

Meeting of the Board of Trustees

January 21, 2020

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

Members of the public may address the Board on items listed to be discussed in **closed session**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit prior to the start of closed session. These forms are available outside the board room. **Speakers are limited to two minutes each.**

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b) and 594954.5(e).)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
 - A. Faculty Association (FA)
 Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President IVC
 - B. Classified School Employees Association (CSEA)
 Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President IVC
 - C. Police Officers Association (POA)
 Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President -
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8)
 - A. Exchange of Property
 Agency Designated Negotiators: South Orange County Community
 College District Ann-Marie Gabel, CPA, Vice Chancellor, Business
 Services (Seller), Andrew Bernstein, Jackson Tidus, (District Real
 Estate Legal Counsel) and Gregory G. Gotthardt, FTI Consulting, LLC
 (District Real Estate Consultant)

Lease of Property by District: Approximately 11.9 acres of real

property located at 1610 Valencia Ave. and 1602 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)

Negotiating Parties: Advantech Corporation

Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified Property.

- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
 - Anticipated Litigation (Government Code Section 54956.9(d)(2).) Significant exposure to litigation: 2 potential cases
 - Existing Litigation (Government Code Section 54956.9 (d)(1).) В. 1 case

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

- 2.1 **Actions Taken in Closed Session**
- 2.2 Invocation

Led by Trustee Milchiker

2.3 Pledge of Allegiance

Led by Trustee Prendergast

2.4 **Public Comments**

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit prior to the beginning of open session. These forms are available outside the board room.

Speakers are limited to two minutes each.

3.0 **REPORTS**

- 3.1 Oral Reports: **Speakers are limited to two minutes each**.
 - A. Board Reports
 - B. Chancellor's Report
 - C. College Presidents' Reports (Written Reports included in Section 8.0)
 - D. Associated Student Government Reports
 - E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: State and Federal Legislative Priorities 2020

Presentation on the state and federal legislative priorities that will guide the District's advocacy efforts in 2020.

4.2 **SOCCCD: Speaker Fees Study**

Letitia Clark, District Director, Public Affairs and Government Relations, will give a brief presentation related to booking speakers for events in and outside the educational arena.

5.0 CONSENT CALENDAR ITEMS

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.

5.1 **SOCCCD**: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on December 16, 2019.

5.2 **SOCCCD: Resolutions**

In Support of Climate Change and Sustainability Goals. (Exhibit A) In Support of the Orange County School Board Association's (OCSBA) encouragement to release mental health funding (Proposition 63 2004) to educational institutions to increase access to mental health services for students as approved by the County Board of Supervisors. (Exhibit B)

5.3 Saddleback College and Irvine Valley College: Speakers

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

5.4 Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year

Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2020-2021 academic year, pursuant to Title 5, Section 53200 et seq.

5.5 SOCCCD: Irvine Valley College, Notices of Completion, Various Projects
Authorize filing the Notices of Completion for the ATEP IDEA building, 2019
Access Control Updates project at Irvine Valley College to Blue Violet
Networks, LLC, for a contract total of \$106,034.72 and for the Health CenterConcession and New Parking Lot Phase 1A project at Irvine Valley College to
P.H. Hagopian Contractor, Inc., with a current contract total of \$7,490,770 and
a deductive change order of (\$122,998.26), for a revised contract total of
\$7,367,772.22.

5.6 **SOCCCD: Student Out of State Travel**

Approve the college student out of state travel for the participants, dates,

locations and costs.

5.7 SOCCCD: Adopt Resolution No. 20-02 to Establish Student Representation Fee Fund

Adopt Resolution No. 20-02 authorizing the establishment of the Student Representation Fee Fund 970.

5.8 SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus

Approve the sale, donation or disposal of surplus property and authorize the Executive Director of Procurement, Central Services and Risk Management to hire a private auction firm to conduct the auction, and/or donate, recycle or dispose of items.

5.9 **SOCCCD: Transfer of Budget Appropriations**

Ratify the transfer of budget appropriations as listed.

5.10 SOCCCD: Budget Amendment: Adopt Resolution No. 20-01 to Amend FY 2018-2019 Adopted Budget.

Adopt Resolution No. 20-01 to amend the FY 2019-2020 Adopted Budget as listed.

5.11 SOCCCD: November 2019 Change Orders/ Amendments.

Ratify the change orders and amendments as listed.

5.12 **SOCCCD: Purchase Orders and Checks.**

Ratify the purchase orders and checks as listed.

5.13 **SOCCCD: Contracts.**

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 **SOCCCD: State and Federal Legislative Priorities 2020**

Approve state and federal legislative priorities that will guide the District's advocacy efforts in 2020.

6.2 **SOCCCD: CCCT Board of Directors Nominations**

Approve possible nomination(s) for transmittal to the CCCT office.

6.3 SOCCCD: Budget Calendar FY 2020-2021

Approve the budget calendar for FY 2020-2021.

6.4 SOCCCD: Saddleback College Advanced Technology and Applied Sciences (ATAS) Building Project, Division of the State Architect (DSA) Inspection Services Agreement, Knowland Construction Services

Approve the Division of the State Architect (DSA) Inspection Services agreement with Knowland Construction Services for the Saddleback College Advanced Technology and Applied Sciences (ATAS) Building project, in the

amount of \$489,912 from January 22, 2020 through August 1, 2022.

- 6.5 SOCCCD: Master Services Agreement for Electronic and Hard Copy Transcript Services, Credentials Solutions, Incorporated Approve the Master Services Agreement with Credentials Solutions Inc. for electronic and hard copy transcript services from February 1, 2020 to January 31, 2025.
- 6.6 SOCCCD: Board Policy Revision: BP-4015 Reasonable
 Accommodation(s) for Employees/Applicants, BP-4306 Academic
 Calendar, BP-5040 Withholding of Student Records, BP-5407 Financial
 Obligation Owed to the District, BP-6140 College Speakers
 Accept for review and study the board policies as listed.
- 6.7 SOCCCD: Board Policy Revision: BP-106 Board Elections, BP-3508 Public Safety Camera System, BP-4207 Payroll Period for Personnel Approve the board policies as listed.
- 6.8 SOCCCD: Academic Employee and Classified Administrator Personnel Actions Regular Items
 Ratify New Personnel Appointments, Authorization to Eliminate Positions and/or Position Numbers, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.
- 6.9 SOCCCD: Classified Personnel Actions Regular Items
 Ratify New Personnel Appointments, Authorization to Establish and Announce
 Classified Positions, Change of Status, Out of Class Assignments- for positions
 that are temporarily available due to leaves of absence, etc.
- 6.10 SOCCCD: Non-Bargaining Unit Personnel Action Regular Items Ratify New Personnel Appointments, Volunteers.
- 6.11 SOCCD: 2020 2021 Bonded Sabbatical Recommendations
 Approve Faculty Sabbatical Leaves for the 2020 2021 Academic Year as recommended by the SOCCD District-wide Sabbatical Committee.
- 6.12 SOCCCD: Adjustment to the California School Employees Association (CSEA) Salary Schedule

 Approve the increase to the CSEA salary schedule for 2019 2020 and 2020 2021.
- 6.13 SOCCD: Adjustment to the Police Officers Association (POA) Salary Schedule

 Approve the increase to the POA salary schedule for 2019 2020 and 2020 2021.

7.0 REPORTS

7.1 SOCCCD: Staff Response to Public Comments from Previous Board Meeting

None

7.2 Saddleback College and Irvine Valley College: Speakers

A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

7.3 SOCCCD: Facilities Plan Status Report.

Status of current construction projects.

7.4 SOCCCD: Monthly Financial Status Report.

The reports display the adopted budget, revised budget and transactions through December 31, 2019

7.5 **SOCCCD: Retiree (OPEB) Trust Fund.**

Report for period ending November 30, 2019.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.**

- A. Saddleback College Academic Senate
- B. Irvine Valley College Academic Senate
- C. Faculty Association
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. Saddleback College Classified Senate
- I. California School Employees Association
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): 9:00 P.M.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.1 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: State and Federal Legislative Priorities 2020

ACTION: Presentation/Discussion

BACKGROUND

Through coordination with the Orange County Community College Legislative Task Force, the Community College League of California, and SOCCCD's lobbying firms (Capital Advocacy Partners and Strategic Education Services) the following state and federal legislative priorities have been identified to focus on during the 2020 legislative sessions. In an effort to have a clear and direct legislative agenda to share with state legislators before meetings scheduled for January, a document was created in anticipation of the major issues that deserve the attention of local representatives and should remain as talking points throughout the year. The document is being submitted for board approval as item 6.1.

The document also provides a guideline for staff and students who may participate in visits with legislators. The document can serve as a tool to structure conversations with legislators and also reinforce the priorities of the District.

The following proposed state priorities are:

- Financial Aid and College Affordability
- Support for Education Ballot Measure
- Non-Academic Barriers for Students

The following federal priorities are:

- Deferred Action for Childhood Arrival (DACA)
- Workforce for 21st Century
- Higher Education Act Re-authorization
- Veterans Affairs
- Medi-Cal Reimbursement
- Apprenticeships

Letitia Clark, District Director, Public Affairs and Government Relations, will present a brief overview of state and federal legislative priorities on behalf of the District and colleges as shown in Exhibit A.

STATUS

If approved, the document submitted as agenda item 6.1, will be printed and provided to Trustees, faculty, staff and students before meeting with local, state, or federal elected officials.

Item Submitted by: Kathleen F. Burke, Chancellor

Why Set Legislative Priorities?

The South Orange County Community College District Office of Public Affairs and Government Relations seeks to support legislation beneficial to the District and its two colleges—Irvine Valley College and Saddleback College.

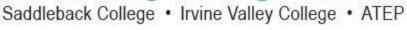
Through coordinated efforts with Capitol Advocacy Partners and Strategic Education Services, the Board of Trustees can broadly identify several state and federal legislative priorities to focus our advocacy efforts in 2020. Setting priorities will not only focus our efforts, but will allow us to support or oppose individual pieces of legislation expediently, based on timeline variables of bills.

Last year, we introduced Legislative priorities in March and approved them in April. This allowed less time to distribute our priorities during the legislative session. Adopting priorities in January will give us an opportunity to present during our first meetings in January.





South Orange County Community College District





State Legislative Priorities



- Financial Aid and College Affordability
- Support for the 2020 Education Ballot Measure
- Non-Academic Barriers for Students



South Orange County Community College District

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Federal Legislative Priorities



- Deferred Action for Childhood Arrival (DACA)
- Workforce for 21st Century
- Higher Education Act Reauthorization
- Veterans Affairs
- Apprenticeships



South Orange County Community College District

IRVINE VALLE

Current Legislative Activity

- Orange County Legislative Task Force Kick-off January 23 (Initiated Presentation/Partnership with OCBC)
- Upcoming Legislative Visits January 27
- Planned Student Advocacy Trip with IVC and SC Students (ASG Strategic Goals)







Other Advocacy Activity Page 6 of 7

- Support of CCFC fundraising efforts to support statewide bond.
- Stronger partnerships with cities/organizations around the topic of homelessness and housing insecurity.
- Push for access to mental health funding for students in need.









Thank You!







SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.2 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Speaker Fees Presentation and Study

ACTION: Presentation/Discussion

BACKGROUND

To address questions related to best practices and standard rates for speakers on campus for various events, an internal study was conducted to assess how various arenas handle the securement of speakers. The study includes links and excerpts from news articles, blogs, opinion editorials and websites that touch on the various ways to approach the streamlining of booking speakers who range between novice, expert, high profile, and celebrity.

STATUS

Letitia Clark, District Director, Public Affairs and Government Relations, will give a brief presentation related to booking speakers for events in and outside the educational arena.

The PowerPoint presentation (Exhibit A) and background information (Exhibit B) can help in conducting further research on the topic and will also help when reviewing board policies or speaker requests in the future.

Item Submitted by: Kathleen F. Burke, Chancellor



SPEAKER RATE DEBATE

Per the request of Chancellor Burke, my team and I conducted a review of articles and publications that touch on the best practices, challenges, and sometimes controversy related to booking speakers for events in and outside the educational arena.



On with



South Orange County Community College District



REVIEW

The following 2019 articles, publications, and websites were reviewed for information about speaker fees:

www.varioproductions.com - "How Much Does A Keynote Speaker Really Cost?"

www.flathatnews.com - "SA Passes Speaker Fee Allocations."

www.mustangnews.net - "How Much Do Cal Poly and its Students Spend on Graduation."

www.forbes.com - "How to Book a Motivational Speaker for your Next Meeting."

Harvard Business Review – "How Much Should You Charge for a Speech?"

Inside Higher Ed – "A Limit in Paying Controversial Speakers."

Pioneer Institute Public Policy Research - "MA Colleges Spend Tens of Thousands in Taxpayer Money on Celebrity Speakers."

Tribune News Services - "Costs of Celebrity College Commencement Speakers Can Add Up."

Keynote Speaker Blog "The Ultimate Guide to Keynote Speaker Fees."

New York Times - "More Bang for Your Book"

NASA Speakers Bureau – Speakers Index

Education Speakers Index

Leading Authorities - Diversity Speakers Fees





THEMES WE FOUND

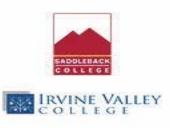
Top Professionals, regardless of field charge \$5-10,000 for keynote speeches and presentations.

Celebrity Speakers such as published authors, Harvard professors could charge between \$25,000 - \$50,000.

A-List Celebrities such as athletes or performers could charge over \$50,000-\$100,000 for 1-3 day appearances.







CONNECTIONS TO CONTROVERSY

We found that in most blogs and editorials, excessive spending on travel or accommodations was more scrutinized than the flat speaker rate or purchase of a speaker's publications.







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BOOKING DIRECTLY WITH INDUSTRY EXPERTS

- We found that the value of direct connections to well-known speakers saves the colleges money.
- Therefore the relationships that faculty and administrators possess with industry can pose to be very valuable.
- Institutions can expect to pay 2-3 times more for speakers when farmed through a speaker's bureau or speaker association.







KEY TAKEAWAYS

- Most conferences pay their keynote speakers between \$10,000 to \$20,000.
- To secure a celebrity speaker from any arena, expect to pay nearly \$50,000.
- Booking a speaker more than once can lower the cost. Partnering with other colleges or organizations could be helpful.











SPEAKER FEES

How Much Do Keynote Speakers Really Cost? By Tim Altbaum, Vario (Event Management Company), November 1, 2019: https://varioproductions.com/2019/11/01/how-much-does-a-keynote-speaker-cost/

To help you understand what type of speaker you might get for "x" amount of money, here is a breakdown of typical keynote speaker price range brackets:

\$500 – \$1,500 (Neophyte) – Newbies cost less. Inexperienced speakers who are still trying to break into the industry give speeches for less money. A novice speaker in this price bracket would be suitable for a more intimate meeting with a small audience, a conference organized by a nonprofit, or any other low-budget event.

\$1,500 – \$5,000 (Modest professional) – You can expect to pay this much for non-famous industry professionals or professional public speakers with moderate experience. This is decent compensation for those who make their living giving speeches and could thus secure a good speaker for a modestly sized event.

\$5,000 – \$10,000 (Top-professional) – At this rate, you can hire accomplished career professionals and seasoned speakers. These speakers have experience making keynote addresses and attract attendees to the event. Examples of distinguished speakers in this range include professional athletes, successful business people, and published writers. A larger budget would be required to be able to afford such an established speaker.

\$25,000 – \$50,000 (Celebrity speaker) – These speakers are well-known individuals and household names. Their reputation and name-recognition make them expensive, but also draw crowds and add value to the event. A renowned Harvard professor or best-selling author would fall under this bracket. Major corporate conferences or international summits might have the funds to secure a celebrity speaker.

\$50,000 – \$100,000 (A-list celebrity) – This bracket is reserved for first-rate speakers, the crème de la crème of famous individuals. Hiring a top celebrity is costly, so it may only be feasible for sponsored events or events that turn a profit. For example, at a big ticketed event, the money from ticket sales could be used to balance the cost of an A-list speaker. Events of this caliber are big enough that it is usually not only a client's honor to host the guest speaker, but also an honor for the guest to be speaking there.

\$100,000+ (VIP) – This ballpark is reserved for a select few outstanding individuals. Other than maybe Oprah, prices upward of \$100,000 mostly apply to famous politicians—think Barack Obama, Donald Trump, etc. For example, Forbes reported that former President Bill Clinton's fees have, at times, been over a quarter of a million dollars.

SA Passes Speaker Fee Allocations, Reacts to Column Critiquing SA Culture by Emma Ford and Kimberly Lores, The Flat Hat (The College of William and Mary's Student Voice since 1911), October 22, 2019: https://flathatnews.com/2019/10/22/sa-passes-speaker-fee-allocations-reacts-to-column-critiquing-sa-culture/

Senators allocated \$10,000 for Anderson's speaker fees [Carol Anderson, a professor of African American Studies at Emory University] and discussed passing additional funding measures in the coming weeks.

EXHIBIT B Page 2 of 5

SA also allocated \$2,659 to fund speaker journalist Fariha Roisin to speak at a future event at the College, which will be co-hosted by the Asian American Student Initiative Organization, the Muslim Student Association and the Rainbow Coalition.

How Much Do Cal Poly and its Students Spend on Graduation by Kayla Berenson, Mustang News (Cal Poly student publication), June 07, 2019: https://mustangnews.net/how-much-does-cal-poly-and-its-students-spend-on-graduation/

This year's keynote speaker is Paul Wesselmann, [provides dynamic skill training and inspiring leadership development] also known as "The Ripples Guy," who spoke to freshmen during Week of Welcome (WOW) in 2015. Lazier wrote that the office generally does not budget for commencement keynote speaker fees and sometimes offers an honorarium to keynote speakers. Wesselmann, however, will receive \$10,000 for his speech.

How to Book a Motivational Keynote Speaker for your Next Meeting by Shep Hyken, Forbes, May 09, 2019: https://www.forbes.com/sites/shephyken/2019/05/09/how-to-book-a-motivational-keynote-speaker-for-your-next-meeting/#260a061a636b

The typical professional speaker's fee will range from a few thousand to less than fifty thousand. While you'll find speakers at lower fees, the average fee for a professional speaker is approximately \$5,000 at the very low end to \$20,000. Once you start to get past twenty or twenty-five thousand dollars, you're working with seasoned professionals who may have written a New York Times best-selling book or be recognized as a leader in their area of expertise.

How Much Should You Charge for a Speech by Dorie Clark, Harvard Business Review, May 3, 2019: https://hbr.org/2018/05/how-much-should-you-charge-for-a-speech

Here's a rule of thumb for appropriate pricing:

- Newbie speakers might earn \$500-\$2,500 for a talk.
- Beginning speakers, or those just establishing a brand with their first book, might earn \$5,000–\$10,000.
- Those with several books and other forms of "social proof" might draw \$10,000-\$20,000.
- Those who are very well-known in their field, such as best-selling authors, can bring in \$20,000–\$35,000 per talk.
- Celebrities, of course, are in a different category altogether, and can command six- and even seven-figure speaking fees

A Limit on Paying for Controversial Speakers by Jeremy Bauer-Wolf, Inside Higher Ed, May 24, 2018: https://www.insidehighered.com/news/2018/05/24/ucla-will-limit-how-much-it-will-pay-security-outside-speakers

The University of California, Los Angeles, will cover only \$100,000 in total security costs each academic year for speakers who are not invited by a student group, a spending cap on certain events that appears to be the first of its kind among high-profile colleges and universities.

 $[\ldots]$

For campus outsiders not brought in by a student group, the university has set aside \$100,000 for the same type of events per academic year.

EXHIBIT B Page 3 of 5

MA Colleges Spend Tens of Thousands in Taxpayer Money on Celebrity Commencement Speakers by Charlotte Emslie, Pioneer Institute Public Policy Research, May 24, 2017:

https://pioneerinstitute.org/blog/blog-better-government/blog-

trln%20the%20last%20decade,%20the%20Commonwealth%20of%20Massachusetts%20has%20spent%20close%20to%20\$700,000%20in%20honoraria%20for%20visiting%20speakers%20and%20lecturers%20at %20state%20colleges%20and%20universities.%20ln%202015%20alone,%20it%20spent%20\$225,650.nsparency/ma-colleges-spend-thousands-taxpayer-money-celebrity-commencement-speakers/

In the last decade, the Commonwealth of Massachusetts has spent close to \$700,000 in honoraria for visiting speakers and lecturers at state colleges and universities. In 2015 alone, it spent \$225,650.

[...]

Both UMass Amherst and UMass Dartmouth hired celebrity astrophysicist Neil deGrasse Tyson to speak at their respective ceremonies at price tags ranging from \$30,000 to \$35,000.

[...]

Westfield State is notorious for such purchases, using annual budget funds to pay "Humans of New York" photographer Brandon Stanton \$30,000, plus travel.

Costs of Celebrity College Commencement Speakers Can Add Up by Tribune News Services, Chicago Tribune,

May 20, 2016": https://www.chicagotribune.com/nation-world/ct-commencement-speaker-costs-20160520-story.html

This year, for instance, the University of Houston paid \$35,000 to book retired astronaut Scott Kelly as the commencement speaker. Rutgers University paid \$35,000 for journalist Bill Moyers, who spoke at one division's ceremony after the schoolwide keynote speech from the unpaid President Barack Obama. Kean University in New Jersey paid \$40,000 to each of its two speakers.

[...]

The University of Houston, which increased tuition this year, paid \$166,000 to bring Matthew McConaughey to speak last spring, including \$9,500 for his airfare. The University of Oklahoma paid \$110,000 to book journalist Katie Couric in 2006.

[...]

Rutgers first paid for a commencement speaker in 2011, when it spent \$30,000 to bring author Toni Morrison.

[...]

The University of Georgia spent \$22,000 to charter a flight for ABC news anchor Amy Robach. The University of Texas at Austin paid a \$3,300 hotel bill last year for Darren Walker, president of the Ford Foundation. The bill included two nights at a Four Seasons Hotel and \$450 in charges from the hotel spa. The University of Wisconsin-Madison paid \$3,100 for first class flights taking Katie Couric to and from New York.

The Ultimate Guide to Keynote Speaker Fees by Evan Bailyn*, Evan Bailyn's Keynote Speaker Blog, August 19, 2012: https://evanbailyn.com/keynotespeakers/the-ultimate-guide-to-keynote-speaker-fees/

Since the amount of money that keynote speakers charge seems to be a closely-guarded secret, I thought I would demystify it. First of all, a keynote speaker can ask for any amount they feel their time is worth; but in almost every case, their fee falls into a certain rubric, which I have attempted to create below.

NOTE: If you work with a speaker's bureau, expect to pay 2-3x the speaker fee you would pay if you talked to the speaker directly.

- Free. You can get a keynote speaker to speak for free if they are a new speaker without much experience, or if their business model allows them to make money without receiving a speaker's fee. For instance, many speakers offer consulting or some other service which attendees might be interested in, so if they intrigue the audience during their speech, they might get business out of it. Another reason someone might speak for free is if the event or conference is local and convenient for them.
- Travel only. Similar to the free speaker situation described above, a keynote speaker can often be retained for just the price of their travel (flight + hotel) if the speaker is new or benefitting from the speech in some way besides the speaker fee. Often, conference or event organizers will pay a flat amount for the flight / hotel, leaving it to the speaker to book the travel themselves. A travel stipend might start at something as low as \$350 and go up to a few thousand dollars for international engagements.
- \$500 \$1,500. Keynote speaker fees in this range would apply to non-profit events or very small conferences. It is considered a small fee, but if the speaker really wants to participate, it can be enough to get them there. If travel is included, this fee range can fetch a modest percentage of the non-famous keynote speakers out there.
- \$1,500 \$3,000. Like the last category, this fee range is modest for a keynote speaker, so would likely go to a professional speaker with less experience or accomplishments, or simply a person that speaks for a living and needs the work.
- \$3,000 \$5,000. Many very good keynote speakers will accept this fee even though it will be below their ask. This is real money for the majority of speakers out there.
- \$5,000 \$10,000. This would be the typical range for top keynote speakers people who have given numerous keynote speeches in the past and/or have serious career accomplishments.
- \$10,000 \$20,000. Most of the major conferences pay their keynote speakers something within this range. Even for some of the more well-known keynote speakers, this is no fee to sneeze at; and if it is, keynoting the conference is probably an honor in itself as well.
- \$20,000 \$50,000. This is the range for most celebrity speakers. When I say celebrity speakers, I mean actual celebrities that are household names or alternatively, category experts that are such big draws that it simply makes economic sense to pay this fee.
- \$50,000 \$100,000. The top celebrity speakers' fees are in this ballpark. There are only a few dozen folks that would be priced above this range. Typically, an organization paying a fee like this one can do so because the keynote speaker is such a big draw that ticket sales far exceed the amount of the speaker fee.
- \$100,000+. Interested in hiring Bill Clinton? Richard Branson? Donald Trump? You've found your range.

*Evan Bailyn is an internet entrepreneur and the bestselling author of three books on SEO and social media. He is primarily known as an expert on thought leadership marketing, having used his ability to attract online visitors to build and sell five businesses, including one of the largest children's websites online. Currently, he is the CEO of First Page Sage, an ROI-driven marketing company. Under Evan's tutelage, clients have established industry-leading businesses, become New York Times Bestsellers, and won key elections. As the founder of The Evan Bailyn Foundation, he helps to promote emotional awareness in children and adults. Mr. Bailyn has been interviewed on ABC and Fox News and featured in Forbes, The New York Times, and The Wall Street Journal. He is a frequent keynote speaker, delivering over 40 speeches per year to CEOs and industry leaders.

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More Bang for the Book by Rachel Donadio, New York Times, July 27, 2008:

https://www.nytimes.com/2008/07/27/books/review/Donadio-t.html

While a midlist novelist might ask, though not necessarily get, \$2,500 per appearance, a superstar presidential historian might command \$40,000. And some best-selling authors charge double that.

[...]

The most lucrative public speaking tends to be motivational. <u>Doris Kearns Goodwin</u>, whose presidential histories include "Team of Rivals," about Lincoln's cabinet, charges as much as \$40,000 an appearance and some seasons averages a lecture a week.

[...]

While publishers' bureaus may charge lower fees for author appearances, most outside agencies start their authors at \$10,000 and take a 20 to 35 percent cut.

[....]

But he [writer, Rick Russo,] does agree to three appearances a year, "to pay for my fishing obsession," and charges \$5,000 to \$10,000 a pop, "depending on how difficult it looks to be."

Speakers Bureau - NASA: https://www.nasa.gov/centers/kennedy/about/speakers-index.html

When available, speakers are provided at no cost. They may not accept outside compensation or honorariums. Travel costs for speaking engagements requiring out-of-town travel and/or overnight accommodations, however, usually are borne by the requesting organization.

Education Speakers, All American Entertainment (AAE) Speakers:

https://www.allamericanspeakers.com/category/Speakers-by-Industry/Education

Diversity Speakers, LAI Leading Authorities, Inc.: https://www.leadingauthorities.com/speaker-list/diversity-speakers

Motivational Speaking, Thumbtack: https://www.thumbtack.com/instant-results/?category_pk=122860020979270024&zip_code=92692&source=cost_page

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.1

DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

December 16, 2019 Regular Meeting of the Board of Trustees (Exhibit A) are submitted to the Board for review and approval.

