

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

October 11, 2022

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, October 11, 2022, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

Board President Jacqueline Rodarte called the meeting to order at 5:32 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 Trustees Paloma Foster and Kisha Mehta. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Jose Ramon Nuñez, Vice President, Fullerton College; Kathleen Reiland, Interim Vice President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Raine Hambly, representing the District Management Association; Katie King, representing United Faculty; Pamela Spence, representing CSEA; Seija Rohkea, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios and Stephen Schoonmaker from Cypress College; Gil Contreras and Rod Garcia from Fullerton College; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Lisa King, Chelsea Salisbury, Gabrielle Stanco, and Amita Suhrd from the District Office.

VISITORS: Cathleen Greiner, Dash Johnson, Josh Newman, Tim Shaw, and Whitarick. Public participation was provided via YouTube livestream.

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

Finance & Facilities: 3.a, 3.b, 3.f, 3.g, 3.h, 3.i, 3.j, 3.k, 3.l, 3.m, 3.n

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown that the following personnel items be approved by block vote:

Human Resources: 4.a, 4.b, 4.c, 4.d, 4.e

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

CHANCELLOR'S REPORT

Chancellor Byron D. Cliff Breland introduced **Senator Josh Newman** who helped secure a \$1 million special grant allocation in the recent state budget for the RevHubOC. Senator Newman, along with **Tim Shaw**, highlighted the investment in social entrepreneurship in Orange County in order to build capacity and scale the project in order to address programmatic needs including job creation and pathways to entrepreneurship. Both expressed excitement with having the District as a critical partner in the community and for their willingness to partner with RevHubOC.

Trustees thanked Senator Newman and Mr. Shaw for expanding opportunities for students and expressed their appreciation for the exciting partnership with the District.

“Journey in Equity” Presentation – Part II: As part of the Chancellor’s Report, **Chancellor Byron D. Cliff Breland** introduced **Irma Ramos**, Vice Chancellor of Human Resources, and **Simone Brown Thunder**, District Manager of Human Resources, who led a presentation on talent acquisition demographic data and strategies. Presentation highlights included:

Workforce Demographic Data

- Human Resources supports 2,489 employees among all of the employee groups.
- District employee racial/ethnic diversity increased by more than 20 percentage points over the past 10 years, from 32.7% in fall 2010 to 52.8% in fall 2021.
- Classified employees are more ethnically diverse (70%) than other employee groups.
- Administrators/managers are the next most diverse group (57%), followed by adjunct faculty (51%) and full-time faculty (43%).

Workforce and Applicant Demographic Data

- NOCCCD has higher employee diversity and higher percentages of Latinx, Asian, African American, and multi-ethnic employees and fewer White Non-Hispanic employees compared to other community colleges in the Orange County region.
- Classified employees have generally had the highest percentage of diverse hires among employee groups over the last ten years, ranging from approximately 60% to 80% diverse.
- Administrator/manager hire diversity was more variable over this same timeframe but was greater than 50% for each of the past seven years.
- Diversity of full-time faculty hires was stable near 43% between 2014-15 and 2019-20 and then rose to 75% by 2021-22.
- NOCCCD has consistently attracted diverse applicants for most of the past 10 years.
- Other than a dip to 42% in 2015-16, the percentage of diverse applicants has ranged from 50% to 68% each year.
- The majority of new hires in the past 10 years have also been diverse, with the exception of the 2012-13 year, and the diversity percentage has generally increased over time.
- 63% of new hires across the District were diverse in 2021-22.

Talent Acquisition Strategies/Best Practices

- Preparing: Revised job announcements to support the District’s commitment to DEIA and share employee value proposition.

- Sourcing: Developed a database of diverse resources for recruitment and a “where to share” checklist (e.g., social media) for the search committee.
- Screening: Revised the applicant evaluation process to be more inclusive and improve the candidate experience, and created new application emails to provide high-touch communication throughout the search process.
- Selecting & Hiring: Created inclusive hiring toolkits focused on DEIA for employee groups and developed hiring dashboards to evaluate time-to-fill, demographics, and internal hires.
- Onboarding & Retention: Provide professional development opportunities related to DEIA, developed a new management performance evaluation process to include DEIA competency; and implementation of the job families study project to establish compensation philosophy, job standards and structures, updated job descriptions, and to create identifiable career ladders to encourage career growth.

