Resources, salary range 39 (Management classification; not Executive Officer classification).**

To come to the recommendation, the Committee reviewed the provided materials and analyzed how the position has changed significantly, supervision exercised and received, impact and authority for decisions, and scope and level of complexity. In addition, the Committee reviewed the justification for the salary placement at the range of 39, discussing the salary comparisons related to positions doing similar work, and considered internal equity.

The Chancellor was provided the Committee recommendation and determined the salary placement needed further consideration. After research, the Chancellor determined the Associate Vice Chancellor, Human Resources should be placed at a salary range of 37. This has been placed on the February 25, 2020 Board agenda for approval.

The request for classification review for the District Director, Human Resources position followed the established NOCCCD administrative procedures and approval processes.

6. When was the reclassification process of the District Director, Human Resources to Associate Vice Chancellor, Human Resources initiated? Did this take place during the time specified in BP/AP? **July 18, 2019. Yes, the window to submit for reclassification is between July 1 and July 20 each year.**
7. Who else was in those meetings and when did those meetings take place? **The Committee is comprised of one (1) regular management employee appointed by the Vice Chancellor of Human Resources or designee, and two (2) regular management employees appointed by the District Management Association. In this case, the Vice Chancellor of Human Resources recused herself and designated Simone Brown Thunder, District Manager of Human Resources to chair the committee. The meeting took place on August 5, 2019.**
8. BP/AP outlines the membership of the reclassification committee, with the District Director of Human Resources chairing the committee. For the new Associate Vice Chancellor position, did the Director chair the reclassification meetings for their own reclassification? **Per AP 7240-13 the Vice Chancellor of Human Resources typically chairs the Committee, not the District Director of Human Resources. The Classification Review Committee consists of the Vice Chancellor of Human Resources or designee, one (1) regular**

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management employee appointed by the Vice Chancellor of Human Resources or designee, and two (2) regular management employees appointed by the District Management Association. In this case, the Vice Chancellor of Human Resources recused herself from the interview and deliberation process and designated Simone Brown Thunder, District Manager of Human Resources to chair the committee.

9. What are the implications if this reclassification is not approved? The duties currently being performed by the District Director, Human Resources that are outside of the scope of the classification will have to be performed by outside counsel for additional legal fees. These duties include, but are not limited to:
- Legal representation related to EDD, Department of Industrial Relations, civil litigation
 - 504 compliance
 - Workers compensation
 - Unlawful discrimination
 - Accommodations
10. How does AP 3100 on Organization Structure apply to a reclassification? AP 3100 offers direction for when a reorganization of substantial areas of a department or system needs to take place. It is most often used when a gap occurs in an internal process and work is not getting done because of structural issues.

The Reclassification Administrative Procedures (AP 7240-13 for Managers, AP 7230-13 for Confidentials), and Article 18 of the Classified contract affect one person/one job description. It is used when an existing employee feels that their duties have been significantly, consistently, and permanently changed and that they are now working out of class.