Item Submitted By: Kathleen F. Burke, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145 HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE

MINUTES OF THE BOARD OF TRUSTEES' MEETING December 16, 2019

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, III, President Timothy Jemal, Vice President James R. Wright, Clerk Barbara J. Jay, Member David B. Lang, Member Marcia Milchiker, Member Terri Whitt Rydell, Member Martha Uriarte, Student Member

ABSENT

Administrative Officers:

Kathleen F. Burke, Chancellor Robert Bramucci, Vice Chancellor, Technology and Learning Services Ann-Marie Gabel, Vice Chancellor, Business Services Kim Widdes, Vice Chancellor, Human Resources Cindy Vyskocil, Acting President Irvine Valley College Elliot Stern, President Saddleback College

CALL TO ORDER: 4:30 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 Public Comments

Members of the public may address the Board on items listed to be discussed in closed session. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit prior to the start of closed session. These forms are available outside the board room. Speakers are limited to two minutes each.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

There were no public comments.

- 1.3 <u>Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b) and 594954.5(e).)</u>
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
 - A. Faculty Association (FA)

Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC

B. Classified School Employees Association (CSEA)

<u>Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC</u>
C. Police Officers Association (POA)

Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC

1.5 Conference with Real Property Negotiators (GC Section 54956.8)

A. Exchange of Property

Agency Designated Negotiators: South Orange County Community College District - Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller), Andrew Bernstein, Jackson Tidus, (District Real Estate Legal Counsel) and Gregory G. Gotthardt, FTI Consulting, LLC (District Real Estate Consultant)

Lease of Property by District: Approximately 14.4 acres of real property located at 1610 Valencia Ave. and 1602 and 1606 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)

Negotiating Parties: Spring Education Group, Advantech Corporation, and Pacific Academy

<u>Under Negotiation: Instructions to designated negotiators will concern</u> <u>price and terms of payment for the ground lease of the identified Property.</u>

- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2).)

Significant exposure to litigation: 3 potential cases

B. Existing Litigation (Government Code Section 54956.9 (d)(1).)

1 case

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

There were no actions taken in closed session.

2.2 Invocation

Led by Trustee Tim Jemal

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Annual Organizational Meeting

A. Election of Officers

On a motion made by Trustee Milchiker and seconded by Trustee Lang, Trustee Prendergast was re-elected Board President. The motion passed on a 7-0 vote

On a motion made by Trustee Whitt Rydell and seconded by Trustee Milchiker, Trustee Jemal was re-elected Vice President of the Board of Trustees. The motion passed on a 6-0 vote with Trustee Jemal abstaining.

On a motion made by Trustee Milchiker and seconded by Trustee Lang, Trustee Wright was re-elected Clerk of the Board of Trustees. The motion passed on a 6-0 vote with Trustee Wright abstaining.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Milchiker and seconded by Trustee Jay, Chancellor Burke was appointed Secretary and Vice Chancellor Ann-Marie Gabel was appointed Assistant Secretary. The motion passed on a 7 - 0 vote.

C. Appointment of Trustee Representative

Representative to the Nominating Committee to the Committee on School District Organization:

On a motion made by Trustee Lang and seconded by Trustee Jemal, Trustee Wright was appointed representative to the Nominating Committee to the Committee on School District Organization and Trustee Prendergast was appointed alternate representative. The motion passed on a 7-0 vote.

District's Political Action Representative to Orange County School Boards Association:

On a motion made by Trustee Lang and seconded by Trustee Jay, Trustee Whitt Rydell was appointed representative to the Orange County School Boards Association. The motion passed on a 6-0 vote with Trustee Whitt Rydell abstaining.

Representative to the Orange County Legislative Task Force:

On a motion made by Trustee Jay and seconded by Trustee Jemal, Trustee Milchiker was appointed representative to the Orange County Legislative Task Force and Trustee Lang was appointed alternate representative. The motion passed on a 6-0 vote with Trustee Milchiker abstaining.

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings:

On a motion made by Trustee Jemal and seconded by Trustee Milchiker, Trustee Lang was appointed chair to the SOCCCD Audit Committee, Trustee Wright was appointed as representative #1 and Trustee Prendergast was appointed as representative #2. The motion passed on a 4-0 vote with Trustees Lang, Whitt Rydell and Wright abstaining.

Representatives to Saddleback College and Irvine Valley College Foundation:

On a motion made by Trustee Lang and seconded by Trustee Milchiker, Trustee Whitt Rydell was appointed as the representative to the Saddleback College Foundation and Trustee Jay was appointed as the representative to the Irvine Valley College Foundation. The motion passed on a 6-0 vote with Trustee Whitt Rydell abstaining.

Representatives to Board Policy Subcommittee:

On a motion made by Trustee Milchiker and seconded by Trustee Wright, Trustee Jemal was appointed chair to the Board Policy Subcommittee, Trustee Whitt Rydell was appointed as representative #1 and Trustee Jay was appointed representative #2. The motion passed on a 5-0 vote with Trustees Jay and Jemal abstaining.

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Milchiker and seconded by Trustee Lang, this item was approved on a 7 - 0 vote.

E. Establishment of Agenda Planning Calendar

On a motion made by Trustee Milchiker and seconded by Trustee Jemal, this item was approved on a 7 - 0 vote.

F. Approval of Agenda Format

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

The motion was amended by Trustee Jemal and seconded by Trustee Lang to list Saddleback College and Irvine Valley College Academic Senates and Classified Senates after each other under item 8.0, Reports. The motion passed on a 7-0 vote.

2.5 Public Comments

There were no public comments.

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit prior to the beginning of open session. These forms are available outside the board room. Speakers are limited to two minutes each.

3.0 REPORTS

- 3.1 Oral Reports: Speakers are limited to two minutes each.
 - A. Board Reports
 - B. Chancellor's Report

Written Report

C. College Presidents' Reports (Written Reports included in Section 8.0)

Saddleback College Written Report

Irvine Valley College Written Report

- D. Associated Student Government Reports
- E. Board Request(s) for Reports
 - 1. Trustee Whitt Rydell has requested a report on the future academic use of the Advanced Technology and Education Park (ATEP).

Board of Trustees Request for Report

Board members unanimously agreed that the Request for Report will be presented in the near future as a special meeting instead of an information item.

On a motion made by Trustee Jemal and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

4.0 DISCUSSION ITEMS

4.1 None

5.0 CONSENT CALENDAR ITEMS

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action on a specific item, and states the compelling reason for separate action.

Trustee Whitt Rydell requested to remove item 5.1, Trustee Lang requested to remove item 5.3, Trustee Wright requested to remove item 5.4 and item 5.6, and Trustee Jemal requested to remove item 5.15 from the consent calendar for separate discussion and action.

On a motion made by Trustee Jemal and seconded by Trustee Wright, the balance of the consent calendar was approved on a 7 to 0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Trustee Jemal made a motion to reconsider agenda item 6.4 from the November board minutes. The motion was not seconded, therefore the motion was not considered.

On a motion made by Trustee Jay and seconded by Trustee Wright, this item was approved on a 6 - 1 vote with Trustee Whitt Rydell casting a negative vote.

Item 5.1 Exhibit A

5.2 Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year

Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2020-2021 academic year, pursuant to Title 5, Section 53200 et seq.

Item 5.2 Exhibit A

5.3 SOCCCD: Irvine Valley College Access Control & Security Systems and Hardware Project, Security Cameras Scope, Notice of Completion, Blue Violet Networks, LLC

On a motion made by Trustee Jay and seconded by Trustee Whitt Rydell, this item was approved on a 7 - 0 vote.

Authorize filing the Notice of Completion for the Irvine Valley College Access Control & Security Systems and Hardware project, Security Cameras scope to Blue Violet Networks, LLC, for a final contract amount of \$620,098.73.

Item 5.3 Exhibit A

5.4 Irvine Valley College: 2020 Speech and Debate Team Competition in the International Forensic Association Tournament in Narita, Japan from March 6 - 13, 2020

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

Approve Irvine Valley College Speech and Debate Team travel to the 2020 International Forensics Association Speech Tournament in Narita, Japan from March 6, 2020 to March 13, 2020, at a total budget not to exceed \$17,192.

Item 5.4 Exhibit A

5.5 Saddleback College and Irvine Valley College: Revised 2020-2021 Instructional Material/Laboratory Fees

Approve revised instructional material and laboratory fees for 2020-2021.

Item 5.5 Exhibits A-B

5.6 Saddleback College and Irvine Valley College: Speakers

A correction was made to the January 24 date on Exhibit A, page 1. The year was corrected to read 2020 instead of 2019.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 6-0 vote with Trustee Whitt Rydell abstaining.

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

Item 5.6 Exhibit A

5.7 Saddleback College: New, Revised, and Deleted Curriculum for the

2020-21 Academic Year

Approve the proposed curriculum changes for the 2020-21 academic year at Saddleback College.

Item 5.7 Exhibits A-D

5.8 SOCCCD: Student Out of State Travel

Approve the college student out of state travel for the participants, dates, locations and costs.

Item 5.8 Exhibit A

5.9 SOCCCD: Adopt Resolution No. 19-32 for Local Agency Investment Fund

Adopt Resolution No. 19-32 to update the LAIF account information with current position titles and personnel.

Item 5.9 Exhibits A-B

5.10 SOCCCD: Trustees' Requests for Attending Conferences Approve trustees' requests for attending conference(s).

Item 5.10 Exhibit A

5.11 SOCCCD: Transfer of Budget Appropriations

Ratify the transfer of budget appropriations as listed.

Item 5.11 Exhibit A

5.12 SOCCCD: Budget Amendment: Adopt Resolution No. 19-33 to Amend FY 2019-2020 Adopted Budget

Adopt Resolution No. 19-33 to amend the FY 2019-2020 Adopted Budget.

Item 5.12 Exhibit A

5.13 SOCCCD: October 2019 Amendments

Ratify the amendments as listed.

Item 5.13 Exhibits A-B

5.14 SOCCCD: Purchase Orders and Checks Ratify the purchase orders and checks as listed.

Item 5.14 Exhibits A-C

5.15 SOCCCD: Contracts

On a motion made by Trustee Whitt Rydell and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

Ratify contracts as listed.

Item 5.15 Exhibits A-C

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Irvine Valley College Direct Access, Energy Services Provider Agreement, Constellation NewEnergy, Inc.

On a motion made by Trustee Jemal and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

Approve the use of the performa Master Retail Electricity Supply agreement and associated Transaction Confirmation with Constellation NewEnergy, Inc. and authorize the Vice Chancellor of Business Services or designee to finalize negotiations and execute agreement.

Item 6.1 Exhibits A-B

6.2 SOCCCD: Saddleback College IT IDF Room ePower Project, Award of Bid No. 2087, Inter-Pacific, Inc.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

Approve award of Bid No. 2087, IT IDF Room ePower Project, and approve the agreement with Inter-Pacific, Inc., in the amount of \$399,000.

Item 6.2 Exhibits A-B

6.3 SOCCCD: Saddleback College Public Relations/Advertising Consulting Services for Orange County Regional Strong Workforce Program, Amendment No. 04, Interact Communications, Inc.

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

Approve Interact Communications, Inc. Amendment No. 04 for Saddleback College Public Relations/ Advertising Consulting Services for Orange County Strong Workforce Program to increase the total contract amount by \$1,215,400 for a new total contract value not to exceed \$3,605,650 and exercise the option to extend the term for an additional one year from January 1, 2020 through December 31, 2020.

Item 6.3 Exhibits A-B

6.4 SOCCCD: Saddleback College Stadium and Site Improvement Project, Material Testing and Inspection Services Amendment No. 03, C.E.M. Lab Corp.

On a motion made by Trustee Jay and seconded by Trustee Lang, this item was approved on a 7 - 0 vote.

Approve Amendment No. 03 to the Saddleback College Stadium and Site Improvement project, Material Testing and Inspection Services agreement with C.E.M. Lab Corp., increasing the contract amount by \$797,691, for a not to exceed amount of \$1,846,579.

Item 6.4 Exhibit A

6.5 SOCCCD: Dual Enrollment SOCCCD (Saddleback College) - Capistrano Unified School District, College and Career Access Pathways Partnership Agreement, 2020

On a motion made by Trustee Wright and seconded by Trustee Lang, this item was approved on a 7 - 0 vote.

Approve the Dual Enrollment, SOCCCD (Saddleback College) - Capistrano Unified School District College and Career Access Pathways Partnership Agreement, for the term of January 1, 2020 to December 31, 2021.

Item 6.5 Exhibit A

6.6 SOCCCD: Dual Enrollment, SOCCCD (Saddleback College) - Saddleback Valley Unified School District, College and Career Access Pathways Partnership Agreement, 2020

On a motion made by Trustee Jay and seconded by Trustee Jemal, this item was approved on a 7 - 0 vote.

Approve the Dual Enrollment, SOCCCD (Saddleback College) - Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement for January 1, 2020 to December 31, 2021.

Item 6.6 Exhibit A

6.7 SOCCCD: District-wide Standards, Professional Services Agreement, Perkins Eastman Dougherty

On a motion made by Trustee Wright and seconded by Trustee Jemal, this item was approved on a 7 - 0 vote.

Approve the Professional Services Agreement with Perkins Eastman Dougherty, for District-wide Standards project, in the amount of \$499,690 from December 17, 2019 to June 16, 2021.

Item 6.7 Exhibits A-B

6.8 SOCCCD: Agreement for Comprehensive Construction Management Services for District-wide Capital Construction Projects, Bernards

On a motion made by Trustee Jay and seconded by Trustee Wright, this item was approved on a 6 - 1 vote with Trustee Jemal casting a negative vote.

Approve the Construction Management Services agreement with Bernards for five years, from December 17, 2019 to December 16, 2024, for comprehensive construction management services for District-wide capital construction projects in the amount of \$8,861,186 plus approved reimbursable expenses.

Item 6.8 Exhibits A-B

6.9 SOCCCD: Board Policy Revision: BP-106 Board Elections, BP-3508 Public Safety Camera System, BP-4207 Payroll Period for Personnel

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

Accept for review and study the board policies as listed.

Item 6.9 Exhibits A-C

Extend Meeting until 9:30 p.m.

At 8:52 p.m., a motion was made by Trustee Lang and seconded by Trustee Milchiker, to extend the meeting to 9:30 p.m. The motion was approved on a 7 - 0 vote.

6.10 SOCCCD: Board Policy Revision: BP-4091 Administrator Retreat Rights, BP-4113 Parental Leave for Management Personnel, BP-4201 Change in Position of Personnel Into or Within Management, BP-4220 Substitute Classified Employees, BP-6125 Field Trips, Excursions, and Field Study Courses, BP-6150 Study Abroad Programs

On a motion made by Trustee Jemal and seconded by Trustee Wright, the item was approved on a 6-0 vote with Trustee Whitt Rydell abstaining.

Approve the board policies as listed.

Item 6.10 Exhibits A-F

6.11 SOCCCD: District Initial Proposal to California School Employees
Association (CSEA)

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the District's initial proposal to SOCCCD California School Employee Association. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to SOCCCD California School Employees Association for the purpose of negotiations, pursuant to Government Code Section 3547 (c).

Item 6.11 Exhibit A

6.12 SOCCCD: Adoption of SOCCCD District Initial Proposal to California School Employees Association (CSEA)

On a motion made by Trustee Milchiker and seconded by Trustee Jemal, this item was approved on a 7 - 0 vote.

Approve the District's initial proposal to the California School Employees Association for Article 8.6.3.

Item 6.12

Exhibit A

6.13 SOCCCD: District Initial Proposal to Police Officers Association (POA)

The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to SOCCCD Police Officers Association for the purpose of negotiations, pursuant to Government Code Section 3547 (c).

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the District's initial proposal to SOCCCD Police Officers Association. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

Item 6.13 Exhibit A

6.14 SOCCCD: Adoption of SOCCCD District Initial Proposal to Police Officers Association (POA)

On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

Approve the District's initial proposal to the Police Officers Association for Article 6.1.2.

Item 6.14 Exhibit A

6.15 SOCCCD: Academic Employee and Classified Administrator Personnel Actions - Regular Items

An amendment was made to Exhibit C, page 10. Board interviews of finalist candidates will be scheduled after the second week of April. "Board discussion regarding finalist candidates; Board provided in-depth background check information," scheduled during the April 20 board meeting will be moved to the board meeting in May.

On a motion made by Trustee Whitt Rydell and seconded by Trustee Wright, this item was approved on a 7 - 0 vote.

Ratify New Personnel Appointments, Authorization to Establish and Announce Positions, Additional Compensation: Categorical/Non-General Fund, Authorization to Increase/Decrease Hours Per Week and/or Months per year, Resignation/Retirement/Conclusion of Employment.

Item 6.15 Exhibits A-C

6.16 SOCCCD: Faculty Conversion to Canvas One - Time Stipends

On a motion made by Trustee Jay and seconded by Trustee Whitt Rydell, this item was approved on a 6 - 1 vote with Trustee Lang casting a negative vote.

Ratify Additional Compensation: Canvas Conversion-General Fund.

Item 6.16 Exhibit A

6.17 SOCCCD: Classified Personnel Actions - Regular Items

On a motion made by Trustee Jemal and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

Ratify New Personnel Appointments, Authorization to Establish and Announce Classified Positions, Reorganization/Reclassification, Authorization to Increase/Decrease Hours per week and/or Months per year on Classified Positions, Change of Status, Out of Class Assignments - For Positions that are Vacant During Recruitment for Permanent Appointments (Limited to 960 Hours Per Fiscal Year), Out of Class Assignments - For Positions that are Temporarily Available Due to Leaves of Absence, Etc., Resignation/Retirement/Conclusion of Employment.

Item 6.17 Exhibit A

6.18 SOCCCD: Non-Bargaining Unit Personnel Action - Regular Items

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 7 - 0 vote.

Ratify New Personnel Appointments, Volunteers, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedules.

Item 6.18 Exhibits A-B

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

Item 7.1 Exhibit A

7.2 SOCCCD: List of Board Requested Reports

Status of board requested reports from the South Orange County Community College District Board of Trustees.

Item 7.2 Exhibit A

7.3 SOCCCD: Staff Response to Public Comments from Previous Board Meeting

<u>None</u>

Item 7.3

7.4 SOCCCD: Facilities Plan Status Report.

Report on the status of major capital projects.

Item 7.4 Exhibit A

7.5 SOCCCD: Monthly Financial Status Report.

The reports display the adopted budget, revised budget and transactions through November 30, 2019.

Item 7.5 Exhibit A

7.6 SOCCCD: Retiree (OPEB) Trust Fund.

Report for period ending October 31, 2019.

Item 7.6 Exhibit A

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. Speakers are limited to two minutes each.

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): 9:00 P.M.

The meeting adjourned at 9:19 p.m.

Kathleen F. Burke

Secretary, Board of Trustees

ITEM: 5.2 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Resolutions

ACTION: Approval

Board Resolutions are presented as a formal recognition by the board honoring extraordinary achievements such as board service, national and/or state championships as well as to those who have provided honorable, extraordinary, lasting contributions to students, the community or education. In addition, the Board recognizes and adopts resolutions in support and promotion of programs, initiatives and policies designed to instill values associated with community and inclusion.

There are two resolutions being submitted to the board for approval this month.

Resolution in support of the Orange County School Board Association's (OCSBA) encouragement to release mental health funding (Proposition 63 2004) to educational institutions to increase access to mental health services for students as approved by the County Board of Supervisors. (Exhibit A)

Through the request of the Orange County School Board Association, the South Orange County Community College District (SOCCCD) Board of Trustees may consider to support a resolution that requests mental health funding for students. Growing mental health concerns in community colleges requires additional funding to support emergency and long-term health interventions for students. The County of Orange has funding set aside to specifically address the mental health needs throughout the county. Ultimately, additional funding would support students' continued academic and personal success. The resolution conveys the immediate need that educational institutions have for immediate mental health funding for students.

Resolution in support of climate change and sustainability goals. (Exhibit B)

At the request and in support of Chancellor Eloy Oakley's office, the South Orange County Community College District (SOCCCD) Board of Trustees may consider a resolution to support the climate change and sustainability goals set by the California Community College System.

Item Submitted by: Kathleen F. Burke, Chancellor

JANUARY 21, 2020

Resolution in support of the County of Orange School Board Association's (OCSBA) encouragement to release mental health funding (Proposition 63 2004) to educational institutions to increase access to mental health services for students as approved by the County Board of Supervisors

WHEREAS, the School Districts of Orange County have long been committed to providing improved mental health programs and services to students; and

WHEREAS, all students have the right to mental health treatment; and

WHEREAS, the South Orange County Community College District encourages each community and agency of government support to make available mental health programs and services, which will meet the needs of all students; and

WHEREAS, the South Orange County Community College District is deeply concerned about the increasing number of students suffering from mental and emotional health and wellness conditions. According to the National Institute of Mental Health, 22 percent of young adults, ages 18-25 experienced some form of mental illness in 2016. Of those, only 35 percent sought treatment.

WHEREAS, schools and other educational agencies are feeling the adverse effects of mental illness on students, families, and communities. The National School Boards Association reports, "The odds are, therefore, that every classroom in every school has at least one student with a mental health disorder. Of those who have a mental health disorder, only one out of five will receive any treatment." The majority of young people who do receive mental health treatment do so at school; and

WHEREAS, an environment of acceptance of the reality, prevalence, and effects of mental illness in the home, school, and community environments is essential to the development of supportive approaches towards those who suffer from mental illness; and

WHEREAS, the South Orange County Community College District supports the position of the Orange County School Board Association to request financial funding for educational mental health resources from the Orange County Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District strongly encourages efforts to obtain directed funding through the Orange County Board of Supervisors and Orange County Department of Education to supplement the mental health programs being offered in our schools;

BE IT FURTHER RESOLVED, that the South Orange County Community College District and the other school districts of Orange County be included in the stakeholder community planning process to collaborate on how to expend funds consistent with the required local plan.

PASSED AND ADOPTED this 21st day of January, 2020, in the County of Orange, California

AYES:
NOES:
ABSENT:
ABSTAINED:
T.J. Prendergast III, Board President
South Orange County Community College District

JANUARY 21, 2020

Resolution in support of climate change and sustainability goals

WHEREAS, the South Orange County Community College District supports environmentally responsible academic and career training settings, believes that climate change is affecting our community, and affirms that the implementation of environmentally sustainable practices to address environmental challenges resulting from climate change; and

WHEREAS, the global average temperature has increased by more than 1.5°F between 1880 and today, and is projected to increase in the United States by an additional 2° to 4° by 2050 due to climate warming; climate warming is driven largely by human-made emissions and use of well-mixed greenhouse gases that have been released into the atmosphere over the last 50 years; California and the Southwest region of the United States will continue to experience increased heat, drought, insect outbreaks, wildfires, declining water supplies, reduced agricultural yields, health impacts in cities due to heat, flooding, rising sea levels, and erosion in coastal areas due to the effects of climate change; and

WHEREAS, the South Orange County Community College District believes that the environmental impact and breadth of the challenge to address climate change calls for leadership at all levels of government, especially at local- and state-levels; and

WHEREAS, the State of California has enacted the California Global Warming Solutions Act of 2006 (Assembly Bill 32) and the California Climate Change Scoping Plan, which requires a significant reduction of greenhouse gas emissions, transitions California to a sustainable future, and establishes goals as a long-term approach to addressing climate change; and

WHEREAS, the California Community Colleges Board of Governors has adopted the following climate change and sustainability goals for the California Community Colleges to be achieved by 2025: (1) reduce greenhouse gas emission to 30 percent below 1990 levels; (2) increase renewable energy consumption to 25 percent; (3) 25 percent of fleet vehicles are zero-emission vehicles; (4) 50 percent of all new buildings and major renovations will be constructed as Zero Net Energy; (5) 50 percent of all new buildings and major renovations will achieve at least a Leadership in Energy and Environmental Design (LEED) "Silver" or equivalent rating; (6) increase procurement of sustainable products and services by 20 percent compared to current levels; and (7) reduce municipal solid waste by 25 percent compared to current levels; and

WHEREAS, the California Community Colleges Board of Governors has adopted the following climate change and sustainability goals for the California Community Colleges to be achieved by 2030: (1) reduce greenhouse gas emission to 40 percent below 1990 level; (2) increase renewable energy consumption to 50 percent; (3) 50 percent of fleet vehicles are zero-emission vehicles; (4) 100 percent of all new buildings and major renovations will be constructed as Zero

Net Energy; (5) 100 percent of all new buildings and major renovations will achieve at least a LEED Silver or equivalent rating; (6) increase procurement of sustainable products and services by 25 percent compared to current levels; and (7) reduce municipal solid waste by 50 percent compared to current levels; and therefore be it

RESOLVED, that the South Orange County Community College District affirms and commits to pursuing the 2025 and 2030 climate change and sustainability goals that the California Community Colleges Board of Governors have adopted for California Community Colleges; and be it further

RESOLVED, that the South Orange County Community College District will collaborate with its students, faculty, staff, and community to advance local climate change and sustainability through activities like designating persons and bodies primarily responsible for actions to address climate change and sustainability, raise awareness of climate change and sustainability issues, and establish instructional programs that focus on environmental sciences and climate change; and therefore be it further

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District will implement environmental sustainability practices to promote healthy and safe learning environments for our students, and do our part to improve the environment of our local, state, and global communities.

PASSED AND ADOPTED this 21st day of January, 2020, in the County of Orange, California

AYES:
NOES:
ABSENT:
ABSTAINED:
 Γ.J. Prendergast III, Board President
South Orange County Community College District

ITEM: 5.3 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Approval

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the general fund honoraria as shown in Exhibit A.

Item Submitted By: Dr. Elliot Stern, President, Saddleback College and

Dr. Cindy Vyskocil, Acting President, Irvine Valley College

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

Presentation Date	Faculty Member Course Title/Activity	Speaker Name	Topic	General Fund Honorarium/Travel
3/4/2020 12:00 –1:15pm	Erica Vogel	Jason DeLeon	Undocumented Migration Project	\$1000.00
HS 145			Presentation	ASG Funds

IRVINE VALLEY COLLEGE

Presentation	Faculty Member Course Title/Activity	Speaker Name	Tonio	General Fund Honorarium/Travel
Date Date		Speaker Name	Topic	
1/31/2020	Legal Immigration Training	U.S. Immigration	Faculty and Staff Training on Protecting	\$400
1:00 – 3:00pm		Law Group, LLP	Privacy and Information of Students and	IEPI Grant
BSTIC 101			Staff	
2/21/2020	Jeanne Egasse	Vijay Gupta	An Evening With Vijay Gupta who will	\$5,000
7:00pm	Academic Affairs		speak about his non-profit, Street	General Fund
PAC	Distinguished Academic		Symphony, that Unites the Homeless	
	Lecture Series (DALS)		with Classical Music	
4/3/2020	Equity Symposium 2020	Frank Harris	Keynote Speaker	\$2,500
7:00am - 3:00pm				Equity Fund
4/3/2020	Equity Symposium 2020	Alex Espinoza	Puente Program	\$500
7:00am – 3:00 pm				Equity Fund
4/3/2020	Equity Symposium 2020	Michelle Evans	Personal Narrative on Orange County	\$500
7:00am - 3:00pm			Transgender Experiences	Equity Fund
4/3/2020	Equity Symposium 2020	Dr. Sasha Moore	Equity Practices in the Classroom	\$500
7:00am – 3:00pm				Equity Fund
4/3/2020	Equity Symposium 2020	Dr. Joshua	Diversity in Organizational Leadership	\$1,000
7:00am – 3:00pm		Fredenburg		Equity Fund

ITEM: 5.4 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic

Year

ACTION: Approval

BACKGROUND

Irvine Valley College's (IVC) Curriculum Committee and Academic Senate review and approve curriculum on a regular basis. Subsequently, the curriculum is recommended to the college president or designee for approval.