Vice Chancellor Ramos thanked Gabrielle Stanco for her assistance with the data demographics and expressed her gratitude to everyone for their work because employee hiring extends beyond Human Resources.

Subsequent to the presentation, trustees inquired about employee exit interviews; impact of the applicant pool on the increase in rates; why workforce data percentages decreased; if diversity data is collected for those hired; hiring committee training and whether it is mandatory; career ladder training or support; the number of applicants in response to job announcements versus unsolicited applications; and whether there is an increasing trend in opting out of race declaration.

(See Supplemental Minutes #1306 for a copy of the presentation.)

MINUTES: It was moved by Trustee Ryan Bent and seconded by Trustee Evangelina Rosales to approve the Minutes of the Regular Meeting of September 27, 2022. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta’s advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0152462 - P0154194 through September 20, 2022, totaling \$5,636,660.25, and check numbers C0054065 – C0054159, totaling \$108,255.49; check numbers F0286988 – F0288946, totaling \$3,720,391.88; check numbers 88526733 – 88527742, totaling \$12,181,025.56; check numbers V0031880 – V0031884 totaling \$7,158.00; check numbers 70122767 – 70123818, totaling \$241,274.43; and disbursements E9056874 – E9064267, totaling \$10,455,903.86, through September 30, 2022.

Item 3.b: By block vote, authorization was granted to make adjustments to the General Fund and Child Development Fund revenue and expenditure budgets in accordance with the revised fiscal year 2022-2023 allocations and adopt resolutions to adjust budgets and authorize expenditures within the General Fund and Child Development Fund pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 3.c: The Board received and reviewed the 2021-2022 Travel Expense Report.

Item 3.d: The Board received and reviewed the Calendar for the Fiscal Year 2023-24 Budget.

Item 3.e: The Board received and reviewed the Public Self-Insurer's Annual Report for Fiscal Year 2021-22 and acknowledge the Estimated Future Liability of \$1,371,524 as reported to the State of California, Department of Industrial Relations, Division of Self-Insurance Plans.

Item 3.f: By block vote, authorization was granted to procure a three-year contract with Pathify to implement a new portal solution for the total contract amount of \$291,433.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute any agreement and/or related documents on behalf of the District.

Item 3.g: By block vote, authorization was granted to approve a deductive change order in the amount of \$38,551.46 for the unused allowance for the agreement with Chapman Coast Roof Co., Inc. for Bid #2021-22, Cypress College Roof Replacement – LLRC Bldg. #32 and Gym 1 Bldg. #7 Project.

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

Item 3.h: By block vote, authorization was granted to file the Notice of Completion for the Cypress College Roof Replacement – LLRC Bldg #21 and Gym 1 Bldg #7 project with Chapman Coast Roof Co., Inc. and pay the final retention payment when due.

Item 3.i: By block vote, authorization was granted to approve Deductive Change Order for Bid #2021-11, Fullerton College Boiler B-1 Repair Project, with Total Western, Inc. in the amount of \$20,000, reducing the contract from \$218,980 to \$198,980 and extending the contract time from 180 days to 304 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.j: By block vote, authorization was granted to file the Notice of Completion for the Fullerton College Boiler B-1 Repair project with Total Western, Inc. and pay the final retention payment when due.

Item 3.k: By block vote, authorization was granted to approve Resolution No. 22/23-05, to have Trane sole source service the overhaul of Chiller #1 at an estimated cost of \$148,621.

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

Item 3.l: By block vote, authorization was granted to adopt Resolution No. 22/23-06 to approve the Purchase of a robotic system from Boston Dynamics in the amount of \$126,385 plus delivery and tax or any applicable fees for the Fullerton College Technology and Engineering Department.

Further authorization was granted for the District Director, Purchasing, to issue a purchase order and contract documents on behalf of the District.