STATUS

IVC proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2020-2021 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2020-2021 academic year at IVC.

Current

Dance Associate in Arts

The associate degree in dance is designed for students who are preparing to audition for admission into a dance program at a four-year institution while also completing lower division transfer requirements, and/or combining educational goals with other fields with dance. The major concentrates on developing the student's technical ability to at least the intermediate level in modern and ballet. Studies in dance science such as conditioning and correct, Pilates and GYROKINESIS® help to secure longevity and marketability in the dance field by educating students on how to optimize technical abilities while simultaneously minimizing potential injuries. Students also complete courses in music for dance, choreography, dance history, and performance courses to develop their awareness of the artistry and rigor of dance. In addition, the curriculum requirements also include options of other dance technique courses in jazz, tap, ballroom Middle Eastern, African dance and improvisation. Many of the courses for the AA degree are directly transferable into the dance major program at transfer institutions. Some students who achieve the AA degree can and have utilized their training to teach and choreographer in local dance studios, community centers, open their own studios, perform, or gain access to further dance education in such areas as dance science, dance history, critical issues in dance, and dance and technology. A bachelor's degree with a teaching certificate would allow one to become employed as an instructor at the high school level and/or have more marketability as a dance critic, dance company manager, dance author, performer, or choreographer. Many dance students combine their interdisciplinary interests by double majoring in dance and another field including: biology, psychology, anthropology, technology, music, theater, or business. Dance education at the level of a masters degree, or in some areas of dance at the doctorate level can qualify students for careers as a: dance therapist, arts administrator, arts lawyer, dance scholar, dance researcher, dance scientist, a college professor and/or once again a choreographer or performer.

Students can also obtain vocational certificates in various body therapies such as Pilates, Yoga and GYROKINESIS®. Dance is a highly competitive field. Factors related to success are highly variable as related to criteria that is both objective and subjective in nature. For example, technical and performance abilities are assessed in auditions while susceptibility to injuries is often assessed both medically and through visual analysis of technique.

Program Student Learning Outcomes

Upon successful completion of the Dance AA, students should be able to:

- Analyze, evaluate, and correlate various dance vocabulary, observations of dance performances, artistic and/or historical concepts and movement principles.
- Gain an increased aesthetic awareness and appreciation of the arts from a critical point of view.
- Gain an increase in technical proficiency as well as improved application of dance science so as to reduce potential injuries.

ourse ID	Title	Units
Complete the	following core courses (20 units):	
DNCE 6	Ballet I	2
DNCE 7	Ballet II	2
DNCE 12	Modern Dance I	2
DNCE 13	Modern Dance II	2
DNCE 55	Choreography I	3
DNCE 77	Dance History: Twentieth Century	3
DNCE 85	Music for Dance	3
DNCE 86	Condition and Correct: Body Alignment	3
Complete a m	ninimum of 2 units from the following performances c	ourses:
DNCE 65	Dance Rehearsal and Performance	3
DNCE 69	Introduction to Dance Ensemble Practices	3
DNCE 22	Middle Eastern Dance Fundamentals Tap Dance I	1 1
	'	_
DNCE 23	Tap Dance II	1
DNCE 24	Tap: Traditional Broadway Basics	
DNCE 25	Tap: Beginning Rhythm Technique and	1
	Intermediate Broadway Steps	
DNCE 27	Hip Hop: Commercial Dance	1
DNCE 33	Middle Eastern Dance I	1
DNCE 35	Folk Dances of Egypt and Lebanon	1
DNCE 37	Intermediate Ballroom	1
	Or	
DNCE 37	Intermediate Ballroom	2
DNCE 93	GYROKINESIS (R): Art of Exercising and Beyond,	2
	Overview	
	Total	24

See next page

Revised

Dance Associate in Arts

The associate degree in dance is designed for students who are preparing to transfer and/or audition for admission into a dance program at a four-year institution while also completing lower division transfer requirements, and/or combining educational goals with other fields with dance. The major concentrates on developing the student's technical ability to at least the intermediate level in modern and ballet. Studies in dance science such as conditioning and correct, and GYROKINESIS® help to secure longevity and marketability in the dance field by educating students on how to optimize technical abilities while simultaneously minimizing potential injuries. Students also complete courses in choreography, dance history, and performance to develop their awareness of dance artistry. In addition, the curriculum requirements include options of other dance technique courses in jazz, tap, ballroom, Hip

Hop, Middle Eastern, African dance, and Improvisation to help create a well-rounded dancer. Many of the courses for the AA degree are directly transferable into the dance major program at transfer institutions.

Program Student Learning Outcomes

Upon successful completion of the Dance AA, students should be able to:

- Analyze, evaluate, and correlate various dance vocabulary, observations of dance performances, artistic and/or historical concepts and movement principles.
- Gain an increased aesthetic awareness and appreciation of the arts from a critical point of view.
- Gain an increase in technical proficiency as well as improved application of dance science so as to reduce potential injuries.

Title	Units
wing core courses (17 units):	
Ballet I	2
Ballet II	2
Modern Dance I	2
Modern Dance II	2
Choreography I	3
Dance History: Twentieth Century	3
Condition and Correct: Overview	3
Or	
Condition and Correct: Body Alignment	3
Or	
Condition and Correct: Analysis and Body Thera	pies 3
Or	
Condition and Correct: Mind-Body Therapies	3
um of 2 units from the following performances o	ourses:
Dance Rehearsal and Performance-Analysis of	2
Creative Processes C	
IVC Performing Dance Ensemble	2
	wing core courses (17 units): Ballet I Ballet II Modern Dance I Modern Dance II Choreography I Dance History: Twentieth Century Condition and Correct: Overview Or Condition and Correct: Body Alignment Or Condition and Correct: Analysis and Body Thera Or Condition and Correct: Mind-Body Therapies um of 2 units from the following performances of Dance Rehearsal and Performance-Analysis of Creative Processes C

DNCE 17	Jazz Dance I - Overview	2
DNCE 18	Jazz Dance II	2
DNCE 22	Tap Dance I	1
DNCE 23	Tap Dance II	1
DNCE 27	Hip Hop: Commercial Dance	1
DNCE 30	African Dance-Overview	1
DNCE 33	Middle Eastern Dance I	1
DNCE 34	Middle Eastern Dance II	1
DNCE 36	Ballroom Styles of the 19th and 20th Century	1
DNCE 37	Intermediate Ballroom	1
DNCE 42	Hip Hop-Hip Hop Level 2	1
DNCE 60	African: Dance and Drumming	1
DNCE 75	Improvisation I	2
DNCE 85	Music for Dance	3
	Or	
DNCE 93	GYROKINESIS (R): Art of Exercising and Beyond,	2
	Overview	

Complete a minimum of 2 units total from the following courses (2 units):

Total 21

New

Engineering Associate in Science

This degree program is designed to provide students with engineering courses which are equivalent to those offered during the first 2 years of standard university bachelor's program. The degree structure and course listings have been designed to provide access to ten engineering courses which are typically encountered by students across all major engineering disciplines. The degree's flexible structure will offer transfer students a clear pathway to university degree programs while giving career education students an opportunity to transition towards an engineering degree at any point in their educational career. Courses in the degree articulate to the University of California and California State University systems. The degree contains classes covering computer programming, statics, dynamics, materials science, network analysis, problem-solving with MATLAB, thermodynamics, and computer-aided design. Courses within the degree contain valuable laboratory driven content, which maintains a focus on the design, build, and test aspects of real-world engineering. This degree is part of the Engineering Academy with UC Irvine School of Engineering for the following majors: Aerospace, Biomedical, Biomedical Premed, Chemical, Civil, Computer, Electrical, Environmental, Materials Science and Mechanical. More information is available at https://atep.ivc.edu/academy.

Program Student Learning Outcomes

Upon successful completion of the Engineering AS, students should be able to:

- Transfer to a university based engineering program with a high portion of freshman and sophomore level engineering courses completed.
- Find employment within engineering related industries involving computer-aided design, technician level analysis, and hands-on skills in manufacturing or product development.
- Reduce the time to completion for a university engineering program to an average of 2 years from the time of transfer.
- Reduce the average cost to obtain a university engineering degree.
- Gain critical computer-aided design skills and certifications in major engineering industry software platforms.
- Perform university level analysis of engineering problems involving
 the mechanics of static and dynamic forces, changes in material
 properties due to heat and pressure, time based electrical circuit
 network problems, basic computer programming, and modeling of
 mechanical parts or physical components to industry standards.

Course ID	Title	Units
Complete the Core	e Courses:	
ENGR 20	Introduction to Programming and Problem	3
	Solving with MATLAB	
ENGR 21	Introduction to Engineering and Technology	1
ENGR 30	Statics of Rigid Bodies and Structures	3
CS 36	C Programming	3

Complete One Co	urse:	
ENGR 7	Introduction to Engineering Methods	4
ENGR 54	Principles of Materials Science and Engineering	3
Complete One Co	urse:	
ENGR 70	Introduction to Network Analysis	3
ENGR 80	Engineering Dynamics	3
Complete One Co	urse:	
ENGR 25	3D Civil Computer-Aided Design	3
ENGR 83	Computer-Aided Design Techniques	3
DR 52	Engineering Drawing and Design	3
	Total	19-20

New

Engineering Certificate of Achievement

This certificate is designed to provide students with engineering courses which are equivalent to those offered during the first 2 years of standard university bachelor's program. The certificate structure and course listings have been designed to provide access to ten engineering courses which are typically encountered by students across all major engineering disciplines. The certificate's flexible structure will offer transfer students a clear pathway to a university while giving career education students an opportunity to transition towards an engineering certificate at any point in their educational career. Courses in the certificate articulate to the University of California and California State University systems. The certificate contains classes covering computer programming, statics, dynamics, materials science, network analysis, problem-solving with MATLAB, thermodynamics, and computeraided design. Courses within the certificate contain valuable laboratory driven content, which maintains a focus on the design, build, and test aspects of realworld engineering. This certificate is part of the Engineering Academy with UC Irvine School of Engineering for the following majors: Aerospace, Biomedical, Biomedical Premed, Chemical, Civil, Computer, Electrical, Environmental, Materials Science and Mechanical. More information is available at https://atep.ivc.edu/academy.

Program Student Learning Outcomes

Upon successful completion of the Engineering COA, students should be able to:

- Reduce the time to completion for a university engineering program to an average of 2 years from the time of transfer.
- Reduce the average cost to obtain a university engineering degree.
- Gain critical computer-aided design skills and certifications in major engineering industry software platforms.
- Perform university level analysis of engineering problems involving
 the mechanics of static and dynamic forces, changes in material
 properties due to heat and pressure, time based electrical circuit
 network problems, basic computer programming, and modeling of
 mechanical parts or physical components to industry standards.
- Find employment within engineering related industries involving computer-aided design, technician level analysis, and hands-on skills in manufacturing or product development.

Course ID	Title	Units
Complete the (Core Courses:	
ENGR 20	Introduction to Programming and Problem	3
	Solving with MATLAB	
ENGR 21	Introduction to Engineering and Technology	1
ENGR 30	Statics of Rigid Bodies and Structures	3
CS 36	C Programming	3
Complete One	Course:	
ENGR 7	Introduction to Engineering Methods	4
ENGR 54	Principles of Materials Science and Engineering	3

Complete One Course:				
ENGR 70	Introduction to Network Analysis	3		
ENGR 80	Engineering Dynamics	3		
Complete One	Course:			
ENGR 25	3D Civil Computer-Aided Design	3		
ENGR 83	Computer-Aided Design Techniques	3		
DR 52	Engineering Drawing and Design	3		
	Total	19-20		

Current

Film and Digital Media Associate in Arts

Film and Digital Media (FDM) is an interdisciplinary program that combines Film Studies with Digital Film/Video Production. The curriculum combines media criticism, history, social and cultural studies, and aesthetic analysis with hands-on creative practice. Students will examine the past, present, and emerging media environment in terms of artistic movements, historical context, technological changes, cultural and social representation, and the impact of digitization. Combined coursework from both disciplines will provide students with skills to produce original creative content for film and video projects. The program will enable students to develop sophisticated methods for examining and creating critical media culture.

Program Student Learning Outcomes

Upon successful completion of the Film and Digital Media AA, students should be able to:

- Demonstrate the ability to identify, analyze, and critically examine media texts in terms of historical context, stylistic movements, and representation.
- Demonstrate the ability to create time-based media by effectively utilizing the appropriate hardware and software.
- Produce an original and creative work of time-based media that demonstrates knowledge and application of film studies critical methodologies.

Course ID	Title	Units
Required Core	Courses	
HUM 71	Introduction to Film	3
	Or	
HUM 71H	Introduction to Film Honors	3
JRNL 40	Mass Media and Society	3
DMA 70	Digital Video Production	3
Three Elective	Courses	
HUM 70	History of Film	3
HUM 72	Film and American Culture	3
	Or	
HUM 72H	Film and American Culture Honors	3
HUM 73	Film Genre Studies	3
HUM 74	Film and Literature	3
JA 23	Japanese Anime and Manga	3
TA 1	Acting	3
HUM 10	Introduction to Cultural Studies	3
Two Elective C	`ourses	
DMA 10	Introduction to Digital Media	3
DMA 51	Beginning Digital Photography	3
DMA 75	Experimental Video	3
DMA 85	Visual Storytelling	3
WR 15	Introduction to Screenwriting for Film/TV	3
JRNL 41	Newswriting	3

Total 24

See next page

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IRVINE VALLEY COLLEGE NEW, REVISED AND DELETED PROGRAMS ACADEMIC YEAR 2020-2021

Revised JRNL 41 Newswriting 3 Film and Digital Media Associate of Arts Total 24

Film and Digital Media (FDM) is an interdisciplinary program that combines Film Studies with Digital Film/Video Production. The curriculum combines media criticism, history, social and cultural studies, and aesthetic analysis with hands-on creative practice. Students will examine the past, present, and emerging media environment in terms of artistic movements, historical context, technological changes, cultural and social representation, and the impact of digitization. Combined coursework from both disciplines will provide students with skills to produce original creative content for film and video projects. The program will enable students to develop sophisticated methods for examining and creating critical media culture.

Program Student Learning Outcomes

Upon successful completion of the Film and Digital Media AA, students should be able to:

- Demonstrate the ability to identify, analyze, and critically examine media texts in terms of historical context, stylistic movements, and representation.
- Demonstrate the ability to create time-based media by effectively utilizing the appropriate hardware and software.
- Produce an original and creative work of time-based media that demonstrates knowledge and application of film studies critical methodologies.

Course ID	Title	Units
Required Core	Courses	
FILM 71	Introduction to Film	3
	Or	
FILM 71H	Introduction to Film Honors	3
JRNL 40	Mass Media and Society	3
DMA 70	Digital Video Production	3
Three Elective	Courses	
FILM 70	History of Film	3
FILM 72	Film and American Culture	3
	Or	
FILM 72H	Film and American Culture Honors	3
FILM 73	Film Genre Studies	3
FILM 74	Film and Literature	3
FILM 75	Introduction to Television Studies	3
JA 23	Japanese Anime and Manga	3
TA 1	Acting	3
HUM 10	Introduction to Cultural Studies	3
Two Elective (Courses	
DMA 10	Introduction to Digital Media	3
DMA 51	Beginning Digital Photography	3
DMA 75	Experimental Video	3
DMA 85	Visual Storytelling	3
WR 15	Introduction to Screenwriting for Film/TV	3

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IRVINE VALLEY COLLEGE NEW, REVISED AND DELETED PROGRAMS ACADEMIC YEAR 2020-2021

Current

French Associate in Arts

Students who major in a foreign language at the lower division level concentrate on learning to understand, speak, read, and write a foreign language. In the process, students develop a more profound understanding of the world and gain insights into its complexities—culturally, politically, economically, and socially. Of course, as our world grows increasingly interdependent and international travel becomes readily accessible, the knowledge of a foreign language will prove of benefit to all. Students at Irvine Valley College may choose to major in French, Japanese or Spanish. The faculty recommends that majors do not select a language course to meet the arts and languages general education requirement, but instead choose a course in one of the arts that is of interest to them.

Program Student Learning Outcomes

Upon successful completion of the French AA, students should be able to:

- Interpret a passage of native spoken French in a variety of contexts and formats
- Read and interpret written material in French of at least six paragraphs
- Write a four paragraph essay in French, clearly and accurately, in a variety of contexts and formats

Course ID	Title	Units
Complete the	e following courses:	
FR 1	Beginning French I	5
	Or	
FR 1H	Beginning French I Honors	5
FR 2	Beginning French II	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5
FR 10	Intermediate Conversational French	3
FR 11	Advanced Conversational French	3

Students who have completed equivalent courses or who have acquired fluency may substitute a second foreign language.

Total 26

Revised

French Associate in Arts

In our global world, knowledge of another language is increasingly relevant lending speakers a competitive edge on the job market, and expanding their reach. French courses prepare students for a liberal arts education, for a major in French and for being global citizens. French courses help students transfer, further their career, continue their personal development and interact with the French-speaking world. Students who complete the French Program will gain insights into language and the language learning process, allowing them to continue the study of languages. Upon completion of the French Program, students will be able to interpret native spoken French and effectively communicate with native speakers in a variety of contexts and formats. Students will also be able to read and interpret written material in French of at least six paragraphs and write a four-paragraph essay in French, clearly and accurately, in a variety of contexts and formats.

Program Student Learning Outcomes

Upon successful completion of the French AA, students should be able to:

- Interpret a passage of native spoken French in a variety of contexts and formats
- Read and interpret written material in French of at least six paragraphs
- Write a four paragraph essay in French, clearly and accurately, in a variety of contexts and formats

Course ID	Title	Units
Complete the	e following courses:	
FR 1	Beginning French I	5
	Or	
FR 1H	Beginning French I Honors	5
FR 2	Beginning French II	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5
FR 10	Intermediate Conversational French	3

Students who have completed equivalent courses or who have acquired fluency may substitute a second foreign language.

Total 23

Current

Physical Science Associate in Arts

The curriculum in Physical Science includes courses in Physics, Chemistry, and Mathematics. The curriculum is designed to cultivate the student's analytical capacity and qualitative/quantitative reasoning in regard to the origin, composition, and mechanics of the universe; the movement of objects in relation with gravitational, magnetic, and electric forces; the interaction between matter and energy; the behavior of light; and the physical characteristics of substances. The courses offered fulfill the Natural Science and Mathematics requirements, as part of the lower-division requirements, for the various CSU and UC schools. The matriculated Natural Science courses, as part of the Associate in Arts degree in Physical Science, span the disciplines of Physics and Chemistry. While a baccalaureate degree is recommended preparation for those considering professional careers related to Physical Science, the completion of the associate degree program will demonstrate commitment to the field and will provide comprehensive preparation for upper-division work. The purpose of this Associate in Arts degree is to provide a solid background in the areas of Physical Science. By completing the necessary courses, students will be able to continue their baccalaureate studies in Chemistry, Physics, Engineering, and many other fields within the physical sciences discipline. Examples of careers in the physical sciences include the following entry-level positions: Research Assistant, Laboratory Technician, Planetarium Exhibit Planner/Guide, Satellite Data Analyst, Scientific Photographer, Telescope Operator, and Test Engineer.

Program Student Learning Outcomes

Upon successful completion of the Physical Science AA, students should be able to:

- Observe processes, repeatable physical events, and interactions and identify their physical origin in a consistent and analytic manor.
- Establish cause-and-effect relationships between physical interactions through progressive scientific modeling using a variety of mathematical techniques.
- Demonstrate the ability to verify models developed through systematic scientific measurement.
- Effectively communicate information, scientific or otherwise, in both written and verbal form
- Demonstrate the ability to apply foundational knowledge of experimental physics to the solution of problems in physics.

Units
ry l 5
ry II5
ry and Calculus I 5
ry and Calculus I Honors 5
ry and Calculus II 5
ry and Calculus II Honors 5

PHYS 4A	General Physics	4
PHYS 4B	General Physics	4
Recommended	Florings	
Recommenaea	Electives	
MATH 24	Elementary Differential Equations	4
	Or	
MATH 24H	Elementary Differential Equations Honors	4
MATH 26	Introduction to Linear Algebra	4
	T-+-I	20
	Total	28

See next page

4

IRVINE VALLEY COLLEGE NEW, REVISED AND DELETED PROGRAMS ACADEMIC YEAR 2020-2021

Recommended Electives

MATH 26

Revised

Physics Associate in Science

The curriculum in Physics includes courses in physics and mathematics. The curriculum is designed to cultivate the student's analytical capacity and qualitative/quantitative reasoning in regard to the origin, composition, and mechanics of the universe; the movement of objects in relation with gravitational, magnetic, and electric forces; the interaction between matter and energy; the behavior of light; and the physical characteristics of substances. While a baccalaureate degree is recommended preparation for those considering professional careers related to physical science, the completion of the associate degree program will demonstrate a commitment to the field and will provide comprehensive preparation for upper-division work. By completing the necessary courses, students will be able to continue their baccalaureate studies in Chemistry, Physics, Engineering, and many other fields within the physical sciences discipline. Examples of careers in the physical sciences include the following entry-level positions: Research Assistant, Laboratory Technician, Planetarium Exhibit Planner/Guide, Satellite Data Analyst, Scientific Photographer, Telescope Operator, and Test Engineer.

Program Student Learning Outcomes

Upon successful completion of the Physics AS, students should be able to:

- Observe processes, repeatable physical events, and interactions and identify their physical origin in a consistent and analytic manor.
- Establish cause-and-effect relationships between physical interactions through progressive scientific modeling using a variety of mathematical techniques.
- Demonstrate the ability to verify models developed through systematic scientific measurement.
- Effectively communicate information, scientific or otherwise, in both written and verbal form
- Demonstrate the ability to apply foundational knowledge of experimental physics to the solution of problems in physics.

Course ID	Title	Units
Complete the f	ollowing courses:	
PHYS 4A	General Physics	4
PHYS 4B	General Physics	4
PHYS 4C	General Physics	4
MATH 3A	Analytic Geometry and Calculus I	5
	Or	
MATH 3AH	Analytic Geometry and Calculus I Honors	5
MATH 3B	Analytic Geometry and Calculus II	5
	Or	
MATH 3BH	Analytic Geometry and Calculus II Honors	5
MATH 4A	Analytic Geometry and Calculus III	5
	Or	
MATH 4AH	Analytic Geometry and Calculus III Honors	5

MATH 24 Elementary Differential Equations 4 Or MATH 24H Elementary Differential Equations Honors 4

Introduction to Linear Algebra

Total 27

3

3

3

Continuation of Rehearsal and Performance:

Costume Sewing, Production, and Wardrobe

Intermediate Stage Management

Advanced Stage Management

Theater Crew: Scenic

Theater Crew: Costume

Theater Crew: Lighting

Scenic Production C

Select three (9 units) from the following courses:

Advanced Acting

Stage Lighting Design

Introduction to Theatre Design

Musical Theatre

IRVINE VALLEY COLLEGE NEW, REVISED AND DELETED PROGRAMS ACADEMIC YEAR 2020-2021

TA 19B

TA 48B

TA 48C

TA 141A

TA 141B

TA 141C

TA 141D TA 141E

TA 142C

TA 163

TA 8

TA 40

TA 41

Current

Theatre Arts Associate in Arts for Transfer

The Department of Theatre emphasizes the development of the many and various skills required in the theatre-including stagecraft, lighting, costuming, production and video production. Theatre students are encouraged to participate in a variety of theatrical performances, among them dramas, comedies and musical theatre.

Program Student Learning Outcomes

Upon successful completion of the Theatre Arts AA-T, students should be able to:

- Perform a role in a theatrical production.
- Construct theatrical elements.
- Manage a theatrical production.
- $\label{lem:apply fundamentals of the atrical design.}$
- Analyze current practice in a historical and cultural context.

Analyze current practice in a historical and cultural context.		TA 42	Costume Design	3	
			TA 49	Stage Makeup Design	3
Course ID	Title	Units	TA 44	Stagecraft 3	
Required Cor	re (9 units):		Rehearsal an	d Performance (3 units maximum) or Technical Theatr	e Practicun
	to Theatre (3) or Theatre History I (3)		(3 units maxi	mum) (if not used in core)	
TA 22	Introduction to Theater	3	TA 15	Rehearsal and Performance: Drama	2
	Or			Or	
TA 25	Great Plays- Primitive to Renaissance	3	TA 15A	Introduction to Rehearsal and Performance: Dra	ama 1
	Or			And	
TA 25H	Great Plays- Primitive to Renaissance Honors	3	TA 15B	Continuation of Rehearsal and Performance: Dr.	ama 1
Acting (3 uni	, ,		TA 16	Rehearsal and Performance: Comedy	2
TA 1	Acting	3		Or	
	Or		TA 16A	Introduction to Rehearsal and Performance: Col	medy 1
TA 2	Beginning Scene Study	3		And	
Rehearsal an	nd Performance (maximum 3 units) or Technical Thea	tre	TA 16B	Continuation of Rehearsal and Performance: Co	medy 1
	naximum 3 units):		TA 17	Rehearsal and Performance: Mixed Genres	2
TA 15	Rehearsal and Performance: Drama	2		Or	
	Or		TA 17A	Introduction to Rehearsal and Performance: Mix	xed 1
TA 15A	Introduction to Rehearsal and Performance: D	rama 1		Genres	
	And			And	
TA 15B	Continuation of Rehearsal and Performance: D	rama 1	TA 17B	Continuation of Rehearsal and Performance: Mi	xed 1
TA 16	Rehearsal and Performance: Comedy	2		Genres	
	Or .		TA 19	Rehearsal and Performance: Musical Theatre	2
TA 16A	Introduction to Rehearsal and Performance: C	omedv 1		Or	
	And	,	TA 19A	Introduction to Rehearsal and Performance: Mu	ısical 1
TA 16B	Continuation of Rehearsal and Performance: C	Comedy 1		Theatre	
TA 17	Rehearsal and Performance: Mixed Genres	2		And	
	Or		TA 19B	Continuation of Rehearsal and Performance:	1
TA 17A	Introduction to Rehearsal and Performance: N	1ixed 1		Musical Theatre	
	Genres		TA 48B	Intermediate Stage Management	1
	And		TA 48C	Advanced Stage Management	1
TA 17B	Continuation of Rehearsal and Performance: N	Лixed 1	TA 141A	Theater Crew: Scenic	1
	Genres		TA 141B	Theater Crew: Costume	1
TA 19	Rehearsal and Performance: Musical Theatre	2	TA 141C	Theater Crew: Lighting	1
	Or		TA 141D	Theater Crew: Audio/Video	1
TA 19A	Introduction to Rehearsal and Performance:	1	TA 141E	Theater Crew: Make-Up	1
	Musical Theatre		TA 142C	Scenic Production C	3
	And		TA 163	Costume Sewing, Production, and Wardrobe	3

Total 18

See next page

	Revised		TA 19A	Introduction to Rehearsal and Performance:	1
Theatre Arts Associate in Arts for Transfer				Musical Theatre And	
This degree provides students with concise, broad based education in theater arts. Students receive instruction in the skills of the actor as well as the many			TA 19B	Continuation of Rehearsal and Performance: Musical Theatre	1
behind the so	cenes disciplines such as lighting design, costume	construction,	TA 51	Stage Management Practicum	1
	stage management. Students in this program will		TA 53	Advanced Stage Management	3
	to participate in theater department productions a	· ·	TA 61	Theater Crew: Scenic	1
• •	ew. All courses in this program are UC/CSU transfer		TA 62	Theater Crew: Costume	1
			TA 63	Theater Crew: Lighting	1
Program Stud	lent Learning Outcomes		TA 64	Theater Crew: Audio/Video	1
Upon success	ful completion of the Theatre Arts AA-T, students s	should be able	TA 65	Theater Crew: Make-Up	1
to:			TA 73	Costume Sewing, Production, and Wardrobe	3
• Per	form a role in a theatrical production.		TA 76	Scenic Production and Performance Practicum	3
• Cor	struct theatrical elements.				Ū
 Ma 	nage a theatrical production.		List A: Select	t 9 units from the following course list: Units	
 App 	ly fundamentals of theatrical design.		TA 8	Advanced Acting	3
• Ana	llyze current practice in a historical and cultural co	ntext.	TA 29	Script Analysis	3
			TA 29H	Script Analysis: Honors	3
Course ID	Title	Units	TA 40	Introduction to Theatre Design	3
Required Cor			TA 41	Stage Lighting Design	3
	to Theatre (3) or Theatre History I (3)		TA 42	Costume Design	3
TA 22	Introduction to Theater	3	TA 49	Stage Makeup Design	3
	Or		TA 44	Stagecraft	3
		3	Rehearsal ar	nd Performance (3 units maximum) or Technical Theatr	re Practicum
	Or		(3 units max	kimum) (if not used in core)	
TA 25H	Great Plays- Primitive to Renaissance Honors	3	TA 15	Rehearsal and Performance: Drama	2
Acting (3 uni	ts):			Or	
TA 1	Acting Or	3	TA 15A	Introduction to Rehearsal and Performance: Dra And	ıma 1
TA 2	Beginning Scene Study	3	TA 15B	Continuation of Rehearsal and Performance: Dra	ama 1
			TA 16	Rehearsal and Performance: Comedy Or	2
	d Performance (maximum 3 units) or Technical Thea naximum 3 units):	tre	TA 16A	Introduction to Rehearsal and Performance: Cor And	nedy 1
TA 15	Rehearsal and Performance: Drama	2	TA 16B	Continuation of Rehearsal and Performance: Co	medy 1
IA 15	Or	2	TA 17	Rehearsal and Performance: Mixed Genres	2
TA 15A	Introduction to Rehearsal and Performance: Di	rama 1	17.17	Or	-
17(13)(And	arria I	TA 17A	Introduction to Rehearsal and Performance: Mix	ced 1
TA 15B	Continuation of Rehearsal and Performance: D	rama 1		Genres	
TA 16	Rehearsal and Performance: Comedy	2		And	
	Or		TA 17B	Continuation of Rehearsal and Performance: Mi	xed 1
TA 16A	Introduction to Rehearsal and Performance: Co	omedy 1		Genres	
	And		TA 19	Rehearsal and Performance: Musical Theatre	2
TA 16B	Continuation of Rehearsal and Performance: C	omedy 1		Or	
TA 17	Rehearsal and Performance: Mixed Genres Or	2	TA 19A	Introduction to Rehearsal and Performance: Mu Theatre	sical 1
TA 17A	Introduction to Rehearsal and Performance: M	ixed 1		And	
	Genres And		TA 19B	Continuation of Rehearsal and Performance: Musical	1
TA 17B	Continuation of Rehearsal and Performance: N	1ixed 1	TA 51	Stage Management Practicum	1
	Genres		TA 53	Advanced Stage Management	3
TA 19	Rehearsal and Performance: Musical Theatre	2	TA 61	Theater Crew: Scenic	1
	Or		TA 62	Theater Crew: Costume	1

TA 63	Theater Crew: Lighting	1	
TA 64	Theater Crew: Audio/Video	1	
TA 65	Theater Crew: Make-Up	1	
TA 73	Costume Sewing, Production, and Wardrobe	3	
TA 76	Scenic Production and Performance Practicum	3	
	Total	18	

Action Taken Code	Action Taken Description
assign	assignments
c/l w/	cross-listed with (and list the other course id)
cat desc	catalog description
coreq	corequisite
crs id	course prefix and/or number
dc	delete course
dv	delete version of course
gr opt	grading option
hrs	hours
lim	limitation
Irng obj	learning objectives
moe	methods of evaluation
nc	new course
nv	new version of existing course
oe/oe	open entry/open exit
pcs	program course status
prereq	prerequisite
reactv	course reactivation
rec prep	recommended prep
rpt	repeatability
SAM code	occupational code (A = apprenticeship, B = advanced occupational, C = clearly occupational, D = possibly occupational, E = non-occupational)
sch desc	schedule description
SLOs	student learning outcomes
sr	scheduled review is for courses that are scheduled for review and there are no revisions
ti	titles
TOP code	numerical classification code used to assign programs and courses to disciplines
tps	topics
txt	text-required for all courses numbered 1-299
un	units
val	validation

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
			Sound Reinforcement for Live	
Arts	14307.00	TA 47	Entertainment	tps, SLOs, txt
HUM	4201.00	LIT 1	Introduction to Literature	assign
	14833.00	WR 385	Writing Conference	nc
LLR	14851.00	AESL 521	Basic Digital Literacy	nc
	14412.00	ESL 80	Academic Writing III for Multilingual Writers	ti, cat desc, sch desc, coreq, SLOs
	14407.00	ESL 90	Academic Writing IV for Multilingual Writers	ti, cat desc, sch desc, coreq, SLOs
	14850.00	ESL 360	Academic Writing I for Multilingual Writers	nc
	14413.00	ESL 370	Academic Writing II for Multilingual Writers	ti, cat desc, sch desc, coreq, SLOs, txt
	14849.00	ESL 370L	Academic Writing II Learning Center	nc
MCS	3491.00	MATH 8	College Algebra	assign
	13002.00	MATH 350A	Whole Numbers Module	SLOs, txt
	13003.00	MATH 350B	Fractions Part 1 Module	SLOs, txt
	13004.00	MATH 350C	Fractions Part 2 Module	SLOs, txt
	13005.00	MATH 350D	Decimals Module	SLOs, txt
	13006.00	MATH 350E	Ratios and Proportions Module	SLOs, txt
	13007.00	MATH 350F	Percents Part 1 Module	SLOs, txt
	13008.00	MATH 350G	Writing Conference for Applications Essays	SLOs, txt
	13009.00	MATH 350H	Basic Model Making	SLOs, txt
SBS	3420.00	AJ 61	Organized Crime and Criminal Enterprise in America	txt
	590.00	ANTH 7	Native Americans of Southern California	txt
	600.00	ANTH 9	Introduction to Archaeology	txt
	14396.00	ANTH 13	Magic, Witchcraft and Religion	txt

ITEM: 5.5 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Irvine Valley College, Notices of Completion, Various

Projects

ACTION: Approval

BACKGROUND

The Board of Trustees approved or ratified agreements for the following Irvine Valley College (IVC) projects as follows:

- The Board of Trustees approved the associated CMAS Agreements No. 3-17-84-0052B and 4-16-84-0053A with Blue Violet Networks, LLC on June 25, 2018, for the IVC access control & security systems and hardware. On August 26, 2019, the Board of Trustees ratified the purchase order for the IVC ATEP IDEA building, 2019 Access Control Updates project, for a contract total of \$106,034.72.
- P.H. Hagopian Contractor, Inc., for a current contract total of \$7,490,770 with a deductive change order of (\$122,997.78) listed for ratification at this January's board meeting, for a revised contract total of \$7,367,772.22, for the IVC Health Center-Concession and New Parking Lot Phase 1A project. The Board of Trustees approved the associated agreement on August 27, 2018.

STATUS

Contract work is complete on the projects. Staff recommends the Notices of Completion be filed for the following projects:

- IVC ATEP IDEA building, 2019 Access Control Updates project (EXHIBIT A)
- IVC Health Center-Concession and New Parking Lot Phase 1A project (EXHIBIT B)

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize filing the Notices of Completion for the ATEP IDEA building, 2019 Access Control Updates project at Irvine Valley College to Blue Violet Networks, LLC, for a contract total of \$106,034.72 and for the Health Center-Concession and New Parking Lot Phase 1A project at Irvine Valley College to P.H. Hagopian Contractor, Inc., with a current contract total of \$7,490,770 and a deductive change order of (\$122,997.78), for a revised contract total of \$7,367,772.22. It is also recommended that the Board of Trustees authorize the release of retention 35 days after filing.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

Recording Requested By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT 28000 Marguerite Parkway Mission Viejo, California 92692

Attn: Facilities Planning

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Irvine Valley College ATEP IDEA Building, 2019 Access Control Updates project at ADVANCED TECHNOLOGY AND EDUCATION PARK, the contract for the doing of which was heretofore entered into the 9th day of July 2019, which contract was made with BLUE VIOLET NETWORKS, LLC, as Contractor; that said improvements were completed on the 6th day of December 2019, and accepted by formal action of the governing board of said District on the 21st day of January 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is GENERAL REINSURANCE CORPORATION that the property hereinafter referred to and on which said improvements were made is described as follows:

ADVANCED TECHNOLOGY AND EDUCATION PARK 1624 VALENCIA AVENUE TUSTIN CA 92782

	1001111, 011 32702		
SOUTH ORANGE COUNTY COM	MMUNITY COLLEGE D	ISTRICT OF ORANGE COUNTY, CA	_
Ву			
	Ann-Marie Gabel	Dated	
	Vice Chancellor, Busines		
		nly the identity of the individual who signed the ness, accuracy, or validity of that document.	
State of California County of Orange			
Subscribed and sworn to (or affirmed) before	e me		
on this day of	_, 20		
by Ann-Marie Gabel (Name of Signer)			
proved to me on the basis of satisfactory evicto be the person(s) who appeared before me.			
Signature			
Signature of Notary Public		(Seal)	

Recording Requested By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT 28000 Marguerite Parkway Mission Viejo, California 92692 Attn: Facilities Planning

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Health Center-Concession and New Parking Lot Phase 1A project at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 27th day of August 2018, which contract was made with P. H. HAGOPIAN CONTRACTOR, INC., as Contractor; that said improvements were completed on the 26th day of November 2019, and accepted by formal action of the governing board of said District on the 21st day of January 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE 5500 IRVINE CENTER DRIVE IRVINE CA 92618

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA	
By Ann-Marie Gabel Vice Chancellor, Business Service	
A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.	
State of California County of Orange	
Subscribed and sworn to (or affirmed) before me	
on this, 20	
by Ann-Marie Gabel (Name of Signer)	
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.	
Signature Signature of Notary Public	(Saal)
Signature of Notary Fublic	(Seal)

ITEM: 5.6 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Student Out of State Travel

ACTION: Approval

BACKGROUND

Saddleback College and Irvine Valley College are committed to offering high quality educational opportunities to their students which may include travel out of state for attendance at conferences and other activities which are in connection with courses of instruction or school-related educational, cultural, athletic, or college music activities and/or performances. Student travel shall follow the guidelines as listed in the Board Policy 6125: Field Trips, Excursions, and Field Study Courses.

STATUS

The student out of state travel items listed in EXHIBIT A have been reviewed by college faculty and administration, along with appropriate business services staff for adherence to all requisite activities and conditions associated with student travel. The college trip dates, locations, and costs are provided related to the travel.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus. Advisors will ensure all students have appropriate risk management forms completed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the college student out of state travel for the participants, dates, locations and costs.

Out of State Student Travel January 21, 2020 Board of Trustees Meeting

Student Group Travel

Name of Group/Club, Description of Trip, Location	Trip Dates Inclusive, to/from	No. of students	No. of faculty	Total Cost	Funding Source(s)	College
IVC Wind Symphony: Faculty & Student Participation in the 2020 College Band Directors National Association Regional Conference University of Puget Sound Tacoma, WA	March 17 - 22, 2020	3	1	\$7,000	ASIVC	IVC
Historically Black Colleges and Universities (HBCU) Tour to Maryland, Virginia, and Washington, DC	April 5 - 10, 2020	5	1	\$11,870	Student Equity Grant: \$9,745 General Fund: \$2,125	IVC

ITEM: 5.7 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adopt Resolution No. 20-02 to Establish Student

Representation Fee Fund

ACTION: Approval

BACKGROUND

AB1504 was signed by the governor on October 4, 2019. This bill requires each community college with a student body association to collect a \$2 student representation fee at the time of registration and provide a means for the student to refuse to pay the fee. The bill also requires that \$1 of the fee be expended to support the operation of a statewide community college student organization and be annually distributed to the Board of Governors.

Per Education Code Section 76060.5, the fees remaining with the District can be used for any purpose related to representing the views of students with governmental bodies. This includes travel to and from conferences where legislative matters are discussed, purchase of computer equipment to conduct legislative research, subscription to legislative publications, and any other expense reasonably necessary to effectuate student representation activities. However, the revenues may not be used to support or oppose ballot measures or candidates.

STATUS

SOCCCD will begin collecting this fee as soon as possible. The revenues and expenses associated with these fees are required to be accounted for and reported in a separate fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 20-02 presented in EXHIBIT A authorizing the establishment of the Student Representation Fee Fund 970.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

Create Student Representation Fee Fund **RESOLUTION NO. 20-02**January 21, 2020

STATE OF CALIFORNIA)	
COUNTY OF ORANGE)	
WHEREAS, the Governing Board of the District will begin collecting the student rep	e South Orange County Community College presentation fee as soon as possible;
* •	Section 76060.5, the Governing Board of the ge District is required to establish a separate ration fees;
NOW, THEREFORE, BE IT RESOLVED the established.	nat the Student Representation Fee Fund (970)
Community College District of Orange	Board of Trustees of South Orange County County, California, hereby certify that the sentation Fee Fund was duly and regularly eeting thereof held on January 21, 2020.
IN WITNESS WHEREOF, I have hereunto 2020.	set my hand and seal this 22nd day of January
_	Kathleen F. Burke
	Secretary to the Board of Trustees

ITEM: 5.8 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus

ACTION: Approval

BACKGROUND

The Procurement, Central Services and Risk Management department accumulates surplus supplies, equipment, materials and other items including "lost and found" merchandise from various departments at the warehouse on both campuses. Items, which are determined to be of no usable value to the District, are then aggregated for disposal. Board Policy 3600 requires that the Board of Trustees authorize the sale, donation or disposal of surplus or obsolete supplies and equipment no longer suitable for District purposes.

STATUS

The items described in the attached EXHIBIT A have been found no longer suitable for District or college use. It is recommended that a public auction be held in accordance with the requirements of Education Code Section 81450 (b).

The Orange County Sheriff's Department has expressed a desire to accept as a donation one 2007 Dodge Charger vehicle. Staff recommends donation of such vehicle as it is deemed no longer suitable for the District's use and purpose.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the sale, donation or disposal of surplus property and authorize the Executive Director of Procurement, Central Services and Risk Management to hire a private auction firm to conduct the auction, and/or donate, recycle or dispose of items.

SOCCCD SURPLUS LIST January 21, 2020

ltem	Category	Quantity
Epson/3M/CP Projectors	A/V	50
Miscellaneous VCR/DVD Players	A/V	57
Televisions	A/V	4
Rolling Carts	A/V	32
Eiki/Sony CD Changers	A/V	6
JVC/Sanyo Camcorders	A/V	8
TOA Amplifiers	A/V	4
Ashley/Shure Mixers	A/V	3
JVC/Nikon/Cannon Cameras	A/V	5
Pallet of Projector Screens	A/V	1
Miscellaneous Speakers	A/V	30
Apple Computer Towers	Computer Towers	3
Apple/Samsung Laptops	Computers	15
HP/Dell/Apple Desktop Computers	Computers	482
Miscellaneous Servers	Equipment	7
Star Label Maker	Equipment	1
Air Purifiers	Equipment	2
Kiosk	Equipment	1
Xerox Finisher	Equipment	1
Scan Snap/Fujitsu Scanners	Equipment	3
Life Size Video Conference Systems	Equipment	7
HP Fax Machine	Equipment	1
Hoover Vacuum	Equipment	1
SRS Clean Station	Equipment	1
Validator	Equipment	1
Toro Sand Pro	Equipment	1
Typewriter	Equipment	1
Milk Dispenser	Equipment	1
Vertical Mixer	Equipment	1
Tool & Storage Bins/Ladder Racks	Equipment	2
Date Stamp	Equipment	1
Baby Isolate	Equipment	1
Coagulation Analyzer	Equipment	1
Drop Boxes	Equipment	2
Delta Belt Disc Sanders	Equipment	2
Linde Stick Welder and Water Cooler	Equipment	1
Max Oscillating Vertical Sander	Equipment	1
Whitney-Jensen Bending Brake	Equipment	1
Hand Presses	Equipment	2

SOCCCD SURPLUS LIST January 21, 2020

Item	Category	Quantity
Hydraulic Jack	Equipment	1
Patio Heater	Equipment	1
Centrifugal Casing Machine	Equipment	1
Sanyo Minifridge	Equipment	1
Sharp Microwaves	Equipment	2
Stanley Jigsaw	Equipment	1
Mini Forge	Equipment	1
Pneumatic Grinder	Equipment	1
Duracell 12V Battery	Equipment	1
Boxes of Miscellaneous Power Tools	Equipment	2
Firestone Firehawk GT Pursuit Tires	Equipment	12
Hedman 3300 Check Signer	Equipment	1
ABE 700 Perforating Machine	Equipment	1
Sharp Cash Register	Equipment	1
Pallet Miscellaneous Office Supplies	Equipment	1
Wood Pallets Various Sizes	Equipment	75
Dell/Linksys Routers	Equipment	4
GE Monogram Refrigerators	Equipment	2
Couch	Furniture	1
Chairs	Furniture	33
File Cabinets	Furniture	10
Bookcases	Furniture	3
Bookshelves	Furniture	2
Tables	Furniture	4
Locker	Furniture	1
Desks	Furniture	5
Wireless Apple Keyboards	Hardware	30
Miscellaneous RAM Cards	Hardware	31
IBM Memory Cards	Hardware	1
MacBook Pro Charger	Hardware	1
Cables	Hardware	50
Pallet of Networking Hardware	Hardware	1
Yamaha AC Adaptor	Hardware	1
Disk Array Controllers	Hardware	7
Monitor Arms	Hardware	10
Clear One D.E.C.	Hardware	1
Wireless Controllers	Hardware	2
Cisco Phones	Hardware	12
Cisco/Extron Switches	Hardware	8

SOCCCD SURPLUS LIST January 21, 2020

ltem	Category	Quantity
VU Meter	Hardware	1
VGA Splitters	Hardware	2
Tripp Lite UPS Units	Hardware	2
Doc Cams	Hardware	6
1989 GMC Flatbed Truck	Vehicle	1
1991 Ford F150 Long Bed Truck	Vehicle	1
1993 Chevrolet Astro Van	Vehicle	1
Carryall-VI Stake Bed Cart	Vehicle	1
Daihatsu S80 Utility Cart	Vehicle	1
Bicycles	Accessories	4
Pallets of Toner Cartridges	Accessories	2
ViewSonic/Dell/HP/Samsung Monitors	Monitors	258
Metal Lathe Machine	Equipment	1
2007 Dodge Charger (Donation to Orange County Sheriff's Department)	Vehicle	1

ITEM: 5.9 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations

ACTION: Ratification

BACKGROUND

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees approve, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and ratify, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the contingency reserve.

STATUS

For the reporting period ending December 31, 2019 and in accordance with Administrative Regulation 3101, the transfer of budget appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the transfer of budget appropriations as listed.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT TRANSFER OF BUDGET APPROPRIATIONS SUMMARY For the period ended December 31, 2019

General Fund			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$52,872	
2000	Classified Salaries		\$52,889
3000	Employee Benefits	\$29,474	
4000	Books and Supplies	\$23,079	
5000	Other Operating Expenses & Services		\$54,084
6000	Capital Outlay	\$9,383	
7500	Student Financial Aid	\$5,180	•
7600	Other Payments to Students		\$13,015
Total Trans	fers - General Fund	\$119,988	\$119,988
Child Davolanma	nt Eund		
Child Developme Account	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$5,000	<u>10</u>
5000	Other Operating Expenses & Services	ψ5,000	\$5,000
Total Transf	fers - Child Development Fund	\$5,000	\$5,000
Associated Stude Account 4000	ent Government - Saddleback College Description Books and Supplies	<u>From</u>	<u>To</u> \$1,000
5000	Other Operating Expenses & Services	\$1,000	
Total Transf	fers - Associated Student Gov't SC	\$1,000	\$1,000
Associated Stude	ent Government - Irvine Valley College		
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$8,000
5000	Other Operating Expenses & Services		\$22,000
7500	Student Financial Aid	\$6,000	
7900	Contingency	\$24,000	
Total Trans	fers - Associated Student Gov't IVC	\$30,000	\$30,000
Total Transfers		\$155,988	\$155,988

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.10
DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 20-01 to

Amend FY 2019-2020 Adopted Budget

ACTION: Approval

BACKGROUND

Title 5 of the California Code of Regulations, Section 58308 provides that the Board of Trustees by resolution may amend the District budget to provide for the expenditure of funds, the amount of which was unknown at the time of the adoption of the final budget.

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2019-2020 Adopted Budget.

General Fund

2017-18 Strong Workforce Local, Irvine Valley	\$47,039
Elevate AANAPISI, Irvine Valley	(\$3,967)
Adult Education Block Grant, Irvine Valley	(\$887)
College Work Study, Irvine Valley	\$1,529
Total Increase to the General Fund	\$43,714
Total Budget Amendment	\$43,714

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 20-01 to amend the FY 2019-2020 Adopted Budget as indicated in EXHIBIT A.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

RESOLUTION NO. 20-01

January 21, 2020

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$43,714 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2019-2020 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

WHEREAS, the Governing Board of the South Orange County Community College District can show just cause for the expenditure of such funds;

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Title 5 of the California Code of Regulations, Section 58308, such funds are to be appropriated according to the following schedule:

General Fund		
<u>Account</u>	Income Source	<u>Amount</u>
8100	Federal Revenue	(\$2,438)
8600	State Revenue	\$46,152
		\$43,714
<u>Account</u>	Expenditure Description	<u>Amount</u>
2000	Classified Salaries	(\$2,438)
5000	Other Operating Expenses & Services	\$46,152
		\$43,714
	Total Budget Amendment	\$43,714

BUDGET AMENDMENT FY 2019-2020

RESOLUTION NO. 20-01

January 21, 2020

STATE OF CALIFORNIA)	
COUNTY OF ORANGE)	
I, Kathleen F. Burke, Secretary to the Board Community College District of Orange County, Calif Amendment and foregoing Resolution in the amount adopted by the said Board at a regular meeting ther	fornia, hereby certify that the Budget nt of \$43,714 was duly and regularly
IN WITNESS WHEREOF, I have hereunto se January, 2020.	et my hand and seal this 22nd day of
	Kathleen F. Burke
Secret	tary to the Board of Trustees

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.11 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: November – December 2019 Change Orders/

Amendments

ACTION: Ratification

BACKGROUND / STATUS

On November 19, 2018, the Board of Trustees authorized the Chancellor/designee to execute change orders and amendments up to \$200,000 for board ratification. The following change orders and amendments were reviewed and approved by the Vice Chancellor of Business Services or designee, following review by legal counsel, when appropriate.

Exhibit	Contractor Name/Description	Change Order/ Amendment Amount	Revised Total Contract Amount
A.	P.H. Hagopian Contractor, Inc. Construction Services Agreement Change Order No. 2 – For unused contract	(\$122,997.78)	\$7,367,772.22
	allowance and to extend the agreement by 60 days under the same terms and conditions.		
	Irvine Valley College		
B.	McCarthy Building Companies, Inc. Underground Utility Mapping & Condition	\$0	\$2,702,500.00
	Assessment Services Agreement		
	Amendment No. 02 – To extend the		
	agreement 12 months under the same		
	terms and conditions, from 1/1/2020 to		
	1/1/2021.		
	SOCCCD		
C.	Blackstone Builders, Inc.	\$0	\$1,784,846.00
C.	Construction Services Agreement Change	φυ	φ1,704,040.00
	Order No. 2 – To extend the agreement 91		
	days under the same terms and conditions,		
	from November 15, 2019 – February 14,		
	2020.		
	Irvine Valley College		

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

D.	Ware Disposal, Inc. Waste Removal Services Agreement Amendment No. 01 – For additional waste disposal services.	\$100,000.00	\$400,000.00
	SOCCCD		

RECOMMENDATION

The Chancellor recommends the Board of Trustees ratify the change orders and amendments as listed.

South Orange County Community College District Irvine Valley College Health Center – Concession and New Parking Lot Phase 1A Project Bid No. 350 Board Change Order No. 2

January 21, 2020

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
350	General Contractor	P.H. Hagopian Contractor, Inc.		\$7,490,770	\$0.00	(\$122,997.78)	\$7,367,772.22	9
		Address	TOTAL	7,490,770			7,367,772.22	69

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	1/21/2020	Install seven traffic bollards at parking lot detention basin	Owner	Approved	\$7,547.74	0 days
3	1/21/2020	Reduce contract amount for unused Parking Lot Contract Allowance	Owner	Approved	(\$1,260.37)	0 days
4	1/21/2020	Reduce contract amount for unused Health Center-Concession-Contract Allowance	Owner	Approved	(\$129,285.15)	0 days
4	1/21/2020	Extend term of contract by 60 days to complete additional work	Contractor	Approved	\$0.00	60 days
		TOTAL THIS CHANGE ORDER REQUEST			(\$122,997.78)	60 days



AMENDMENT NO. 02 TO THE UNDERGROUND UTILITY MAPPING & CONDITION ASSESSMENT SERVICES AGREEMENT AT SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

THIS AMENDMENT shall modify the original agreement dated July 30, 2018, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and McCarthy Building Companies, Inc. hereinafter referred to as CONSULTANT

WHEREAS, Article 11, paragraph 15 of the original agreement provides that said agreement may be amended or modified by an agreement in writing signed by both the DISTRICT and the CONSULTANT;

WHEREAS, Article 6, paragraph 6.1 states contract value as a lump sum price not to exceed \$2,702,500;

WHEREAS, Both parties agreed to extend the agreement between the DISTRICT and the CONSULTANT in order to complete additional services, tasks, and reports, such as the Acreage Exhibits and the Geografic-Referenced Mapping deliverable for Saddleback College, Irvine Valley College & Advanced Technology & Education Park (ATEP);

NOW, THEREFORE, the Parties agree as follows:

- 1. The terms of the contract are hereby extended from January 01, 2020 to January 01, 2021 under the same terms and conditions of the original contract.
- 2. The total contract value will remain the same at \$2,702,500.

Original Contract Amount \$2,702,500

Amendment No. 2-No Cost time extension \$ 0

Total Contract Amount \$2,702,500

Except as amended herein, the terms and conditions of Agreement shall remain in full force and effect.

IN WITNESS HEREOF, said PARTIES have executed this Amendment as of the date first above written.

McCarthy Building Companies, Inc. BY:	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BY:
Signature of Authorized Regresentative	Signature of Authorized Representative
Print Name: Fermin X. Glasper, PS	Print Name: Priya Jerome
Print Title: Vice President, Mapping	Print Title: Executive Director- Procurement, Risk Mgmt
Date: 2019, 12.1 Ø	Date: 12/11/19
Email & Phone: FGlasper@mccarthy.com, 949-560-7793	Email & Phone: (949)582-4405

South Orange County Community College District B200 Physical Sciences Project Irvine Valley College Bid No. 343 Board Change Order No. 2 December 11, 2019

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Time Extension (cal days)
344	General Contractor	Blackstone Builders, Inc.		\$1,784,846.00	\$0.00	\$0.00	\$1,784,846.00	197
		8400 Magnolia Ave., Ste. E Santee, CA 92071	TOTAL	1,784,846.00			1,784,846.00	288

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	12/11/2019	Non-compensable excusable time extension due to delays in procurement of casework.		reviewed	\$0.00	91
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	91



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AMENDMENT to AGREEMENT

Amendment No: 01

THIS AMENDMENT to AGREEMENT dated April 24, 2017 between Ware Disposal, Inc. and South Orange County Community College District for the District-wide Waste Removal Services.