Item 3.m: By block vote, authorization was granted to increase an Institutional Membership to the Alpha Gamma Sigma Honors Society for the period of July 1, 2022, through June 30, 2023, at a cost of \$4,550.

Item 3.n: By block vote, authorization was granted to procure a three-year contract with Mongoose for the total contract amount of \$377,092.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, District Director, Fiscal Affairs, or the District Director, Purchasing, to execute any agreement and related documents on behalf of the District.

HUMAN RESOURCES

Item 4.a: By block vote, authorization was granted for the following academic personnel matters, which are within budget:

CHANGE IN RESIGNATION DATE

Stephens, Kristen	CC	Director, Dental Hygiene From: 08/04/2022 To: 08/12/2022 (Last day worked) PN CCM694
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2022 FALL SEMESTER

Gee, Donna	CC	Column 3, Step 1
Hacholski, Matthew	FC	Column 1, Step 2
Vaquera, Adriana	CC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Stark, Katelyn	CC	Mandatory Hospital Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 4 hours Eff. 08/09/2022
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Item 4.b: By block vote, authorization was granted for the following classified personnel matters, which are within budget:

RESIGNATION

Merchant, Jennifer	FC	Director, Career Technical Education 12-month position (100%) Eff. 10/31/2022 PN FCM942
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NEW PERSONNEL

Figueroa, Anthony	FC	Electrician 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 11/01/2022 PN FCC904
Figueroa, Jason	FC	Groundskeeper 12-month position (100%) Range 29, Step E Classified Salary Schedule Eff. 11/01/2022 PN FCC995
Nguyen, Crystal	AC	Buyer II 12-month position (100%) Range 41, Step C Classified Salary Schedule Eff. 10/17/2022 PN DEC966

CHANGE IN SALARY STEP

Kairan, Mejon	AC	District Manager, Environmental Health & Safety From: Range 13, Column A To: Range 13, Column B Eff. 10/10/2022
Madrid, Jim	CC	Electrician (100%) From: Range 41, Step A To: Range 41, Step E Eff. 10/14/2022
Navarro, Michelle	CC	Sports Information/Marketing Rep. II (100%) From: Range 38, Step A To: Range 38, Step B Eff. 10/01/2022

PROMOTION

Zamorano, Karla	NOCE	Admissions and Records Technician 12-month position (100%) PN SCC893 To: FC Administrative Assistant II 12-month position (100%) Range 36, Step E + 5% Longevity + PG&D Classified Salary Schedule Eff. 10/17/2022
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PN FCC783

VOLUNTARY CHANGES IN ASSIGNMENT

Laveaga, Rebeca	CC	Administrative Assistant II (100%) Temporary Change in Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D + 15% Longevity Classified Salary Schedule Eff. 10/12/2022
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STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Felipe, Victoria	CC	Administrative Assistant II (100%) Extension of 6% Stipend Eff. 09/01/2022 – 10/11/2022
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LEAVES OF ABSENCE

@01066339	FC	Admissions and Records Analyst (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/01/2022 – 08/04/2022 (40 hours)
@00004344	FC	Clerical Assistant I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/01/2022 – 08/04/2022 (40 hours)
@01177893	AC	Buyer (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/23/2022 – 08/24/2022 (18 hours)
@00644694	AC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/09/2022 – 08/10/2022 (16 hours)
@00007934	NOCE	Instructional Assistant, ESL (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/17/2022 – 08/19/2022 (24 hours); 08/22/2022 – 08/24/2022 (24 hours)
@00370228	CC	HVAC Mechanic II (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/22/2022 – 08/25/2022 (32 hours)

@01462929	FC	Facilities Custodian I SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/01/2022 – 08/05/2022 (40 hours)
@01021190	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/25/2022 – 07/28/2022 (40 hours); 08/01/2022 – 08/04/2022 (40 hours)
@01758080	CC	Campus Safety Officer (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/20/2022 – 08/21/2022 (20 hours); 08/25/2022 (10 hours)
@01262637	CC	Skilled Maintenance Mechanic (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/02/2022 – 08/04/2022 (20 hours)
@01775034	CC	Facilities Custodian I (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/01/2022 – 08/04/2022 (40 hours); 08/08/2022 – 08/11/2022 (40 hours)
@01152625	CC	HVAC Mechanic II (100%) SB 114 (SPSL) Eff. 08/15/2022 (8 hours)
@01604945	CC	Dir, EOPS/CARE/CalWORKS (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/09/2022 – 08/11/2022 (30 hours); 08/15/2022 (8 hours)
@00005402	CC	EOPS Program Coordinator (100%) SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/22/2022 – 08/26/2022 (40 hours)

Item 4.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1306 for a copy of the professional expert personnel listing.)