Ware Disposal, Inc. and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

1. Increase contract amount by \$100,000.00 for a new total not to exceed amount of \$400,000.00.

Where any Article or portion is amended or superseded, the balance of that Article not specifically amended or superseded shall remain in effect as originally written. Where any Article or portion thereof is supplemented, that supplement shall be considered added thereto, and the original provisions of the Article shall remain in effect as originally written. Where any Paragraph or Section is referenced, such Paragraph or Section is superseded and replaced by the language herein. Except as amended herein, the terms and conditions of the original AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, said PARTIES have executed this AMENDMENT as of the date first above written.

Ware Disposal, Inc.	SOUTH ORANGE COUNTY
	COMMUNITY COLLEGE DISTRICT
Reybon	Ima RIMER B
Signature of Authorized Representative	Signature of Authorized Representative
Print Name:	Print Name: Ann-Marie Gabel
Print Title:	Print Title: Vice Chancellor, Business Services
WARE DISPOSAL, INC.	Date: 11/20/19
P.O. BOX 1318	Email & Phone: 949-582-4663
Email & Phone: SANTA ANA, CA 92702	949-302-4003
11/9/19	

ITEM: 5.12 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Purchase Orders and Checks

ACTION: Ratification

BACKGROUND

In accordance with the provisions of the California Education Code Sections 81656 and 85230, purchase orders and checks are submitted for ratification by the Board of Trustees.

STATUS

The following purchase orders are submitted to the Board of Trustees for ratification:

- 56 purchase orders \$5,000 and above amounting to \$4,251,379.64
- 446 purchase orders below \$5,000 amounting to \$284,506.88
- Combined total for all purchase orders is \$4,535,886.52

The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The District processed 1,556 checks in the amount of \$20,673,716.24 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the purchase orders and checks as listed.



South Orange County Community College District



Purchase Order Ratification (Supplier)

November 20, 2019 through January 1, 2020

<u>PO #</u>	<u>Supplier</u>	Location	<u>Description</u>	<u>Amount</u>
P195215	Airwolf 3D	sc	Airwolf 3D EVO Printer for Architecture Classes	8,814.61
P195264	Albertsons LLC	SC	Grocery Cards for Extended Opportunity Programs and Services students	14,107.50
P195571	Anixter Inc.	SOCCCD	IT Equipment Racks for Stadium Project	14,896.46
P195575	AT&T	IVC	Blanket PO for ATEP Circuits FY 19-20	30,032.50
P195416	B & H Photo	IVC	Classroom Equipment for AV Refresh Project	8,397.05
P195304	Blue Violet Networks, LLC	IVC	Security Camera Servers for Access Control Project - CMAS Board Approved 06/25/18	114,850.00
P195627	BSN Sports LLC	IVC	Uniform Supplies for Tennis	8,972.47
P195496	CDW Government LLC	SC	Lecterns for AV Refresh Project - FCCC Board Approved 06/25/18	175,632.12
P195412	CDW Government LLC	IVC	Smartpens and Accessories for Note-Taking Accommodation - FCCC Board Approved 06/25/18	13,892.21
P195417	CDW Government LLC	IVC	Spectrum Rack and Equipment for AV Refresh Project - FCCC Board Approved 06/25/18	9,199.89
P195415	CDW Government LLC	IVC	Classroom Equipment for AV Refresh Project - FCCC Board Approved 06/25/18	7,221.06
P195356	Chemglass Life Sciences, LLC	IVC	Incubator for the Biology Program	8,749.99
P195727	CI Solutions	SOCCCD	Printers, Cameras and Cards for Unified Student ID Card Project	18,351.01
P195705	ConvergeOne, Inc.	SC	Router Switches for Business Sciences and Economic & Workforce Development	10,611.56
P195462	Dell Marketing	SC	Computers for Adult Education per Board Resolution No. 19-03	55,058.08
P195683	Dept. Industrial Relations Office of Self-Insurance Plans	SOCCCD	Assessments for FY 19-20	27,483.90
P195572	Division of the State Architect	SOCCCD	Plan Check Fees for PE Building Renovation Project	24,700.00
P195463	Educational Testing Service	SC	Hiset Voucher Service for Adult Education High School Equivalency	6,653.56
P195708	FHEG Irvine Valley College Bookstore	IVC	Student Planners	10,516.40
P195403	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity Program for Economically Disadvantaged students	14,000.00
P195718	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	10,250.00
P195404	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	9,950.00
P195588	Fisher Scientific Company, LLC	IVC	Chemical and Glassware Cabinets for the Labs and Prep Room - FCCC Board Approved 06/25/18	20,632.56
P195408	Fisher Scientific Company, LLC	SC	Class Supplies for Medical Lab Technician students - FCCC Board Approved 06/25/18	7,697.97
P195547	Fisher Scientific Company, LLC	IVC	Glassware for New Lab - FCCC Board Approved 06/25/18	6,523.23
P195505	Fisher Scientific Company, LLC	IVC	Supplies for Biology Lab Courses - FCCC Board Approved 06/25/18	5,227.18
P195305	GST	IVC	HP Desktops and Monitors for Campus Desktop Refresh Project per Board Resolution No. 18-28	529,421.90
P195461	GST	SC	Classroom Equipment for AV Refresh Project per Board Resolution No. 18-28	107,302.73
P195414	GST	IVC		94,125.75
P195414 P195590		SC	Classroom Equipment for AV Refresh Project per Board Resolution No. 18-28 Spectrophotometer for Biology	
P195590 P195438	Hach Company	SC	1 1	19,892.81
P195231	Hardy Diagnostics Keenan & Associates	SOCCCD	Microbiology Class Supplies for Medical Lab Technician students	5,865.03
P195231 P195709		IVC	Hazardous Materials Inspection for FY 19-20	15,450.00
	K-Log Company	IVC	Furniture for New Student Activity Center Career Education View Books	21,672.83
P195501	Main Graphics	IVC	Career Education Calendars	6,645.55
P195500 SN007887	Main Graphics Neudesic, LLC	SOCCCD		6,473.33
P195581		IVC	Work Order for Nine Projects through 06/30/20 - Master Agreement Board Approved 11/18/19	1,075,000.00
	PerkinElmer Health Sciences, Inc.		Spectrometer for Organic Chemistry Labs	16,816.96
P195232	Pitney Bowes Reserve Account	SOCCCD	Blanket PO for Postage Machine Funds for District-wide Postage FY 19-20	30,000.00
P195464	Postmaster Attn: Bulk Mail	SC	Postage for 2020 Spring Gaucho Guide	14,986.45
P195472	Questyme USA	SC	UPS and PDU Equipment for IDF Power Project	91,094.54
P195576	Ricoh USA, Inc.	SC	Blanket PO for Leases of Ricoh Walk Up Copy Machines FY 19-20	5,670.00
P195405	Saddleback College	SC	Promise Program Fees for Fall 2019 Cohort 2 students	132,435.00
P195406	Saddleback College	SC	Promise Program Fees for Fall 2019 Cohort 1 students	77,992.00
P195638	Saddleback College	SC	Promise Program Fees for Fall 2019 AB19 Supported students	77,970.00
P195248	Sehi Computer Products	SC	Samsung Flat Panels for AV Refresh Project per Board Resolution No. 18-07	29,235.05
P195719	South Orange County Economic Coalition	SC	Institutional Membership for FY 19-20	5,000.00
P195707	Southern California News Group	IVC	Spring 2020 Community Education & Emeritus Institute Brochures	5,406.86
SN007729	67 ,	SC	Task Order for AV Refresh Project Phase 2 - Master Agreement Board Approved 06/24/19	677,900.08
SN007829	67 ,	IVC	Task Order for AV Refresh Project Phase 2 - Master Agreement Board Approved 06/24/19	441,633.93
P195317	Systems Source, Inc.	SC	Computer Lab Tables for Career and Re-Entry Center	52,078.85
P195321	Systems Source, Inc.	SC	Office Furniture for Marketing and Communications Department	17,927.43
P195654	Tangram Interiors	IVC	Privacy Screens for IDEA Building Rooms 214 & 215	17,301.42
P195358	The Dumbell Man Fitness Equipment	IVC	Fitness Equipment for the Life Fitness Center	8,410.84
P195710	United Interiors	IVC	Chairs for Inclusion Center/SAC	9,427.75
P195410	Village Nurseries LP	SC	Supplies for Upper Quad Tree Project	5,729.60
P195591	WAXIE Sanitary Supply	SC	Custodial Supplies	10,091.64
	56 Purchase Orders \$5,000 and Above			4,251,379.64

56 Purchase Orders \$5,000 and Above

4,251,379.64

446 Purchase Orders Under \$5,000

284,506.88

Total Purchase Orders 4,535,886.52





COUNTY COLLEGE DISTRICT

Purchase Order Ratification (Amount)

November 20, 2019 through January 1, 2020

<u>PO #</u>	<u>Supplier</u>	Location	<u>Description</u>	<u>Amount</u>
SN007887		SOCCCD	Work Order for Nine Projects through 06/30/20 - Master Agreement Board Approved 11/18/19	1,075,000.00
SN007729	Southland Technology, Inc.	SC	Task Order for AV Refresh Project Phase 2 - Master Agreement Board Approved 06/24/19	677,900.08
P195305	GST	IVC	HP Desktops and Monitors for Campus Desktop Refresh Project per Board Resolution No. 18-28	529,421.90
SN007829	Southland Technology, Inc.	IVC	Task Order for AV Refresh Project Phase 2 - Master Agreement Board Approved 06/24/19	441,633.93
P195496	CDW Government LLC	SC	Lecterns for AV Refresh Project - FCCC Board Approved 06/25/18	175,632.12
P195405	Saddleback College	SC	Promise Program Fees for Fall 2019 Cohort 2 students	132,435.00
P195304	Blue Violet Networks, LLC	IVC	Security Camera Servers for Access Control Project - CMAS Board Approved 06/25/18	114,850.00
P195461	GST	SC	Classroom Equipment for AV Refresh Project per Board Resolution No. 18-28	107,302.73
P195414	GST	IVC	Classroom Equipment for AV Refresh Project per Board Resolution No. 18-28	94,125.75
P195472	Questyme USA	SC	UPS and PDU Equipment for IDF Power Project	91,094.54
P195406	Saddleback College	SC	Promise Program Fees for Fall 2019 Cohort 1 students	77,992.00
P195638	Saddleback College	SC	Promise Program Fees for Fall 2019 AB19 Supported students	77,970.00
P195462	Dell Marketing	SC	Computers for Adult Education per Board Resolution No. 19-03	55,058.08
P195317	Systems Source, Inc.	SC	Computer Lab Tables for Career and Re-Entry Center	52,078.85
P195575	AT&T	IVC	Blanket PO for ATEP Circuits FY 19-20	30,032.50
P195232	Pitney Bowes Reserve Account	SOCCCD	Blanket PO for Postage Machine Funds for District-wide Postage FY 19-20	30,000.00
P195248	Sehi Computer Products	SC	Samsung Flat Panels for AV Refresh Project per Board Resolution No. 18-07	29,235.05
P195683	Dept. Industrial Relations Office of Self-Insurance Plans	SOCCCD	Assessments for FY 19-20	27,483.90
P195572	Division of the State Architect	SOCCCD	Plan Check Fees for PE Building Renovation Project	24,700.00
P195709	K-Log Company	IVC	Furniture for New Student Activity Center	21,672.83
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P195590	Hach Company	SC	Spectrophotometer for Biology	19,892.81
P195727	CI Solutions	SOCCCD	Printers, Cameras and Cards for Unified Student ID Card Project	18,351.01
P195321	Systems Source, Inc.	SC	Office Furniture for Marketing and Communications Department□	17,927.43
P195654	Tangram Interiors	IVC	Privacy Screens for IDEA Building Rooms 214 & 215	17,301.42
P195581	PerkinElmer Health Sciences, Inc.	IVC	Spectrometer for Organic Chemistry Labs	16,816.96
P195231	Keenan & Associates	SOCCCD	Hazardous Materials Inspection for FY 19-20	15,450.00
P195464	Postmaster Attn: Bulk Mail	SC	Postage for 2020 Spring Gaucho Guide	14,986.45
P195571	Anixter Inc.	SOCCCD	IT Equipment Racks for Stadium Project	14,896.46
P195264	Albertsons LLC	SC	Grocery Cards for Extended Opportunity Programs and Services students	14,107.50
P195403	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity Program for Economically Disadvantaged students	14,000.00
P195412	CDW Government LLC	IVC	Smartpens and Accessories for Note-Taking Accommodation - FCCC Board Approved 06/25/18	13,892.21
P195705	ConvergeOne, Inc.	SC	Router Switches for Business Sciences and Economic & Workforce Development	10,611.56
P195708	FHEG Irvine Valley College Bookstore	IVC	Student Planners	10,516.40
P195718	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	10,250.00
P195591	WAXIE Sanitary Supply	SC	Custodial Supplies	10,091.64
P195404	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	9,950.00
P195710	United Interiors	IVC	Chairs for Inclusion Center/SAC	9,427.75
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P195627	BSN Sports LLC	IVC	Uniform Supplies for Tennis	8,972.47
P195215	Airwolf 3D	SC	Airwolf 3D EVO Printer for Architecture Classes	8,814.61
P195356	Chemglass Life Sciences, LLC	IVC	Incubator for the Biology Program	8,749.99
P195358	The Dumbell Man Fitness Equipment	IVC	Fitness Equipment for the Life Fitness Center	8,410.84
P195416	B & H Photo	IVC	Classroom Equipment for AV Refresh Project	8,397.05
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P195415	CDW Government LLC	IVC	Classroom Equipment for AV Refresh Project - FCCC Board Approved 06/25/18	7,221.06
P195463	Educational Testing Service	SC	Hiset Voucher Service for Adult Education High School Equivalency	6,653.56
P195501	Main Graphics	IVC	Career Education View Books	6,645.55
P195547	Fisher Scientific Company, LLC	IVC	Glassware for New Lab - FCCC Board Approved 06/25/18	6,523.23
P195500	Main Graphics	IVC	Career Education Calendars	6,473.33
P195438	Hardy Diagnostics	SC	Microbiology Class Supplies for Medical Lab Technician students	5,865.03
P195410	Village Nurseries LP	SC	Supplies for Upper Quad Tree Project	5,729.60
P195576	Ricoh USA, Inc.	SC	Blanket PO for Leases of Ricoh Walk Up Copy Machines FY 19-20	5,670.00
P195707	Southern California News Group	IVC	Spring 2020 Community Education & Emeritus Institute Brochures	5,406.86
P195505	Fisher Scientific Company, LLC	IVC	Supplies for Biology Lab Courses - FCCC Board Approved 06/25/18	5,227.18
P195719	South Orange County Economic Coalition	SC	Institutional Membership for FY 19-20	5,000.00
•				=,222.30
	56 Purchase Orders \$5,000 and Above			4.251.379.64

56 Purchase Orders \$5,000 and Above

4,251,379.64

446 Purchase Orders Under \$5,000

284,506.88

Total Purchase Orders 4,535,886.52



South Orange County Community College District

EXHIBIT C Page 1 of 1

Check Ratification

November 20, 2019 through January 1, 2020

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	1,257	10,483,269.52
07 IVC Community Education	4	10,787.36
09 SC Community Education	33	256,032.21
12 Child Development	9	2,540.64
40 Capital Outlay	145	9,325,535.86
68 Self Insurance	7	20,442.43
71 Retiree Benefit	3	503,920.40
95 SC Associated Student Government	34	28,086.23
96 IVC Associated Student Government	64	43,101.59
Total	1,556	20,673,716.24

ITEM: 5.13 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Contracts

ACTION: Ratification

BACKGROUND

On November 19, 2018, the Board of Trustees authorized the Chancellor/designee to approve individual business contracts less than \$200,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$200,000 for public works projects and \$92,600 for equipment, supplies and maintenance projects.

STATUS

From November 13, 2019 through December 13, 2019, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 143 total contracts following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
А	50	≥\$5,000 to <\$200,000	\$1,561,427.84
В	10	\$ Zero Value	\$0.00
С	1	≥\$15,000 to <\$200,000	\$56,293.00
N/A	82	Under \$5,000	\$136,687.65
TOTAL	143		\$1,754,408.49

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify all of the contracts as listed.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services



November 13, 2019 through December 13, 2019 Contracts with Values between \$5,000 and \$200,000 Board Date: January 21, 2020

CONTRACTOR NAME

CONTRACT AMOUNT

Larry W. McLaughlin	\$191,644.00
Professional Services Agreement (Amend No. 4) – To increase contract	
value by \$30,214 to continue services as energy, construction, and	l
utilities Deputy Sector Navigator in the region from current agreement	l
amount of \$161,430 for an additional six weeks and to extend term	l
through 12/15/2019.	l
Saddleback College	l
Management Applications, Inc.	\$153,000.00
Professional Services Agreement – To expand District-wide security	l
program and complete DevOps Project from 12/1/2019 to 6/30/2020.	l
District Services	l
Management Applications, Inc.	\$150,000.00
Professional Services Agreement – To provide consulting services for	I
payroll automation projects from 10/23/2019 to 9/30/2020.	l
District Services	l
Regroup	\$133,110.00
Software License Agreement – Renewal of mass notification	, ,
subscription from 12/1/2019 to 11/30/2021.	l
Irvine Valley College and Saddleback College	l
Perkins Eastman	\$98,400.00
Architectural Services Agreement – To provide architectural services for	ψ30,400.00
B200 Chemistry Labs, Year 2 Project from 11/27/2019 to 5/26/2020.	l
Irvine Valley College	l
Il ville valley College	l
Interact Communications, Inc.	\$88,500.00
Professional Services Agreement (Amend No. 1) – No-cost four-month	l
extension for development of Career and Technical Education (CTE)	l
website and photography services through 2/29/2020.	1
Saddleback College	
Maximus Federal Services, Inc.	\$58,000.00
Professional Services Agreement – To provide student tax form mailing	1
and IRS filing services from 10/1/2019 to 9/30/2020.	1
District Services	1

	_
Art Just Create It	\$50,000.00
Independent Contractor Agreement (Amend No. 1) – No-cost	
amendment to effectuate name change through 8/20/2021.	
Saddleback College	
Nelnet Business Solutions, Inc.	\$49,500.00
Software License Agreement (Amend No. 1) – To increase contract	
value by \$16,500 from current agreement amount of \$33,000 for	
financial aid disbursement software through 6/30/2023.	
Saddleback College	
MZM Consulting	\$44,000.00
Professional Services Agreement – To provide Certified Accessibility	
Specialist (CASp) consulting services for Saddleback College Stadium	
Project from 12/1/2019 to 8/31/2020.	
District Services	
University of Southern California	\$40,000.00
Professional Services Agreement – To provide virtual leadership training	. , , , , , , , , ,
and certification promoting equity, diversity, and inclusion from	
11/23/2019 to 5/22/2020.	
Irvine Valley College	
Alternative Delivery Solutions, LLC	\$35,968.00
Professional Services Agreement – To provide design-build consulting	φοσ,σοσ.σο
services and assist with conflict resolution for Saddleback College	
Stadium Project from 7/1/2019 to 11/29/2019.	
District Services	
	#25 225 00
Laguna Ballet, Inc.	\$35,235.00
Professional Services Agreement – For performances of <i>The Nutcracker</i>	
Suite in McKinney Theatre from 12/16/2019 to 12/22/2019.	
Saddleback College	
The Turnip Rose Co.	\$35,000.00
Catering Services Agreement – To provide food services for Foundation	
Awards Dinner on 3/14/2020.	
Irvine Valley College Foundation	
Lundetrom & Associates Architects	\$32 O3E OO
<u>Lundstrom & Associates Architects</u> Architectural Services Agreement – To provide design services for	\$32,935.00
Village 9 Restroom Upgrade Project from 12/10/2019 to 6/9/2020.	
Saddleback College	
Saudieback College	
BeyondTrust Corporation	\$32,607.17
Software License Agreement – Renewal of remote secure access	•
software and support from 11/18/2019 to 9/30/2020.	
District Services	

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IBI Group Architectural Services Agreement (Amend No. 2) – To increase contract value by \$300 from current agreement amount of \$22,300 for additional design scope for PE Team Room Project through 6/26/2020. Irvine Valley College	\$22,600.00
Forte Designs Independent Contractor Agreement (Amend No. 1) – To increase contract value by \$10,000 from current agreement amount of \$10,000 for additional business development and implementation services and to extend term by five months through 5/20/2020. Irvine Valley College	\$20,000.00
Vocational Visions, Inc. Facility Use Agreement – To provide a location for Adult Education program classes from 1/1/2020 to 6/30/2020. Saddleback College	\$20,000.00
Proctorio Incorporated Software License Agreement – Renewal of remote proctoring software for Canvas online learning platform from 8/1/2019 to 7/31/2020. Irvine Valley College	\$16,000.00
Fallen Leaf Films Independent Contractor Agreement – To create a marketing video promoting Dual Enrollment to K-12 students from 10/30/2019 to 12/19/2019. Saddleback College	\$14,850.00
Penn Corporate Relocation Services Task Order – To provide moving and storage services for technology equipment as needed for various projects from 12/10/2019 to 6/30/2020. Saddleback College	\$14,500.00
Bytes & Bots Independent Contractor Agreement – To provide a robotics workshop for Math, Science and Engineering division on 9/20/2019. Saddleback College	\$14,100.00
SAE Communications Independent Contractor Agreement – To provide consulting and crisis management services for Marketing and Creative Services department from 11/5/2019 to 6/30/2020. Irvine Valley College	\$14,000.00
Invine Valley College Imron Corporation Software License Agreement – Renewal of access control system software maintenance from 12/20/2019 to 12/19/2020. Saddleback College	\$11,900.00

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CDW Government, LLC	\$11,500.00
Software License Agreement – Renewal of Adobe Acrobat Pro software	
from 11/27/2019 to 11/26/2020.	
District Services	
Brightview Tree Care Services, Inc.	\$10,700.00
Field Services Agreement – To provide tree removal services from	
12/10/2019 to 6/10/2020.	
Saddleback College	
Airport Van Rental	\$10,000.00
Independent Contractor Agreement – To provide van fleet rental as-	
needed from 8/30/2019 to 6/30/2020.	
Irvine Valley College	
C.E.M. LAB Corp.	\$9,656.00
Geotechnical Services Agreement (Amend No. 1) – To decrease	. ,
contract value by \$4,414 from current agreement amount of \$14,070 for	
environmental consulting for PE100 Locker Rooms Project through	
10/17/2019.	
Irvine Valley College	
Emcor Services, Mesa Energy Systems	\$9,487.00
Field Services Agreement – To replace variable frequency drives	φο, τοι του
(VFDs) at Power House 2 and 5 from 11/20/2019 to 1/20/2020.	
Irvine Valley College	
	<u> </u>
Dog Gone It	\$9,472.00
Independent Contractor Agreement – To provide supplies and catering	
services for Fear Fest 2019 on 10/31/2019.	
Irvine Valley College - ASIVC	
Progress Software Corporation	\$8,925.00
Software License Agreement – Renewal of WhatsUp Gold network	
management and application monitoring software from 11/8/2019 to	
2/17/2022.	
Saddleback College	
Newsela, Inc.	\$8,500.00
Software License Agreement – Renewal of reading instructional	
software for English as a Second Language (ESL) department from	
1/7/2020 to 1/6/2021.	
Irvine Valley College	
CDW Government, LLC	\$8,400.00
Software License Agreement – Subscription for Virtual LoadMaster load	
balancing software and support from 11/27/2019 to 11/26/2020.	
District Services	
West Publishing Corporation (Thomas Reuters)	\$8,064.00
Software License Agreement – Renewal of Westlaw Proflex online legal	Ψ0,001.00
research database for Paralegal program from 11/1/2019 to 10/31/2020.	
Irvine Valley College	
ii vii le valley College	

ePlus Technology, Inc. Independent Contractor Agreement – To provide an storage optimization for Technology Services from 1 6/30/2020. ePlus Technology, Inc.		Φ7 440 00
storage optimization for Technology Services from 1 6/30/2020.	assessment of data	\$7,448.00
ePlus Technology, Inc.	Saddleback College	
		\$7,049.25
Software License Agreement – Renewal of support data storage software from 1/10/2020 to 1/9/2021.	services for Artico	, ,
data storage software from 1/16/2020 to 1/6/2021.	Saddleback College	
Geary Floors, Inc. Field Services Agreement – To provide annual refini gymnasium floor from 12/10/2019 to 6/10/2020.	ishing of PE200	\$7,000.00
	Saddleback College	
Somerset Electric		\$6,700.00
Field Services Agreement – To retrofit 25 parking log 12/10/2019 to 3/10/2020.	t light poles from	
	Irvine Valley College	
ComputerLand of Silicon Valley		\$6,634.00
Software License Agreement – Subscription for MS	Project Pro, a	
project management software, from 11/27/2019 to 1	1/26/2022.	
	Saddleback College	
Media Services 55		\$6,400.00
Professional Services Agreement – To provide prod	uction services for	
the Emeritus guest lecture series from 1/1/2020 to 5	5/31/2020.	
	Saddleback College	
Penn Corporate Relocation Services		\$6,394.05
	ild Development	ψο,σοσο
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Task Order – To provide moving services for the Ch		
Task Order – To provide moving services for the Ch	Saddleback College	
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201	Saddleback College	\$6,210.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201		\$6,210.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc.		\$6,210.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020.		\$6,210.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020.	door testing from	\$6,210.00 \$5,600.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020.	loor testing from Irvine Valley College	
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020. Roto-Rooter Service & Plumbing Co.	loor testing from Irvine Valley College	
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020. Roto-Rooter Service & Plumbing Co. Field Services Agreement – To provide annual storn	loor testing from Irvine Valley College	
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020. Roto-Rooter Service & Plumbing Co. Field Services Agreement – To provide annual storn	loor testing from Irvine Valley College m drain cleaning	
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020. Roto-Rooter Service & Plumbing Co. Field Services Agreement – To provide annual storn from 11/15/2019 to 5/15/2020.	door testing from Irvine Valley College In drain cleaning Saddleback College	\$5,600.00
Task Order – To provide moving services for the Ch Center (CDC) Project from 12/10/2019 to 12/31/201 R&S Overhead Doors of So. Cal., Inc. Field Services Agreement – To provide annual fire of 11/8/2019 to 1/8/2020. Roto-Rooter Service & Plumbing Co. Field Services Agreement – To provide annual storm from 11/15/2019 to 5/15/2020. P2S, Inc.	door testing from Irvine Valley College In drain cleaning Saddleback College Ilectrical assessment	\$5,600.00
Task Order – To provide moving services for the Ch		

Haitbrink Asphalt Paving, Inc. Field Services Agreement – To restripe Parking Lots 1, 8, and 9 from 12/9/2019 to 1/29/2020. Irvine Valley College	\$5,300.00
Augusoft, Inc. Software License Agreement – Renewal of Lumens Standard student enrollment management software from 11/1/2019 to 10/31/2020. Saddleback College	\$5,264.37
Brian Cummings Professional Services Agreement – To provide photography services asneeded for Paramedic graduation ceremonies from 11/15/2019 to 7/31/2022. Saddleback College	\$5,200.00
Covoc Corporation Field Services Agreement – To replace window blinds and rollershades in the Student Activity Center (SAC) from 11/28/2019 to 1/28/2020. Irvine Valley College	\$5,175.00
Beard Investigative Services, LLC Independent Contractor Agreement – To provide employment background investigation services of police officers and dispatchers from 11/6/2019 to 6/30/2021. Saddleback College	\$5,000.00



November 13, 2019 through December 13, 2019 Contracts with Value of \$0 Board Date: January 21, 2020

CONTRACTOR NAME

CONTRACT AMOUNT

ARB Productions, Inc.	\$0.00
Location Use Agreement – For use of ATEP facility for filming on 10/10/2019.	ψ0.00
Irvine Valley College (ATEP)	
City of Laguna Hills	\$0.00
Facility Use Agreement – Location use of Florence Sylvester Memorial	
Senior Center for Emeritus classes from 8/19/2019 to 8/18/2022.	
Irvine Valley College	
City of Rancho Santa Margarita	\$0.00
Facility Use Agreement – Location use of Bell Tower Regional Community	
Center for Emeritus classes from 1/16/2020 to 5/14/2020.	
Saddleback College	
College and Career Preparatory Academy	\$0.00
Memorandum of Understanding – To provide educational resources for	
qualifying students from 7/1/2019 to 6/30/2020.	
Saddleback College	
<u>Financial Advisors Network</u>	\$0.00
Facility Use Agreement – Location use for Community Education classes	
from 1/13/2020 to 6/30/2020.	
Irvine Valley College	
HID Global Corporation	\$0.00
Program License Agreement – To enroll Information Technology department	
in ID card access control program from 11/1/2019 to 10/31/2024.	
District Services	Ф0.00
KME Systems	\$0.00
Internship Agreement – To provide work-related experience for eligible	
students in the Computer Information Management (CIM) program from 1/7/2020 to 8/14/2020.	
Irvine Valley College	
Saddleback Valley Community Church	\$0.00
Facility Use Agreement – Location use for Foster & Kinship Care Education	φυ.υυ
program classes from 7/1/2019 to 6/30/2020.	
Saddleback College	
St. Kilian Catholic Church	\$0.00
Facility Use Agreement – Location use for Emeritus classes from 1/1/2020	•
to 12/31/2022.	
Saddleback College	

Workday, Inc.	\$0.00
Innovation Services Agreement – To allow access to the Workday Assistant	
module from 12/2/2019 to 12/1/2020.	
District Services	



November 13, 2019 through December 13, 2019

Contracts awarded through the California Uniform Public Construction Cost Accounting Act (CUPCCAA) with values between \$15,000 and \$200,000

Board Date: January 21, 2020

Contractor Name / Description of Contract	Change Order # and Amount	Total Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
ACCO Engineered Systems Field Services Agreement – To repair HVAC equipment	1	\$56,293	N/A	N/A	Change Order for additional
for the LSB and B300 buildings.	\$2,855				parts and supplies required to
Irvine Valley College					expedite project.

ITEM: 6.1 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: State and Federal Legislative Priorities 2020

ACTION: Approval

BACKGROUND

After receiving a presentation on the importance of establishing annual legislative priorities and goals, the following legislative priorities are available for your consideration of approval.

State priorities:

- Financial Aid and College Affordability
- Support for the 2020 Education Ballot Measure
- Non-Academic Barriers for Students

Federal priorities:

- Deferred Action for Childhood Arrival (DACA)
- Workforce for 21st Century
- Higher Education Act Re-authorization
- Veterans Affairs
- Medi-Cal Reimbursement
- Apprenticeships

In an effort to have a clear and direct legislative agenda to share with state legislators, a document (Exhibit A) was created in anticipation of the major issues that deserve the attention of local representatives and should remain as talking points throughout the year.

The document also provides a guideline for staff and students who may participate in visits with legislators. The document can serve as a tool to structure conversations with legislators and also reinforce the priorities of the District.

STATUS

If approved, the document (Exhibit A) will be printed and provided to Trustees, faculty, staff and students before meeting with local, state, or federal elected officials.

Item Submitted by: Kathleen F. Burke, Chancellor

PRIORITIES 2020

Focused State Advocacy Efforts

DISTRICT OFFICE OF PUBLIC AFFAIRS AND GOVERNMENT RELATIONS

ABOUT SOCCCD

South Orange County Community College District







South Orange County Community College District encompasses 382 square miles in south Orange County serving over 909,000 residents in 26 communities. We know that higher education is directly linked to quality of life and economic vitality. We have helped generations of families achieve their educational and career goals since 1967.

Distinguished faculty from Saddleback College and Irvine Valley College provide students with rigorous academic classes to prepare them for transfer to four-year colleges and universities, basic skills attainment, or career technical training. Our newest campus, the Advanced Technology & Education Park (ATEP), opened in 2007 and offers courses from our two colleges with a focus on workforce development and career technical skills. Emeritus Institutes and community education programs at our colleges offer lifelong learning opportunities for community members of all ages.

TOTAL STUDENT HEADCOUNT = 43,000



TOTAL FACULTY & STAFF = 2,929



DEGREES & CERTIFICATES OFFERED = 406



ECONOMIC IMPACT
TO LOCAL
COMMUNITY
= \$1.3 BILLION



^{*} Numbers based on 2017/2018 District Data and Economic Impact Report produced by Emsi.

STATE LEGISLATIVE DELEGATION

California State Assembly

Assembly Member Steven Choi (AD-68)

Sacramento Office - State Capitol, Suite 2016, Sacramento, CA 94249 | Phone (916) 319-2068 District Office - 3240 El Camino Real, Suite 110, Irvine, CA 92602 | Phone (714) 665-6868

Assembly Member William P. Brough (AD-73)

Sacramento Office - State Capitol, Suite #3141, Sacramento, CA 94249 | Phone (916) 319-2073 District Office - 29122 Rancho Viejo Road, Suite 111, San Juan Capistrano, CA 92675 | Phone (949) 347-7301

Assembly Member Cottie Petrie-Norris (AD-74)

Sacramento Office - State Capitol, Sacramento, CA 95814 | Phone (916) 319-2074
District Office - 19712 MacArthur Boulevard, Suite 150 Irvine, CA 92612 | Phone (949) 251-0074

California State Senate

Senator Patricia Bates (SD-36)

Sacramento Office - State Capitol, Room 3048, Sacramento, CA 95814 | Phone (916) 651-4036 Orange County Office - 24031 El Toro Road, Suite 201A Laguna Hills, CA 92653 | Phone (949) 598-5850 San Diego Office - 169 Saxony Road, Suite 103, Encinitas, CA 92024 | Phone (760) 642-0809

Senator John Moorlach (SD-37)

State Capitol, Room 2048, Sacramento, CA 95814 | Phone (916) 651-4037 District Office - 29122 Rancho Viejo Road, Suite 111, San Juan Capistrano, CA 92675 | Phone (949) 347-7301

EXHIBIT A Page 4 of 13

STATE LEGISALTIVE

Priorities & Areas of Focus



Financial Aid & College Affordability

As currently structured, Cal Grants continue to distribute less than 10 percent of its resources to California community college students, despite the fact that community college students comprise two-thirds of the higher education population. The lack of adequate financial aid leads students to take fewer classes, extends their time to graduation, makes college unaffordable, and makes a degree substantially more difficult to obtain. To ensure a meaningful commitment to higher education access and success, California must make a greater investment in California community college students.

Legislative Goals: Support legislation that allows community college students to access financial aid regardless of age, time out of high school, or prior academic history. In addition, support legislation that expands Cal Grants to cover a student's total cost of attendance. Finally, support legislation that continues to allow flexibility in the California College Promise Program so that colleges have the flexibility to meet the needs of their student populations.



Ballot Measure Support for Education

The California Community College system is the largest post-secondary system of education in the world, enrolling approximately 2.1 million students each year. The primary mission of the California Community Colleges is to offer academic and vocational instruction, by granting certificates, associate degrees, and select Baccalaureate degrees, and providing transfer opportunities to four-year institutions. The California Community College Chancellor's Office estimates unmet community college facilities needs of approximately \$29 billion over the next five years.

Legislative Goals: Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020, provides \$2 billion to community colleges for constructing new classrooms to accommodate growth, repairing health and safety issues, renovating facilities, and equipping learning spaces with essential technology. The bond could specifically help with South Orange County Community College District's additional facility needs that may be partially funded by State matching funds.



Affordable Housing

For many students, living costs exceed the cost of tuition and fees. At community colleges, room-and-board costs, on average, account for more than two-thirds of the cost. Low-income and some minority students are often reluctant to borrow when grants do not cover their costs. Housing needs affect students' success in college. When students cannot cover their living expenses through financial aid or other benefits, they often compensate in ways that make them less likely to graduate. Evidence shows that students who lack sufficient financial aid often work more hours, enroll part-time, or don't buy key resources, like textbooks. A study released by the Hope Center in 2019, a research and policy institute, found that 19% of California's 2.1 million community college students have been homeless during the past year.

Legislative Goals: Support legislation and/or local, regional, and state programs that provide funding to develop on-campus housing, grants or vouchers for students to secure permanent housing, or support programs to address homelessness. Identify mayors and council members of cities within the District's service area that can partner to meet RHENA requirements and provide priorities for students to access affordable, workforce, and other subsidized housing.



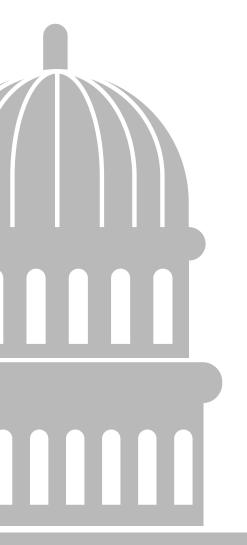
Non-Academic Barriers for Students

According to the #RealCollegeSurvey, administered in 2019, more than half of California community college students face food insecurity and nearly 20 percent have faced homelessness. Districts and colleges across California are working to reduce student food insecurity and homelessness by creating more sustainable partnerships to address food and housing challenges faced by community college students.

Legislative Goals: Support legislation that removes legal barriers and red tape that colleges face to qualify as CalFresh-approved vendors. Also support other legislation that establishes a financial aid package that would cover total cost of attendance, including costs for housing, transportation, and textbooks.

ADVOCACY MATTERS

Your Voice In Sacramento



The South Orange County Community College District
Office of Public Affairs and Government Relations seeks
to support legislation beneficial to the District and its two
colleges—Irvine Valley College and Saddleback College.
We work to expand and maintain financial opportunities
throughout the District, by fostering and sustaining
relationships with elected officials, government agencies,
and industry experts. Through coordinated efforts with
Strategic Education Services (SES), the District has
identified several state legislative priorities to focus our
advocacy efforts in 2020. If you have questions
or need more information about any of the outlined
priorities, please view the contact information
below or visit www.socccd.edu.

FOR MORE INFORMATION CONTACT:

LETITIA CLARK, MPP

DISTRICT DIRECTOR OF PUBLIC AFFAIRS

AND GOVERNMENT RELATIONS

949.582.4920

LCLARK31@SOCCCD.EDU

28000 MARGUERITE PKWY. MISSION VIEJO, CA 92692 SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

LEGISLATIVE
PRIORITIES
2020

Focused Federal Advocacy Efforts



ABOUT SOCCCD

South Orange County Community College District







South Orange County Community College District encompasses 382 square miles in south Orange County serving over 909,000 residents in 26 communities. We know that higher education is directly linked to quality of life and economic vitality. We have helped generations of families achieve their educational and career goals since 1967.

Distinguished faculty from Saddleback College and Irvine Valley College provide students with rigorous academic classes to prepare them for transfer to four-year colleges and universities, basic skills attainment, or career technical training. Our newest campus, the Advanced Technology & Education Park (ATEP), opened in 2007 and offers courses from our two colleges with a focus on workforce development and career technical skills. Emeritus Institutes and community education programs at our colleges offer lifelong learning opportunities for community members of all ages.

TOTAL STUDENT HEADCOUNT = 43,000



TOTAL FACULTY & STAFF = 2,929



DEGREES & CERTIFICATES OFFERED = 406

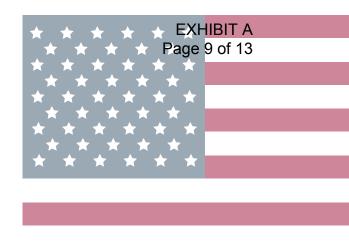


ECONOMIC IMPACT
TO LOCAL
COMMUNITY
= \$1.3 BILLION



^{*} Numbers based on 2017/2018 District Data and Economic Impact Report produced by Emsi.

FEDERAL LEGISLATIVE DELEGATION



U.S. House of Representatives

Congresswoman Katie Porter (District 45)

Washington, D.C. Office - 1117 Longworth HOB, Washington, DC 20515 | Phone (202) 225-5611 District Office - 2151 Michelson Drive Suite 195, Irvine, CA 92612 | Phone (949) 668-6600

Congressman Harley Rouda (District 48)

Washington, D.C. Office - 2300 Rayburn HOB, Washington, DC 20515 | Phone (202) 225-2415 District Office - 4000 Westerly Place #270, Newport Beach, CA 92660 | Phone (714) 960-6483

Congressman Mike Levin (District 49)

Washington, D.C. Office - 1626 Longworth HOB, Washington, DC 20515 | Phone (202) 225-3906 District Office - 33282 Golden Lantern Suite 102, Dana Point, CA 92629 | Phone (949) 281-2449

U.S. Senate

Senator Dianne Feinstein

Washington, D.C. Office - 331 Hart Senate Office Bldg., Washington, D.C. 20510 | Phone (202) 224-3841 Los Angeles Office - 11111 Santa Monica Blvd. Suite 915, Los Angeles, CA 90025 | Phone (310) 914-7300

Senator Kamala Harris

Washington, D.C. Office - 112 Hart Senate Office Building, Washington, D.C. 20510 | Phone (202) 224 - 3553 Los Angeles Office - 11845 West Olympic Boulevard, Suite 1250W, Los Angeles, CA 90064 | Phone (310) 231 - 4494

FEDERAL LEGISLATIVE 13

Priorities & Areas of Focus



Deferred Action for Childhood Arrival (DACA)

Faculty and campus leaders support continuing protections for DACA participants, combined with legislation establishing a pathway to citizenship. Of the 223,000 DACA participants in California (out of 800,000 nationally), approximately 72,000 are enrolled in one of the California Community College (CCC) institutions. In addition to its social and humanitarian imperatives, DACA has vast economic benefits for our country. A study by the CATO Institute notes that the elimination of DACA would cost the federal government \$60 billion in tax revenues, with the overall economy likely to shrink by \$215 billion.

Legislative Goals: Urge Congress to pass comprehensive immigration reform that at a minimum would accomplish the following:

- Codify DACA protections into law.
- Provide a permanent path to citizenship for DACA students.
- Provide eligibility for Title IV grant aid, including Pell Grants and Work-Study.



Workforce for 21st Century

Targeted investments in workforce education are key to increasing the nation's economic competitiveness. CCC institutions are well-positioned to work with the federal government to prepare a skilled workforce that meets the needs of a changing job market. Through a continued partnership with the federal government, California Community Colleges will help provide the career education necessary to build economic growth in the 21st Century.

Legislative Goals: Recommend increased funding for the following programs, with a focus on supporting initiatives that are beneficial to south Orange County:

- Workforce for the 21st Century Perkins Act Grants which helps both high school and community colleges offer career technical education courses and incentivizes the two systems to build strong partnerships.
- Workforce, Innovation, and Opportunity Act (WIOA) programs that provide vital funding for job training to dislocated workers, low-income adults, and at-risk youth.



Higher Education Act Re-authorization

The success of the California Community Colleges is dependent on continuing SOCCCD's strong partnership with the federal government. In approaching the Higher Education Act re-authorization, we must work with our federal representatives to ensure certain priorities exist through the re-authorization process.

Legislative Goals: Encourage Congress to consider the following priorities and principles:

- Keep College Affordable
- Maintain Protections and Simplify Processes
- Simplify Financial Aid
- Ensure Effective Oversight
- Expand Access to Student-Level Data



Veterans Affairs

It is important that California Community Colleges continue to support student Veterans as they pursue higher education and career goals. Veterans interact with multiple federal programs as they access benefits and supports. We must engage with our federal representatives and federal departments to ensure that (a) student Veterans have access to the full range of support services to which they are entitled, and (b) student Veterans can be successful on our college campuses—Irvine Valley College and Saddleback College.

Legislative Goals: Ensure Congress and multiple federal departments (such as Veterans Affairs, Defense, and Education) pass and effectively implement legislation to:

- Provide effective, timely, financial and/or service support to student Veterans to address their real world needs.
- Ensure federal laws do not make student Veterans a target for predatory behavior from education institutions.
- Ensure appropriate oversight and accountability of programs for student Veterans.



Medi-Cal Reimbursement

Community college health centers provide students with important healthcare and mental health services that improve student success. An outdated state policy, through the Department of Healthcare Services, currently prevents community college health centers from accessing the same MediCal reimbursements as local school districts. Changing this policy will improve student health and allow health centers to reinvest funds in expanding access to a variety of services. Once the policy is changed at the state level, that change will need to be approved at the federal level by the Center for Medicaid and Medicare Services (CMS).

Administrative Goals: Fix the outdated policy at the state level that prevents community college health centers from receiving funding. Concurrently, at the federal level:

- Ensure no federal barriers exist that would prevent speedy approval of the change by the Center for Medicaid and Medicare Services.
- As needed, work with members of Congress and the Center for Medicaid and Medicare Services (CMS)
 to provide assurances or guidance to the State of California that they can make the needed
 modifications to state policy.
- Continue the push at the state level to ensure the state level plan changes are made (a straightforward technical change for the state to make).



Apprenticeships

Apprenticeships can be an impactful way for students to receive high quality workforce experience while pursuing their educational goals. Community colleges facilitate quality apprenticeship experiences, by connecting students with private sector opportunities. It is important for the role of community colleges to be recognized and supported as the federal government invests in apprenticeships.

Legislative and Administrative Goals: Encourage Congress, the Department of Labor, and the Department of Education to continue to invest in expanding paid work experience and apprenticeship opportunities for community college students. This includes committing policy and financial resources to address barriers that often prevent community colleges from creating paid work experience and apprenticeship programs, such as the lack of resources for early program development.



Federal Grant Opportunities

Federal grants provide important resources to community colleges. Federal grants help colleges develop new support programs for vulnerable students, invest in program development for in-demand career fields, and enrich research and professional opportunities for faculty and students.

Legislative Goals: Encourage legislators and administrators at multiple federal departments to invest funds in a variety of grant programs that support community colleges and community college students. This includes:

- Support a re-authorization of the Higher Education Act that includes grant programs that impact community colleges, such as, but not limited to, Title III and Title V grant programs for high-need populations.
- Support annual congressional appropriations to maintain and/or expand investments in grant programs that benefit community colleges.
- Promote rules and regulations that focus grant investments on community colleges.

ADVOCACY MATTERS

Your Voice In Washington, D.C.

The South Orange County Community College District
Office of Public Affairs and Government Relations seeks
to support legislation beneficial to the District and its two
colleges—Irvine Valley College and Saddleback College.
We work to expand and maintain financial opportunities
throughout the District by fostering and sustaining
relationships with elected officials, government agencies,
and industry experts. Through coordinated efforts with
Capitol Advocacy Partners, the District has identified
several federal legislative priorities to focus our advocacy
efforts in 2020. If you have questions
or need more information about any of the outlined
priorities, please view the contact information
below or visit www.socccd.edu.

FOR MORE INFORMATION CONTACT:

LETITIA CLARK, MPP

DISTRICT DIRECTOR OF PUBLIC AFFAIRS

AND GOVERNMENT RELATIONS

949.582.4920

LCLARK31@SOCCCD.EDU

28000 MARGUERITE PKWY.

MISSION VIEJO, CA 92692

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.2 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: CCCT Board of Directors Nomination

ACTION: Approval

BACKGROUND

The California Community College Trustees (CCCT) was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community-based, locally-governed colleges. The CCCT Board of Directors consists of twenty-one members, including a non-voting Student Trustee Director, and meets five times a year.

STATUS

From January 1 through February 15, 2020, nominations for membership on the CCCT Board of Directors will be accepted in the League office. Nominations are to be made by each District Board of Trustees who are members of CCCT, and each District may nominate only members of its board. Each nominee must have consented to be nominated, and only one Trustee per District may serve on the Board. During the election period between March 10 and April 25, 2020, each member District will have one vote for each vacancy on the CCCT board who will serve three-year terms. For 2020, nine (9) persons will be elected to the board; six (6) incumbents are eligible to run for re-election, and three (3) seats are vacant due to trustees who have reached their three-term limit. The newly elected members of the Board will assume their responsibilities at the conclusion of the annual conference on May 3, 2020, and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2020 meeting in Sacramento.

RECOMMENDATION

It is recommended that the Board of Trustees determine if they wish to make any nominations for membership on the CCCT Board of Directors, and, if so, approve the nomination(s) for transmittal to the CCCT office as shown in Exhibit A.

Item Submitted By: Kathleen F. Burke, Chancellor



Date: December 10, 2019

To: California Community College Trustees

California Community College Chancellors/Superintendents

From: Larry Galizio, President & CEO, Community College League of California

Subject: CCCT Board Election - 2020

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-two member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Nominations for membership on the CCCT board will be accepted from January 1 through February 15, 2020. Nominations are to be made by member district boards of trustees, and each district may nominate only members of its own board. At the November 21, 2019 meeting, the CCCT Board voted to accept nomination materials electronically, as well as to move to an online ballot, so physical packets or ballots will not be mailed to districts.

Each nominee must be a local community college district trustee (other than the student trustee) and must have consented to the nomination. Only one trustee per district may serve on the board.

Candidates must submit <u>all</u> of the following three forms: Nomination Form, Biographical Sketch Form and Statement of Candidacy. The forms have been provided to all district governing board assistants, and must be submitted <u>no later than February 15, 2020</u> either via email to <u>agnes@ccleague.org</u> or on the League website.

The election of members of the CCCT board will take place between March 10 and April 25, 2020 and will be accepted via the eBallot online platform. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected for three-year terms. No CCCT board member shall serve more than three (3) **full** terms consecutively.

For 2020, nine (9) persons will be elected to the CCCT board. There are six (6) incumbents eligible to run for re-election and three (3) vacancies due to trustees that have reached their three-term limit.

Election results will be announced at the Annual Trustees Conference in May. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference (May 3, 2020), and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2020 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Agnes Lupa (916-444-8641 or agnes@ccleague.org at the League office.

Attachments: (emailed only to CCC Chancellors/Superintendents)

CCCT Board Terms CCCT Board Roster Fillable forms attached separately: Official Nominating Form Official Biographical Sketch Form Official Statement of Candidacy

CCCT Board Terms

Election	<u>Seat</u>	First Elected/Appointed	<u>Next</u> Election	Terms Left for Incumbent
	Casas*	2011	2020	0
	Castellanos*	2011	2020	0
_	Grey	2014	2020	1
2020	Haynes	2014	2020	1
	Hoffman	2016	2020	2
	Kennedy	2018	2020	3
	Moreno*	2011	2020	0
	Perez	2017	2020	2
	Steck	2017	2020	2
	Edgar	2015	2021	1
2021	Hastey	2015	2021	1
	Payne	2018	2021	2
	Pensa	2018	2021	2
	Ransford*	2012	2021	0
2022	Biggin*	2013	2022	0
	Brown	2016	2022	1
	Davila	2019	2022	2
	Evilsizer	2019	2022	2
	Sanchez	2019	2022	2
	Vackar	2019	2022	2
	Wah*	2013	2022	0

^{*} Board member is unable to seek re-election to the CCCT Board due to three term limit.

CALIFORNIA COMMUNITY COLLEGE TRUSTEES 2019-20 BOARD ROSTER

SALLY BIGGIN

Redwoods CCD

KENNETH BROWN Second Vice President

El Camino CCD

LAURA CASAS

Foothill DeAnza CCD

STEPHAN CASTELLANOS

President-Elect

San Joaquin Delta CCD

BRIGITTE DAVILA

San Francisco CCD

DON EDGAR

Sonoma County CCD

MARK EVILSIZER

Palomar CCD

ELIJAH GERARD

Student Trustee

San Bernardino CCD

ADRIENNE GREY

First Vice President

West Valley-Mission CCD

BRENT HASTEY

Yuba CCD

PAMELA HAYNES

Los Rios CCD

ANDRA HOFFMAN

Los Angeles CCD

LARRY KENNEDY

Ventura CCD

JIM MORENO

Immediate Past-President

Coast CCD

ERIC PAYNE

State Center CCD

GREG PENSA

Allan Hancock CCD

MARISA PEREZ

Cerritos CCD

ANN RANSFORD

Glendale CCD

MARY JANE SANCHEZ

Desert CCD

LOREN STECK

Monterey Peninsula CCD

TRACEY VACKAR

Riverside CCD

LINDA WAH

President

Pasadena CCD



Must be **emailed to agnes@ccleague.org no later than February 15, 2020,** along with the statement of candidacy and biographic sketch form. These forms may also be completed on the League website by following this **link**.

The governing board of the Community College District nominates to be a candidate for the CCCT Board.

This nominee is a member of the Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board



Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the nomination and biographic sketch form. These forms may also be completed on the League website by following this link.

CANDIDATE'S NAME:
DATE:
What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)
What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be emailed to agnes@ccleague.org no later than February 15, 2020, along with the statement of candidacy and nomination form. These forms may also be completed on the League website by following this link.

PERSONAL					
NAME:	DATE:				
ADDRESS:	CITY & ZIP CODE:				
PHONE:	EMAIL:				
	EDUCATION				
CERTIFICATES/DEGREES:					
PROFESSIONAL EXPERIENCE					
PRESENT OCCUPATION:					
OTHER:					
CO	OMMUNITY COLLEGE ACTIVITIES				
COLLEGE DISTRICT WHERE BOAR	D MEMBER:				
YEARS OF SERVICE ON LOCAL BO.	ARD:				
OFFICES AND COMMITTEE MEMBE	RSHIPS HELD ON LOCAL BOARD:				

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)						
NATIONAL ACTIVITIES						
(ACCT and other organizations, boards, committees, etc.)						
CIVIC AND COMMUNITY ACTIVITIES						
OTHER						

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.3 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Budget Calendar FY 2020-2021

ACTION: Approval

BACKGROUND

Each spring the District begins developing the budget for the next fiscal year. The budget calendar provides a timeline for the activities through the completion of the adopted budget and the annual CCFS-311 report.

STATUS

District Fiscal Services has developed the budget calendar for the FY 2020-2021 budget (EXHIBIT A).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the budget calendar for FY 2020-2021.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BUDGET DEVELOPMENT CALENDAR FY 2020-2021

Fiscal Year 2019-2020

- I. <u>January 2020:</u>
 - A. Governor's Initial (January) Budget Proposal is released on January 10.
 - B. Submit Budget Development Calendar for approval (January 21):

II. February 2020:

- A. First Principal Apportionment (P1) Report is released by the State Chancellor's Office.
- B. Board approves nonresident tuition rate (February 24).

III. <u>March 2020:</u>

- A. Develop and release detailed budget development timeline, including year-end closing instructions, to college business office staff and others as appropriate.
- B. March May: District-wide budget committees meet relative to budget development.