Item 4.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1306 for a copy of the hourly personnel listing.)

Item 4.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1306 for a copy of the volunteer listing.)

GENERAL

Item 5.a: Board President Jacqueline Rodarte asked if there were any requests for potential future agenda items. Trustee Barbara Dunsheath requested a future agenda item regarding student trustee advisory votes and the importance of allowing them to vote first because the voice of students is very important.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell announced that NOCE has piloted the auto-awarding of certificates and noted that they have already collected an additional 138 certificates. President Purtell shared that NOCE has initiated the Strategic Plan process and held an in-person retreat with over 50 team members. She reported upcoming events for Undocumented Students Week and the Great Shakeout drill for emergency preparedness on October 20.

Jose Ramon Nuñez shared that the Fullerton College Veterans Golf Classic is scheduled for November 7 with proceeds benefiting the Veterans Resource Center.

Kathleen Reiland reported that the Cypress College Golf Classic Tournament will take place on October 20, that the College was named a higher education equity champion for the second year in a row, and that the recent conference presentation by the College's dual enrollment program which has over 1,000 enrollments and over 90% success rate since 2017. Dr. Reiland shared that October is Disability Inclusion Month and shared upcoming events and noted that an all-campus Cypress College retreat is planned at the UCLA Conference Center in Lake Arrowhead.

RESOURCE TABLE PERSONNEL COMMENTS

Katie King, on behalf of United Faculty, reported on faculty being disciplined for COVID compliance related matters when over 800 non-compliant students were allowed on campus and led to the spread of COVID, but were never reprimanded. She requested that the 65+ faculty members who received written warning letters threatening discipline have those letters removed from their personnel files. She concluded her report by acknowledging the passing of **Erin Lacorte**.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster provided a statement on behalf of Fullerton College Associated Students and Student Life and Leadership regarding the passing of **Erin Lacorte** who was lost far too soon and too quickly, and will be missed by many.

Student Trustee Kisha Mehta stated that she was similarly devastated to hear the news of **Erin Lacorte's** passing who always reached out and offered support. She reported that Cypress College Associated Students are increasing civic engagement on campus and will host multiple tabling events.

Trustee Ed Lopez expressed his sympathy to **Erin Lacorte's** family, friends, and colleagues.

Trustee Evangelina Rosales recalled **Erin Lacorte's** energy and expressed her sincerest sympathy to Erin's friends and family.

Trustee Stephen T. Blount reported on his attendance at the recent Adjunct Faculty United picnic and the Cypress Chamber of Commerce Networking Breakfast.

Trustee Barbara Dunsheath noted she was glad to hear that the Board meeting would be adjourned in memory of **Erin Lacorte** and praised Erin's smile and zest for life. She thanked Cypress College staff for providing a tour of the campus food pantry.

Board President Jacqueline Rodarte echoed the sentiments regarding **Erin Lacorte's** zest for life and shared that she appreciated that Erin held the Board accountable.

NON-AGENDA PUBLIC COMMENTS

Whitarick addressed the Board to protest the unnecessary behavior of Campus Safety when he was removed from a District building and demanded a response.

CLOSED SESSION: At 6:43 p.m., Board President Jacqueline Rodarte adjourned the meeting in honor of former Student Trustee Erin Lacorte who recently passed away and announced that there would not be a read out. Closed session took 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: PUBLIC EMPLOYEE: Fullerton College President.

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor.

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

RECONVENE MEETING: At 8:23 p.m., Board President Jacqueline Rodarte reconvened the meeting in open session.

ADJOURNMENT: At 8:23 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Ryan Bent to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**