IV. <u>April 2020</u>

A. Recommended FY 2020-2021 Basic Aid allocations to the Board (April 27).

V. May 2020:

- A. Governor's "May Revise" Budget Proposal is released.
- B. Update Board of Trustees on implications of the May Revise.

VI. <u>June 2020:</u>

- A. State Budget is enacted.
- B. The Second Principal Apportionment (P2) Report is released by the State Chancellor's Office.
- C. Tentative FY 2020-2021 Budget Proposal is presented to the Board of Trustees (June 22).

Fiscal Year 2020-2021

VII. <u>July 2020:</u>

- A. Year-end closing.
- B. State Budget Workshop is held, and the Advance Apportionment is released by the State Chancellor's Office.
- C. Gann Limit calculation per Government Code Section 7910 is presented to the Board of Trustees (July 20).

VIII. August 2020:

A. Public Hearing for the Adopted Budget and presentation to the Board of Trustees (August 31).

IX. September 2020

A. Annual Financial Report CCFS-311 presented to the Board of Trustees for approval (September 21).

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.4 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Saddleback College Advanced Technology and Applied

Sciences (ATAS) Building Project, Division of the State Architect (DSA)

Inspection Services Agreement, Knowland Construction Services

ACTION: Approval

BACKGROUND

On June 25, 2018, the Board of Trustees approved eight firms for a pool from which to draw Division of the State Architect (DSA) Inspection Services for a five year period. When project specific services are necessary, staff provides the pool with a Request for Proposal (RFP).

On August 27, 2018, the Board of Trustees approved a \$48,887,045 Maximum Allowable Price (MAP) design-build agreement with McCarthy Building Companies, Inc. for the Saddleback College Advanced Technology and Applied Sciences (ATAS) Building project. On August 26, 2019, the Board of Trustees approved Change Order No. 1 for the Saddleback College ATAS Building project resulting in an increase of \$4,126,442, for a revised MAP total of \$53,013,487.

There is a need to hire DSA Inspection services for the Saddleback College Advanced Technology and Applied Sciences (ATAS) Building project.

The Public Contract Code section 6106 and the Government Code section 4526 require that professional services be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required and at a fair and reasonable price to the public agency. After providing notification to the successful firm, negotiations commence. If an impasse is reached, negotiations may terminate and the public agency may enter into negotiations with the next most qualified firm.

STATUS

On September 30, 2019, SOCCCD issued a Request for Proposal (RFP) to the DSA Inspection Services Pool for DSA inspection services for the ATAS Building project. On November 1, 2019, four (4) proposals were received (EXHIBIT A).

District staff evaluated the submittals. Criteria for evaluation included experience with similar community college projects, number of years performing services, commitment to seeing projects through to completion and assurance that fees are fair and reasonable. After the initial evaluation, two firms were invited for interviews and oral presentations on December 9, 2019. Staff recommends award of the DSA Inspection Services agreement (EXHIBIT B) to Knowland Construction Services for the ATAS Building project, in the amount of \$489,912.

Basic aid funds are available in the Saddleback College Advanced Technology and Applied Sciences (ATAS) Building project budget of \$64,100,000.

Item Submitted By: Ann Marie Gabel, Vice Chancellor, Business Services

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Division of the State Architect (DSA) Inspection Services agreement with Knowland Construction Services for the Saddleback College Advanced Technology and Applied Sciences (ATAS) Building project, in the amount of \$489,912 from January 22, 2020 through August 1, 2022.



Request for Proposals

Department of the State Architect (DSA) Inspection Services Saddleback College Advanced Technology & Applied Sciences (ATAS) Project

Submittals

South Orange County Community College District January 21, 2020

COMPANY NAME	CITY	PROPOSAL EVALUATION SCORE	TOTAL PROPOSED FEE
*Knowland Construction Services	Rancho Palos Verdes, CA	80	**\$489,912.00
BPI Inspection Services	Los Angeles, CA	76	\$492,320.00
TYR, Inc.	Costa Mesa, CA	71	\$511,320.00
Vital Inspection Services, Inc.	Anaheim, CA	69	\$476,768.00

^{*} Firm recommended for award of contract.

After consideration of the committee review of the RFP responses and the interview process, the committee recommends the above noted DSA inspection services firm for the following reasons:

- Proven company record of accomplishment with extensive community college experience.
- Presented the best mix of two variables: 1) number of previous projects and 2) the project values, in alignment with the service needs outlined in the RFP.
- Demonstrated the knowledge, experience and expertise in relation to providing DSA inspection services for the Design-Build, Multi-Phase Advanced Technology and Applied Sciences (ATAS) Building Project that includes the New Tennis Courts Center, the New Connector Road & Parking Lot 5-B, and the new ATAS Building.
- Provided evidence of working with DSA.
- Demonstrated best fit in understanding the project's needs and District's expectations.

^{**}Final negotiated fee.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DSA INSPECTION SERVICES AGREEMENT Advanced Technology & Applied Science (ATAS) Building Project Knowland Construction Services

This AGREEMENT is made and entered into this 22nd day of January in the year 2020 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Knowland Construction Services, 22 Narcissa Drive, Rancho Palos Verdes, CA 90275, hereinafter referred to as "CONSULTANT";

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT desires to obtain DSA Inspection Services;

WHEREAS, on September 30, 2019, the District issued RFP - DSA IOR Services ("RFP") from its prequalified DSA Inspection Services Pool in conformity with state and local laws. The RFP is referenced herein and made a part hereof, as Attachment A, and the CONSULTANT's response to the RFP ("CONSULTANT Proposal") to District, dated November 1, 2019, is referenced herein and made a part hereof, as Attachment B;

WHEREAS, the District desires to retain the CONSULTANT to provide and perform the DSA Inspection Services described herein for the Advanced Technology & Applied Science (ATAS) Building project;

WHEREAS, CONSULTANT is specially trained and fully licensed as required by the State of California, experienced and competent to provide CONSULTANT services in conformity with the laws of the State of California; and

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CONSULTANT'S SERVICES AND RESPONSIBILITIES

1.1. <u>Services</u>. The CONSULTANT's services shall consist of those services performed by the CONSULTANT and CONSULTANT's employees as enumerated in this Agreement, along with all aspects of services as identified in the RFP (Attachment A) and CONSULTANT Proposal (Attachment B). The Agreement, Attachment A and Attachment B shall collectively be defined as the "Services". The Parties understand and agree that the Agreement along with the Revised Fee and Rate Proposal (Attachment C) Criteria and Billing for Extra Work (Attachment D) shall be the prevailing and governing documents and that Attachments B and C are intended to cooperate and be complementary.

1.2. Standard of Care and Professional Conduct. The CONSULTANT will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The CONSULTANT will furnish, at its expense, those Services that are set forth in this AGREEMENT and represents that the Services set forth in said EXHIBIT are within the technical and professional areas of expertise of the CONSULTANT or any sub-consultant the CONSULTANT has engaged or will engage to perform the Service(s). The DISTRICT shall request in writing if the DISTRICT desires the CONSULTANT to provide Services in addition to, or different from, the Services described. The CONSULTANT shall advise the DISTRICT in writing of any Services that, in the CONSULTANT's opinion, lie outside of the technical and professional expertise of the CONSULTANT. The Work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof.

CONSULTANT or CONSULTANT's employees who are determined by DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of the PROJECT, a threat to the safety of persons or property, or who fail or refuse to perform the Services in a manner acceptable to the DISTRICT, shall be promptly removed from the PROJECT and shall not be re-employed to perform any of the Services or to work on the PROJECT.

- 1.3. **Key Individual Assignment**. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. CONSULTANT assignment for this PROJECT is for one Class I inspector, one Class II Inspector and one Support Services. The CONSULTANT shall designate Christopher Knowland, as Project Executive, and Shaun Hunt as a DSA Inspector, Class I and Kelly Legere as DSA Inspector Class II. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name of all other key people in CONSULTANT'S firm that will be associated with the PROJECT.
- 1.4. Replacement of Key Individual. If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have ten working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume and/or interview.
- 1.5. Relationship of CONSULTANT to Other PROJECT Participants. CONSULTANT'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Architect; (b) the Contractor; (c) Test/Inspection Service Providers; and (d) others providing services in connection with the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. Except as expressly set forth herein, neither this AGREEMENT, nor CONSULTANT'S rendition of services hereunder shall be deemed CONSULTANT'S assumption of responsibility for the adequacy or sufficiency of the PROJECT design or the Design Documents for the PROJECT, which are and remain that of the Architect. CONSULTANT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements. The CONSULTANT shall be responsible for assisting the DISTRICT with generally coordinating the services of the Inspector and Test/Inspection providers during the construction

- phase. The CONSULTANT is not responsible for the completeness or accuracy of the work product or services provided by the Inspector or Test/Inspection Service Providers.
- 1.6. <u>Acceptance of Project Schedule</u>. The CONSULTANT shall accept the DISTRICT'S project schedule for the performance of the CONSULTANT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT.

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1. <u>Services</u>. The CONSULTANT'S services consist of those described in Article 2 necessary to produce a reasonably complete and accurate set of construction documents except those services provided by the DISTRICT.
- 2.2. <u>Coordination of Others</u>. The CONSULTANT shall coordinate efforts with the college, the college's designees, construction performed by separate contractors or by the DISTRICT'S own employees.
- 2.3. **Regulatory Compliance**. The CONSULTANT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.4. **Existing Conditions**. The CONSULTANT shall investigate existing conditions or facilities and make recommendations of work scope based on such conditions or facilities.
- 2.5. **Work Plan**. Work with DISTRICT to finalize project requirements:
 - a. Develop a list of all plans, specifications and other documents necessary to perform services.
 - b. Ensure that work scope conforms to the project plans and specifications.
 - c. CONSULTANT recognizes the scope of work to include demolition/asbestos monitoring, project oversight, and meeting Procedure 5 requirements, referred to as associated work throughout the remainder of this contract.

2.6. **Preparation for Entering Construction Phase.**

- a. <u>Review of Design Documents</u>. The CONSULTANT shall review the Design Documents completed by the Architect to attain a complete understanding of the design and scope of the PROJECT.
- b. <u>Constructability Review</u>. Participate in the constructability review of PROJECT documents with contracting firm, DISTRICT, and College representatives.
- c. <u>Inspection Plan</u>. Prior to commencement of work, CONSULTANT will cooperate with the DISTRICT and the Construction Manager to develop an inspection plan for the construction of the PROJECT.
- d. <u>Master Construction Schedule</u>. The CONSULTANT shall work with DISTRICT and Architect to develop an understanding for the construction schedule requirements related to the associated work necessary for PROJECT construction.

- 2.7. <u>Construction Phase.</u> The CONSULTANT'S services shall include but not be limited to the following tasks:
 - a. Provide DSA inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the DISTRICT and Construction Manager in writing if work does not conform to contract document.
 - b. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
 - c. Maintain liaison with the Resident Inspector, A/E, Construction Manager, Testing Lab, Special Inspections Lab, DISTRICT and other regulatory agencies and governing bodies as necessary to maintain PROJECT continuity.
 - 1. Weekly, provide an ongoing and updated log of all RFI's and approved submittals
 - 2. Provide electronic copy of all inspection requests
 - i. Inspection requests shall be reviewed for conformance and signed according to project requirements
 - ii. Submittal and notice must conform to project requirements
 - iii. All utility trenches must be accompanied by a cleanly detailed sketch indicating type of utilities, points off buildings, changes in direction and depths. No backfill will be authorized without this document. This information must be on as-builts at next progress payment review.
 - iv. See DSA 103 for requirements and earthwork specifications. The General Contractor shall review the DSA 103, fill out and sign the Contractor's statement of Responsibility per CBC 1709A.
 - 3. Complete DSA 156 and discuss during weekly progress meetings
 - d. Submit, on a daily basis, an activity report to the Construction Manager and Resident Inspector, including the following information:
 - Activities performed by the Contractors, and areas where work is performed.
 - 2. Staffing assigned to each Contractor and Subcontractor.
 - 3. Weather conditions.
 - 4. Equipment and materials delivered to the site.
 - 5. Construction equipment and vehicles utilized.
 - 6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
 - 7. Verbal instruction and clarifications of the work given to the Contractor.
 - 8. Inspection by representatives of regulatory agencies.

- 9. Note occurrences or conditions that might affect Contract Sum or Contract Time.
- 10. List visitors to the site, titles, and reasons for visit.
- 11. List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
- 12. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- e. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
 - On the basis of on-site observations and inspections as DSA Inspector, the CONSULTANT shall keep the DISTRICT informed of the progress and quality of the work and shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract.
 - 2. Shop Drawings do not supersede DSA approved construction documents. If discrepancy, corrective action must be required.
 - 3. Deviation notices, Correction notices and CCD items will be tracked and shared during construction progress meetings.
 - 4. Deviation notice, DSA 154, will be issued for items pertaining to SS, FLS and AC that are not in compliance with the DSA approved construction documents.
 - 5. The project inspection card, DSA 152 will be signed off as approved sequence occurs.
 - 6. CCD A work may not be signed until after DSA approval.
- f. The CONSULTANT shall have access to the work at all times and shall spend be on site during all active construction hours maximizing the amount of time spent on the jobsite. Time spent in the inspection trailer shall be limited and may include reviewing plans in response to a specific question, meeting with the DSA Field Representative and arranging special inspections.
- g. Attend all meetings as required in contract documents and requested by DISTRICT, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
- h. Assist the Construction Manager and DISTRICT in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.

- Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery of equipment to the job site.
- j. Submit to the Construction/Project Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
- k. Review the Contractor's Payment Requests at billing meetings.
- I. When the Contractor's work or a designated portion thereof is substantially complete, prepare for the DISTRICT a list of incomplete or unsatisfactory items via a "punch list" and submit to the Construction Manager.
- m. Assist the DISTRICT in the review of Contractor's Submittals.
- n. At completion of PROJECT, deliver all inspection records and PROJECT correspondence to the DISTRICT.
- o. Perform all necessary coordination to ensure timely submittals to DSA including managing "Box" activities and acting as liaison for the DISTRICT on all project close out submittals. Examples of forms CONSULTANT will include but are not limited to:
 - 1. DSA 6-PI: Project Inspector Verified Report.
 - 2. DSA 102-IC: Construction Start Notice/Inspection Card Request.
 - 3. DSA 151: Project Inspector Notifications.
 - 4. DSA 154: Notice of Deviations/Resolution of Deviations.
 - 5. DSA 155: Project Inspector Semi-Monthly Report.
 - 6. DSA 156: Commencement/Completion of Work Notification.
- p. CONSULTANT will be required to have an understanding of all associated IR'S and advise Resident Inspector/DISTRICT whenever conflict might arise.

2.8. **Post-Construction Phase.**

- a. Review and Transmittal of Contractor Close-Out Documents. The CONSULTANT shall begin to consider associated work close out requirements upon execution of the contract. The CONSULTANT shall receive from the Contractor the close-out documents required by DSA. The CONSULTANT shall review the Contractor's close-out documents and items to determine conformity with requirements. If the CONSULTANT determines that the Contractor's close-out documents and items are not in conformity with requirements, the CONSULTANT shall make written recommendations to the Contractor for measures to secure compliance with the requirements. The CONSULTANT shall deliver to the DSA box all the Contractor's close-out documents and items.
- b. <u>Consultant Project Records</u>. Within 30 days of the date of issuance of an associated work completion, the CONSULTANT shall assemble and deliver to the DISTRICT all of the PROJECT records maintained by the CONSULTANT relating to the PROJECT.

- c. <u>Contractor's Post-Construction Obligations</u>. If the Contractor is obligated under the terms of its Contract to provide work, labor, materials or services after completion of PROJECT construction, the CONSULTANT shall monitor Contractor's post-construction activities for conformity with requirements of the Contract. The CONSULTANT shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.
- 2.9. <u>Materials</u>. CONSULTANT shall furnish, at own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.

ARTICLE 3 ADDITIONAL CONSULTANT SERVICES

- 3.1. Additional Services. Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the AGREEMENT relating to Additional Services and the amounts indicated in Attachment D. The DISTRICT must approve an amendment to this AGREEMENT, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Basic Services in a format pre-approved by the DISTRICT.
- 3.2. <u>Notification and Authorization</u>. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. Such services shall include:
 - a. <u>Material Project Scope Changes</u>. Services required or necessary as a result of significant changes in the PROJECT scope or other requirements of the PROJECT, including project size, quality, or complexity or material changes to the Master Construction Schedule.
 - b. <u>Termination/Default of Architect or Contractor</u>. Services required or necessary as a result of the default or termination of the Architect or the Contractor, failure of Performance of the Contractor, or major defects or deficiencies in the work of the Contractor.
 - c. <u>Damage or Destruction to Project</u>. Except to the extent caused by the CONSULTANT, services and consultation associated or necessitated by damage or destruction to the PROJECT prior to completion by an act of God, fire or other casualty.
 - d. <u>After Final Certificate of Payment.</u> Providing services after issuance to the DISTRICT of the final certificate for payment except as provided herein.
 - e. <u>Other Services.</u> Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted CONSULTANT'S practice.

ARTICLE 4 TERM OF SERVICES

- 4.1. <u>Time is of the Essence</u>. Time is of the essence in the performance of each Party's obligations under this AGREEMENT, including without limitation CONSULTANT'S performance of the service required hereunder and DISTRICT'S payment of all sums due to CONSULTANT.
- 4.2. **Term**. The term of this Agreement shall begin January 22, 2020 and shall end August 1, 2022.

- 4.3. <u>Extension</u>. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT'S actions. The term may be extended due to construction delay other than those delays caused by CONSULTANT'S actions.
- 4.4. <u>Billing Rate</u>. Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in Attachment D.
- 4.5. **Suspension Notice**. DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:
 - Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to CONSULTANT'S employees or CONSULTANT'S subcontractor's employees arising out of CONSULTANT'S work under this AGREEMENT; and
 - b. General Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify, defend and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent CONSULTANTS who are directly employed by the DISTRICT. The CONSULTANT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings (other than professional negligence covered by Section c below) that may be brought or instituted against the DISTRICT, its officers, agents, or employees, to the extent such claims, actions, suits, or other proceedings arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof. Any costs to defend under this Section b shall not exceed the CONSULTANT's proportionate percentage of fault; and
 - c. Professional Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm, or corporation employed by the CONSULTANT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any

loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the CONSULTANT'S obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT, and such fees and costs shall not exceed the CONSULTANT'S proportionate percentage of fault.

- d. The PARTIES understand and agree that this Article, Section 1, of this AGREEMENT shall be the sole indemnity, as defined by California Civil Code § 2772, between the DISTRICT and the CONSULTANT related to the PROJECT. Any other indemnity that is attached to this AGREEMENT as part of any EXHIBIT shall be void and unenforceable between the PARTIES.
- e. Any attempt to limit the CONSULTANT'S liability to the DISTRICT in any of the exhibits or attachments to this AGREEMENT shall be void and unenforceable between the PARTIES.
- 5.2. CONSULTANT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT, which will protect CONSULTANT and DISTRICT from claims which may arise out of, or result from, CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subconsultant, subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
 - a. The CONSULTANT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).
 - b. Commercial general and auto liability insurance, with limits of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 - 1. Owned, non-owned, and hired vehicles;
 - 2. Blanket contractual;
 - 3. Broad form property damage;
 - 4. Products/completed operations; and
 - Personal injury.
 - c. Professional liability insurance, including contractual liability, with limits of TWO MILLION DOLLARS (\$2,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts any portion of CONSULTANT'S duties, CONSULTANT shall require any such subcontractor to purchase and maintain insurance coverage as provided in this Section. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

- d. Valuable Document Insurance. The CONSULTANT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the CONSULTANT, and the DISTRICT shall be named as an additional insured
- e. Each policy of insurance required under this Article, Section 2(b), above, shall name the DISTRICT and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the CONSULTANT fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of, and for the account of, CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- f. Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best's rating of no less than A: VII or equivalent carrier otherwise acceptable to the District.
- g. In the event that the CONSULTANT subcontracts any portion of the CONSULTANT'S duties, the CONSULTANT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article 5, Sections 2(a), (b), (c) and (d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence. The CONSULTANT shall not subcontract any portion of the CONSULTANT'S duties under this AGREEMENT without the DISTRICT'S prior written approval. Specification processing consultants are the only subcontractors exempt from maintaining professional liability insurance.
- h. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the PROJECT governed by this particular AGREEMENT. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other projects of the CONSULTANT.

ARTICLE 6 COMPENSATION TO THE CONSULTANT

The DISTRICT shall compensate the CONSULTANT as follows:

- 6.1. <u>Contract Price for Basic Services.</u> The Contract Price for the CONSULTANT'S performance of the Basic Services under this AGREEMENT shall consist of the following not to exceed prices:
 - a. Preparation for Entering Construction Phase

N/A

b. Construction Phase, Post-Construction Phase (Close Out) and Procedure 5

\$439,912

c. District Controlled Contingency

\$ 50,000

TOTAL \$489,912

- 6.2. <u>Price Inclusions</u>. The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Basic Services, except for Allowable Reimbursable Expenses described in this AGREEMENT. At no time shall meals be considered a reimbursable expense.
- 6.3. Consultant Monthly Billing Statements. Services are to be invoiced only for hours worked by CONSULTANT. CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.
- 6.4. Payment in Full. This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.5. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review. The DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing.
 - a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT.
 - b. Reimbursable expenses shall only be authorized and pre-approved most economical transportation, air fare for out-of-town travel related to the PROJECT; ; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. CONSULTANT'S normal travel expense (including to and from the PROJECT) and meals are excluded.
 - c. Expense of reproductions (except those needed for the use of the CONSULTANT and his or her CONSULTANTS or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval.
 - d. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of CONSULTANT'S Basic Services will be reimbursed.

- 6.6. Non Waiver of Rights. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this AGREEMENT shall be construed to operate as a waiver of any rights under this AGREEMENT, and CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this AGREEMENT.
- 6.7. <u>District Payment of Contract Price</u>. Within 30 days of the date of the DISTRICT'S receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
- 6.8. Withholding Payment. The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this AGREEMENT, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.9. <u>Late payments</u>. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid 30 days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.10. <u>Schedule Delay</u>. To the extent that the time initially established for the completion of CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed per the hourly rates in Attachments C and D.

ARTICLE 7 CONSULTANT'S WORK PRODUCT

- 7.1. <u>District Ownership of Documents</u>. Documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2. <u>Electronic Copy of Documents</u>. The CONSULTANT shall perform the work under this AGREEMENT and shall deliver electronic copy of all reports and documentation via CD, DVD or flash drive in PDF format upon completion of construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.3. **Documentation**. The CONSULTANT shall provide daily reports.

ARTICLE 8 TERMINATION

- 8.1. <u>Termination for Convenience</u>. DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Seven day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. Termination for Cause. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. Suspension of Project. The DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than 15 days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than 90 consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT'S services.
- 8.4. <u>Abandonment of Project</u>. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than seven days written notice to the DISTRICT.
- 8.5. **Non Payment**. The DISTRICT'S failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
 - a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon seven days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the CONSULTANT within seven days of the date of the notice, the suspension shall take effect without further notice.

- c. In the event of a suspension of services, the CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.6. <u>Consultant Compensation</u>. The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.7. <u>Liability for District Damages</u>. In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. <u>Mediation Requirements</u>. All claims, disputes or controversies arising out of or relating to the PROJECT or to this AGREEMENT or the breach thereof shall be first attempted to be resolved through mediation. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. <u>Arbitration</u>. If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
 - a. No arbitration arising out of or relating to this AGREEMENT shall include, by consolidation, joinder or in any other manner, any additional person not a party to this AGREEMENT except by written consent containing a specific reference to this AGREEMENT and signed by the CONSULTANT, DISTRICT and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This AGREEMENT to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
 - c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
 - d. In any judicial proceeding to enforce this AGREEMENT to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.

- e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- f. Unless otherwise provided, this AGREEMENT shall be governed by the law of the state and county where the PROJECT is located.
- 9.3. Work to Continue. In the event of a dispute between the parties as to performance of the work, the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this AGREEMENT nor stop the progress of the work.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. <u>District Provided Information</u>. The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT'S objectives, schedule, constraints and criteria. At the written request of the CONSULTANT, District shall provide CONSULTANT copies of any documents related to the PROJECT.
- 10.2. <u>District Representative</u>. The DISTRICT shall appoint a representative authorized to act on the DISTRICT'S behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner. CONSULTANT shall accept directives only from DISTRICT'S designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify CONSULTANT in writing if, at its sole option, it makes a change in the DISTRICT representative. Unless modified by written notice by the DISTRICT to the CONSULTANT, the DISTRICT Representative is:

Nawar Al Juburi, Project Manager

- 10.3. <u>District Notification</u>. The DISTRICT shall give prompt written notice to the CONSULTANT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. <u>Tests/Inspections</u>. The DISTRICT shall retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the PROJECT as required by applicable laws, codes, rules, regulations, or ordinances. CONSULTANT must coordinate work effort as needed.
- 10.5. <u>District Consultants</u>. Except to the extent of design consultants retained by the Architect, other consultants required or desired by the DISTRICT in connection with the PROJECT shall be retained and paid for by the DISTRICT. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants and audio-visual equipment/installation consultants.

ARTICLE 11 MISCELLANEOUS

- 11.1. <u>Equal Opportunity/Non-Discrimination</u>. CONSULTANT shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.
 - CONSULTANT shall ensure that all services and benefits rendered to the DISTRICT, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. CONSULTANT shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.
- 11.2. Certification Regarding the California Penal Code Section 290. By executing this Agreement, CONSULTANT agrees to comply with the rules and regulations of the Sex Offender Registration Act, California Penal Code Section 290.95. CONSULTANT certifies and understands that every person required to register under Section 290 shall disclose his or her status as a registrant, upon application or acceptance of a position, to that person, group, or organization. Furthermore, no person who is required to register under Section 290 because of a conviction for a crime where the victim was a minor under sixteen (16) years of age shall be an employer, employee, or independent contractor, or act as a volunteer with any person, group, or organization in a capacity in which the registrant would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children. A violation of this section is a misdemeanor punishable by imprisonment in a county jail for not exceeding six (6) months, by a fine not exceeding One Thousand Dollars (\$1,000), or by both that imprisonment and fine, and a violation of this section shall not constitute a continuing offense.
- 11.3. Compliance with Applicable Laws, Policies, Procedures, Rules & Regulations. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services. Additionally, CONSULTANT shall comply with DISTRICT's policies, procedures, rules, regulations and/or guidelines that include but are not limited to smoke free campus, alcohol and controlled substances, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.
- 11.4. Consultant Accounting Records. Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this AGREEMENT, if greater than \$10,000, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this AGREEMENT. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.

- 11.5. <u>Review, Approval or Acceptance</u>. Review, approval or acceptance of CONSULTANT'S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for accuracy of CONSULTANT'S work.
- 11.6. <u>Cumulative Rights; Non Waiver</u>. Duties and obligations imposed by this AGREEMENT and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 11.7. Employment with Public Agency. CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, no member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this AGREEMENT or the proceeds thereof.
- 11.8. **Governing Law**. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this AGREEMENT.
- 11.9. <u>Independent Contractor</u>. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT's employees.
- 11.10. <u>Marginal Headings; Captions</u>. The titles of the various Paragraphs of the AGREEMENT and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.
- 11.11. Non-Assignment. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and/or control of CONSULTANT firm shall be deemed and assignment for purposes of this AGREEMENT. Nothing contained in this AGREEMENT is intended to make any person or entity who is not a signatory to the AGREEMENT a third party beneficiary of any right created by the AGREEMENT or by operation of law.

- 11.12. <u>Permits/Licenses</u>. CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. Notifications. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.14. Communications between the parties shall be sent to the following addresses:

DISTRICT
Nawar Al Juburi
Project Manager
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
naljuburi@socccd.edu

CONSULTANT
Christopher Knowland
President
Knowland Construction Services

33 Narcissa Drive Rancho Palos Verdes, CA 90275 chrisknowland@msn.com

COPY

Priya Jerome
Executive Director, Procurement,
Risk Management and Central Services
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
pjerome@socccd.edu

- 11.15. **Severability**. If any provision of this AGREEMENT is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- 11.16. Entire Agreement/Amendment. The AGREEMENT documents consist of this AGREEMENT, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by District's Board of Trustees, and executed by the Parties shall be interpreted to the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this AGREEMENT, (b) provisions set forth in any referenced attachments or exhibits to this AGREEMENT attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the AGREEMENT and any provisions set forth in any referenced attachments or exhibits to this AGREEMENT is intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the AGREEMENT and the provisions set forth in any referenced attachments or exhibits, the AGREEMENT shall control, unless the provisions set forth

in any referenced attachments or exhibits to this AGREEMENT provides the District with greater benefits or more expansive services in which case the provisions set forth in any referenced attachments or exhibits to this AGREEMENT shall compliment the terms of this AGREEMENT.

11.17. <u>Binding Agreement</u>. The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

11.18. **Definitions**

- a. <u>Associate Work</u>. The scope of work to include demolition/asbestos monitoring, project oversight, and meeting Procedure 5 requirements.
- b. <u>Contract</u>. A Contract for construction services awarded by the DISTRICT to a Contractor for the construction of the PROJECT.
- c. <u>Design Documents</u>. The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the Architect or DISTRICT.
- d. <u>Architect</u>. The Architect is HED. References to the Architect include Tom Christian & Martha Ball and its consultants retained to prepare or provide any portion of the Design Documents.
- e. <u>Submittals</u>. Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
- f. <u>Site</u>. The physical area for construction and activities relating to construction of the PROJECT.
- g. <u>Construction Contract Documents</u>. The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
- h. <u>Substantial Completion</u>. Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
- i. <u>Final Completion</u>. Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.

This AGREEMENT entered into as of the da	y and year first written above.
CONSULTANT Knowland Construction Services	DISTRICT South Orange County Community College District
Christopher Knowland President	Ann-Marie Gabel Vice Chancellor, Business Services
(Date)	(Date)
(Taxpayer number)	
Attachment C Fee and Rate Proposal	

Attachment D Criteria and Billing for Extra Work

ATTACHMENT C: REVISED FEE AND RATE PROPOSAL

PROPOSAL FORM D -FEE PROPOSAL - REVISED FEES PER NEGOTIATIONS ON 12/11/19

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer's responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

Fees shall be firm and fixed.

The Fee Proposal shall include all costs to complete the scope of work.

Please indicate the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.

1. Professional Fees for Project 1: ATAS Building Project

Fees for the ATAS Building Project will be based on a total <u>25-month duration for one Class 1 DSA Inspector.</u> Project fee will be on a lump sum basis. Provide a "not-to-exceed" fee in the able below for the scope of services identified for all phases in the following format:

TASK 1: GAUCHO TENNIS CENTER						
HOURLY RATE FOR CLASS 2 TOTAL # OF HOURS NOT TO EXCEED FEE I DSA INSPECTOR TASK 1						
Construction Phase and Post-Construction Phase:	Kelly Legere: \$77.00/Hour	976	\$75,152.00			
District Controlled Contingency:			\$10,000.00			
TOTAL NOT TO EXCEED FEE TASK 1			\$85,152.00			

TASK 2: ATAS BUILDING			
	HOURLY RATE FOR CLASS 1 DSA INSPECTOR	TOTAL # OF HOURS	NOT TO EXCEED FEE FOR TASK 2
Construction Phase and Post-Construction Phase:	Shaun Hunt: \$88.00/Hour *If Class 2 Services are required, Kelly Legere will provide services at \$77.00/Hour	3620	\$318,560.00
District Controlled Contingency:			\$30,000.00
TOTAL NOT TO EXCEED FEE FOR TASK 2			\$348,560.00

TASK 4: CONNECTOR ROAD AND PARKING LOT 5B			
	HOURLY RATE FOR CLASS 2 DSA INSPECTOR	TOTAL # OF HOURS	NOT TO EXCEED FEE FOR TASK 4
Construction Phase and Post-Construction Phase:	Kelly Legere: \$77.00/Hour	600	\$46,200.00
District Controlled Contingency:			\$10,000.00
TOTAL NOT TO EXCEED FEE FOR TASK 4			\$56,200.00

ATTACHMENT C: REVISED FEE AND RATE PROPOSAL

TOTAL FEES FOR PROJECT 1: ATAS BUILDING PROJECT		
TASK TOTAL NOT TO EXCEED FEE		
TASK 1: GAUCHO TENNIS CENTER	\$85,152.00	
TASK 2: ATAS BUILDING \$348,560.00		
TASK 4: CONNECTOR ROAD AND PARKING LOT 5B	\$56,200.00	
TOTAL COMBINED FEE	\$489,912.00	

2. Professional Fees for Extra Work - Project 1: ATAS Building Project

The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of an Agreement between the District and DSA Inspection Services Firm.

SERVICE TYPE	HOURLY RATE	OVERTIME HOURLY RATE	WEEKEND HOURLY RATE
CLASS 1 DSA INSPECTOR	\$88/Hour	\$132/Hour	\$132.00/Hour
CLASS 2 DSA INSPECTOR	\$77/Hour	\$115.50/Hour	\$115.50/Hour

ATTACHMENT D: CRITERIA AND BILLING FOR EXTRA WORK

- 1. The following extra services to this Agreement shall be performed by CONSULTANT if needed and requested by the DISTRICT:
 - a. Providing inspection services that are outside Orange, Los Angeles, San Diego or Riverside County.
 - b. Provide inspection services that are beyond allowable daily hours.
- 2. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
- 3. Providing services made necessary by the default of the contractor.
- 4. Extra Work fees shall not be paid in the event that the DSA Inspector of Record is required to adjust performance as a result of the Division of the State Architect's definition of required knowledge.

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be effective throughout the term of the AGREEMENT.

		OVERTIME HOURLY	WEEKEND HOURLY
SERVICE TYPE	HOURLY RATE	RATE	RATE
CLASS 1 DSA INSPECTOR	\$88.00/Hour	\$132.00/Hour	\$132.00/Hour
CLASS 2 DSA INSPECTOR	\$77.00/Hour	\$115.50/Hour	\$115.50/Hour

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.5 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Master Services Agreement for Electronic and Hard Copy

Transcript Services, Credentials Solutions, Incorporated

ACTION: Approval

BACKGROUND

Since 2003, Saddleback College and Irvine Valley College have used the services provided by Credentials Solutions, Inc. to support the online ordering and delivery of electronic student transcripts to students and requesting institutions. Although students and institutions are able to receive transcripts via the electronic format, there are still many requests for hard copies. Our current challenge with creating hard copies is the inability to track and confirm delivery, which causes an unnecessary delay in the receipt of transcripts.

STATUS

The Admissions and Records offices would like to enhance online transcript ordering for students by augmenting services from Credentials Solutions, Inc. to include hard copy transcript orders.

The Master Services Agreement with Credentials Solutions, Inc. (EXHIBIT A) is provided at zero cost to the District. The charge of each transaction is incorporated in the transcript payment. The District receives income after processing costs are deducted. Based on previous income to the District, it is estimated that the agreement has the potential to generate \$366,215 per year as gross and \$156,298 as net income to the District.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Master Services Agreement with Credentials Solutions Inc. for electronic and hard copy transcript services from February 1, 2020 to January 31, 2025.

Item Submitted By: Dr. Cindy Vyskocil, Acting President, Irvine Valley College

Dr. Elliot Stern, President, Saddleback College

Ann-Marie Gabel, Vice Chancellor, Business Services



Master Services Agreement

- Parties: This Master Services Agreement ("Agreement") between Credentials Solutions, LLC (a Delaware Limited Liability Company) with an address at 570 Lake Cook Rd, Suite 250, Deerfield, Illinois 60015 ("CREDENTIALS") and South Orange County Community College District with an address at 28000 Marguerite Parkway, Mission Viejo, CA 92692 ("Institution") relates to the services set forth in this Agreement ("Services") to be provided by CREDENTIALS to Institution during the term of this Agreement. This Agreement will become effective as of the last date signed by both parties (the "Effective Date").
- Agency Appointment, FERPA and Information: Institution hereby appoints CREDENTIALS as its agent for purposes of assuming duties that would otherwise be provided by Institution and providing the Services specified in this Agreement. As the agent of Institution, CREDENTIALS is subject to and will comply with the privacy obligations set forth in the Family Educational Rights and Privacy Act of 1974, as amended, ("FERPA") and its prohibitions against disclosure of "Personally Identifiable Information", as defined by FERPA Regulations, regarding current and former students to third parties, except where permitted by FERPA and the FERPA Regulations (see 20 U.S.C. § 1232g; 34 CFR Part 99). The Services require CREDENTIALS to have access to both "Directory information" (also as defined by FERPA Regulations) and Personally Identifiable Information of Institution's current and former students. "Confidential Information" is defined to be all information disclosed to CREDENTIALS (subject to public domain exclusions) that concerns or relates to the business, operations, financial condition or prospects of Institution and/or any and all files created from said information pursuant to the Services performed by CREDENTIALS. The parties acknowledge that (a) Confidential Information may include Personally Identifiable Information from Education Records (as defined by FERPA Regulation that are subject to FERPA ("FERPA Records"); and (b) to the extent that Confidential Information includes FERPA Records, CREDENTIALS shall be considered a "school official" (as that term is used in FERPA and FERPA Regulations) and comply with the requirements and obligations of school officials under FERPA and FERPA Regulations including FERPA's "legitimate educational interests" limitation on use or disclosure of Education Records. CREDENTIALS shall abide by FERPA's limitations on re-disclosure of Personally Identifiable Information in Education Records; to not use or disclose Education Records created or received from, by, or on behalf of Institution or its current or former students for any purpose other than the purpose for which such disclosure is made to CREDENTIALS; and to not use or disclose such Education Records except as permitted by this Agreement, as required by law, or as authorized by Institution in writing.
- 3. Relationship: It is understood by the parties that CREDENTIALS' relationship with Institution is that of an agent and independent contractor, and nothing in this Agreement or related to CREDENTIALS' performance of any obligation hereunder shall be construed to create an employee relationship between Institution and CREDENTIALS or any of CREDENTIALS' employees. CREDENTIALS is solely responsible for any and all taxes imposed upon CREDENTIALS, including FICA, FUTA, unemployment taxes, worker's compensation coverage and other liabilities incurred as the employer providing products, services and/or deliverables pursuant to this Agreement. Nothing in this Agreement shall be construed to create a partnership or joint venture relationship between the parties.
- 4. <u>Services</u>: Acting on behalf of Institution, CREDENTIALS will provide current and former students of Institution, as well as individuals and entities authorized by current and former students of Institution, with legal and compliant access to the services described in the Service Schedule(s) included as "Attachments" to this Agreement. Services do not involve any work made for hire.
- 5. <u>Recordkeeping, Reporting and Payment</u>: CREDENTIALS shall maintain records of all orders placed, fulfilled, cancelled or otherwise disposed of regarding Services ("Transaction Records"). Transaction Records shall include the following information for each order: the identity of the subject current or former student involved, the name of the party placing the order, the nature of the response provided by CREDENTIALS and the date(s) of the order and response.



- a. Transaction Records shall be protected from disclosure to any third parties in violation of the terms of this Agreement and be retained by CREDENTIALS for a minimum of 7 years in accordance with CREDENTIALS' document retention policy, as amended from time to time.
- b. Transaction Records shall be made available to Institution upon request.
- c. Payment of all monies due to Institution shall be remitted on a monthly basis and shall be rendered within 30 days of the end of each calendar month along with a transaction journal detailing all activity. In the event that CREDENTIALS is subsequently unable to collect on the funds previously remitted to Institution, Institution agrees to allow CREDENTIALS to withhold the uncollected amount from the following month's payment.
- 6. <u>Laws, Regulations and Ordinances</u>: The parties shall abide by all applicable laws, regulations and ordinances of the United States and of the state, territory and political subdivision or any other country in which the Services are provided including but not limited to FERPA, FERPA Regulations, the Graham-Leach-Bliley Act, the Red Flag Rules, federal and state privacy laws and regulations, General Data Protection Regulation (GDPR) and other laws, regulations and ordinances identified in this Agreement.
- 7. Data Security: CREDENTIALS' procedures will prevent release of information to any third parties in violation of FERPA, FERPA Regulations or the expressed objections of any current or former student of Institution. CREDENTIALS will not access, use, sell, distribute, release or disclose information, including compilations of information, received from Institution relating to Institution's current or former students other than to carry out Services for which Institution disclosed the information, except as permitted or required by applicable law, or as otherwise authorized in writing by Institution. If required by a court of competent jurisdiction or an administrative body to disclose such information, CREDENTIALS will notify Institution in writing immediately upon receiving notice of such requirement, and prior to any disclosure, to give Institution an opportunity to oppose or otherwise respond to such disclosure requirement (unless CREDENTIALS is prohibited by law from doing so). CREDENTIALS will provide security for the integrity and confidentiality of such information stored on its servers and conduct periodic independent audits to verify security is maintained at satisfactory levels. CREDENTIALS shall maintain administrative, physical and technical safeguards that prevent any collection, use or disclosure of, or access to, such information that this Agreement does not expressly authorize. Such information shall be stored at data centers in the United States. In the event CREDENTIALS decides to store such information outside the United States, it will provide Institution with at least forty-five (45) days advance written notice of the timing and location of such storage move. CREDENTIALS will maintain a data security plan ("Data Security Plan"), which will comply with Payment Card Industry Data Security Standards ("PCI DSS") requirements (as discussed in more detail below) and all applicable legal and regulatory requirements for data protection. In addition, the Data Security Plan will protect against any anticipated threats or hazards to the security or integrity of information stored on its servers and unauthorized access to or use of such information that could result in harm or inconvenience to the person who is the subject of such information. CREDENTIALS will review, at least annually, its Data Security Plan and update and revise it as needed. A copy of CREDENTIALS' Data Security Plan will be made available to Institution upon request.
- 8. <u>Credentials PCI DSS Compliance</u>: As part of maintaining its Information Security Plan, CREDENTIALS complies with and will continue to be in compliance with whatever version of PCI DSS that is currently in force, and agrees to provide evidence of such compliance on an annual basis to Institution. Acceptable evidence of such compliance shall include either a PCI Certificate of Compliance issued by Credentials' Qualified Security Assessor (QSA) and published on Credentials' web site or a copy of Credentials' most recent PCI DSS Attestation of Compliance (AOC) issued by Credentials' QSA. CREDENTIALS attests that it meets the current compliance requirements of PCI DSS (see https://www.pcisecuritystandards.org) with the following controls:
 - a. Install and maintain a firewall configuration to protect cardholder data.
 - b. Not use vendor-supplied defaults for system passwords and other security parameters.
 - c. Protect stored cardholder data.
 - d. Encrypt the transmission of cardholder data across open, public networks.
 - e. Use and regularly update anti-virus software.



- f. Develop and maintain secure systems and applications.
- g. Restrict access to cardholder data by business need to know.
- h. Assign a unique ID to each person with computer access.
- i. Restrict physical access to cardholder data.
- j. Track and monitor all access to network resources and cardholder data.
- k. Regularly test security systems and processes.
- I. Maintain a policy that addresses information security.

As part of PCI DSS compliance, CREDENTIALS will maintain certification of PCI DSS compliance standards regarding data security and test its web sites and servers daily for potential vulnerabilities. In addition, Credentials submits to an independent third-party audit for PCI Attestation of Compliance each year by a PCI DSS Qualified Security Assessor. A copy of CREDENTIALS' most recent Certificate of Compliance can be found at: http://www.credentialssolutions.net/security-privacy-policies/pci-disclosure.

- 9. <u>Institution PCI DSS Compliance</u>: Institution acknowledges that in order for Credentials to remain PCI-compliant at all times, it is necessary for Credentials to continuously upgrade its security policies and its networking hardware, software, and protocols in response to changes in industry best-practices, PCI DSS standards, and identified vulnerabilities or compromised protocols. Institution understands and agrees that for Credentials to remain compliant with PCI on a timely basis, Institution must regularly upgrade Institution's systems and technologies with appropriate updates, patches and versions to remain compatible with Credentials' networking hardware, software and security protocols. Otherwise, Credentials cannot protect itself and Institution from potential security exposures and potential liability that may result in delaying implementation of recommended security patches.
- 10. Security Breach Response Policy: CREDENTIALS maintains mandatory procedures and protocols outlined in its "Information Security Incident Response Policy" to be undertaken in the event of an identified or suspected breach of credit card information or current or former student information that is not Directory Information. A copy of CREDENTIALS' Information Security Incident Response Policy will be made available to Institution upon request. In the event a breach is suspected, CREDENTIALS will: (i) immediately contain the possible exposure while not compromising any data on its system: (ii) contact all members of its Corporate Security Committee; (iii) initiate a local analysis within 24 hours of the suspected breach to determine the type of information that has been potentially compromised, the individuals and Institutions at risk, the incident timeframe at risk and the suspected cause of the incident; and (iv) if a breach is identified, immediately contact affected parties with details of the breach.
- 11. <u>Service Levels</u>: CREDENTIALS' Services will be available even though Institution's systems may be unavailable. The average uptime for CREDENTIALS' Services will be 99.7%, excluding routine and other planned maintenance periods. CREDENTIALS will monitor its Internet servers and collect uptime performance statistics. CREDENTIALS warrants that all Services provided under this Agreement will be accessible to individuals with disabilities as required by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)), the Americans with Disabilities Act (42 USC 12101 et. seq.), Web Content Accessibility Guidelines (WCAG) 2.0 Level AA guidelines, and any other applicable federal regulations.
- 12. <u>Exclusivity:</u> Institution agrees, during the term of this Agreement, not to contract with any other party to provide similar services concurrently, as those provided herein by CREDENTIALS. Institution agrees to make a reasonable attempt to refer requests for Services to CREDENTIALS during the term of this Agreement.
- 13. <u>Term</u>: This Agreement will remain in effect until use of all products/services referenced in the supplemental attachment (Attachment A) are terminated, at which time this Agreement will also terminate.
- 14. Force Majeure: "Force Majeure" means any failure or delay caused, directly or indirectly, in whole or in part, by events, occurrences, or causes beyond the control and without the negligence of a party. Such events, occurrences of causes include, and are not limited to, fire, floods, earthquakes, explosions, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, strikes, lockouts, or labor difficulties, court orders, third-party nonperformance (except the non-performing party's agents, contractors, subcontractors, or third-



party product or service providers), or any similar cause beyond the reasonable control of such party but the inability to meet financial obligations is expressly excluded. The failure of either party to fulfill its obligations under this Agreement due to a Force Majeure shall not be considered a breach of this Agreement.

- 15. <u>Audit</u>: Institution shall have the right to audit, at its expense, CREDENTIALS' books and records relating to the Services provided Institution and view related operational processes, procedures and systems at CREDENTIALS' premises to assure Institution of CREDENTIALS' ability to carry out its obligations under this Agreement and meet Institution's standards of integrity, confidentiality and security. Audits may be undertaken no more than once per year upon reasonable notice to CREDENTIALS of not less than 30 days.
- 16. Representations & Warranties (CREDENTIALS): CREDENTIALS represents and warrants that during the term of this Agreement: it has the authority and the right to enter into this Agreement; it will be and remain in compliance with all applicable laws and regulations governing the Services; it will perform all Services in a professional and workmanlike manner in accordance with generally accepted industry practices; and all reports furnished by CREDENTIALS will be accurate and all User files will be properly managed to maintain system integrity, accuracy, and security.
- 17. Representations & Warranties (Institution): Institution represents and warrants that during the term of this Agreement: it has the authority and the right to enter into this Agreement; it will be and remain in compliance with all applicable laws and regulations regarding the privacy of information provided to CREDENTIALS; and the information furnished by Institution to CREDENTIALS will be accurate.
- 18. Representations & Warranties Indemnification: Each party agrees to hold the other harmless from any monies paid as a result of third-party claims arising out of breach of its respective representations, warranties and agreements herein.
 - Credentials will hold harmless, indemnify and defend Institution and its officers, directors, agents and employees (collectively, "Institution Parties") from and against any and all claims (including any and all liabilities, damages, losses, costs and expenses and reasonable attorneys' fees arising therefrom) ("Claims") for claims including, but not limited to losses arising out of any action or proceeding brought by a third party against any one or more of the Institution Parties alleging (i) that one or more of Institution Parties' use of services provided under this Addendum and the Agreement infringe a copyright or patent, or misappropriate a trade secret of a third party, in the venue in which such services are provided, or (ii) that third party information disclosed by Institution and stored on Institution's behalf on Credentials' servers for the provision of Services has been breached. Credentials' indemnification obligations provided above are conditioned upon Institution: (i) giving prompt written notice to Credentials of any claim, demand, or action for which indemnity is sought; (ii) fully cooperating in the defense or settlement of any such claim, demand or action; and (iii) giving Credentials sole control of the defense, investigation, and/or settlement of the claim, demand or action for which indemnification is sought, including, without limitation, the employment and engagement of attorneys of its choice to handle and defend the same.
- 19. <u>Limitation of Liability</u>: IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR PUNITIVE DAMAGES OF ANY KIND (INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, INTERRUPTION OF BUSINESS, LOST PROFITS, LOST REVENUE, OR COST OF COVER). EXCEPT FOR EACH PARTY'S INDEMNIFICATION AND FERPA OBLIGATIONS WHICH ARE NOT SUBJECT TO THIS LIMITATION, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY IN CONNECTION WITH THIS AGREEMENT FOR ALL CLAIMS (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STATUTE, OR OTHERWISE) EXCEED THREE (3) TIMES THE AMOUNTS PAID TO CREDENTIALS FOR THE SERVICES GIVING RISE TO A CLAIM IN THE TWELVE (12) MONTHS PRECEDING THE DATE OF SUCH CLAIM.
- 20. <u>Insurance</u>: CREDENTIALS, at its own cost and expense, shall maintain the following insurance: (a) Workers' Compensation for all its employees at the Statutory Limits; (b) Commercial Comprehensive General Liability Insurance with limits of not less than \$1.0 million per occurrence and \$2.0 million in the general aggregate that includes bodily injury, property damage, advertising injury, employee liability, products and completed operations and contractual liability coverage; and (c) Cyber/Professional insurance with a limit of not less than \$5.0 million per occurrence and in the aggregate. These coverage limits are reevaluated on an annual basis and increased, as necessary. Upon execution of this Services Agreement, CREDENTIALS shall instruct its insurance



carrier to issue a Certificate of Insurance, naming Institution as an additional insured under Credentials' insurance policy, if requested.

- 21. Confidentiality of Agreement: The terms and conditions of this Agreement as well as the intellectual property and systemic capabilities of the Services shall be kept confidential and shall not be disclosed to any third party except where required by state public records statutes. Nothing herein shall prohibit either party from disclosing or publicizing the fact that the parties have entered into this Agreement and the nature of the Services provided.
- 22. <u>Intellectual Property</u>: Institution acknowledges that all right, title and interest in and to intellectual property associated with Services provided Institution, including but not limited to the CREDENTIALS supplied software, is owned by CREDENTIALS. During the term of this Agreement, CREDENTIALS hereby grants Institution a non-exclusive and nontransferable license to use the CREDENTIALS supplied software on Institution's network solely in connection with Services. Institution acknowledges that CREDENTIALS will retain title to the CREDENTIALS supplied software. CREDENTIALS hereby reserves all rights to the copyrights, patents, trademarks or trade secrets embodied or used in connection CREDENTIALS supplied software or Services, except for the rights expressly granted herein.
- 23. <u>Dispute Resolution</u>: In the event a controversy, claim or dispute ("dispute") arising out of or relating to this Agreement arises between the parties, either party may request by notice to the other party that the dispute be escalated to the parties' respective senior management personnel. Upon request, each party's respective senior management personnel will conference by telephone or in person with the other party's senior management personnel within a reasonable period of time not to exceed ten (10) calendar days of such notice to determine if the dispute may be resolved. If such senior management personnel are unable to resolve the dispute within thirty (30) calendar days of such meeting, either party may file an arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. If the dispute concerns an amount less than or equal to \$250,000, then the parties agree to have the arbitration heard and determined by one (1) arbitrator. If the dispute concerns an amount in excess of \$250,000, then the parties agree to have the arbitration heard and determined by three (3) arbitrators.
- 24. <u>Controlling Law</u>: This Agreement shall be construed under the laws of the state which is Institution's principal place of residence except that state's conflict of laws rules which shall not be applied.
- 25. <u>Assignment</u>: This Agreement may not be assigned, in whole or in part, by either party without the advance written consent of other party which consent shall not be unreasonably withheld. Notwithstanding the foregoing, upon thirty (30) days advance written notice, CREDENTIALS may assign this Agreement to a parent, subsidiary or successor in interest of its business, provided such assignee is able to and does assume the obligations of CREDENTIALS.
- 26. <u>Counterparts</u>: The parties may execute this Agreement in counterparts, each of which constitutes an original, and all of which, collectively, constitute only one and the same document. A signature sent by facsimile transmission or by email in PDF format shall be as valid and binding upon the party as an original signature of such party, thereby making the Agreement fully enforceable and admissible in any legal proceeding.
- 27. <u>Headings</u>: The section headings contained in this Agreement are inserted for convenience only and shall not affect in any way the meaning or interpretation of the Agreement.
- 28. Notices: All notices, requests, demands, claims and other communications hereunder shall be in writing and shall be deemed duly given (i) when delivered personally to the recipient, (ii) one (1) business day after being sent to the recipient by reputable overnight courier service (charges prepaid), or (iii) four (4) business days after being sent to the recipient by certified or registered mail, return receipt requested and postage prepaid, and addressed to the intended recipient as set forth below:



If to Institution:

Priya Jerome, Executive Director, Procurement, Central Services and Risk Management South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692

Copy:

Corey Rodgers, Dean of Enrollment Services Irvine Valley College 5500 Irvine Center Dr. Irvine, CA 92618

Copy:

James Feigert, Registrar Saddleback College 28000 Marguerite Parkway Mission Viejo, CA 92692

If to CREDENTIALS:

Credentials Solutions, LLC Contracts Administrator 570 Lake Cook Rd, Suite 250 Deerfield, IL 60015

Either party may change the intended recipient and/or the address to which notices, requests, demands, claims and other communications hereunder are to be delivered by giving the other party notice in the manner herein set forth.

IN WITNESS WHEREOF, the parties have read, understood and executed this Agreement through the signatures of their duly authorized representatives.

Credentials Solutions, LLC	South Orange County Community College District		
Ву:	Ву:		
Name:	Name:		
Title:	Title:		
Date:	Date:		



Attachment A TranscriptsPlus® Service Schedule

Services

- 1. <u>TranscriptsPlus</u>*: CREDENTIALS will accept online requests from current and former students of Institution and individuals and entities authorized by current or former students of Institution (collectively, "Users") to deliver academic transcripts from the Institution to designated recipients on a timely and accurate basis. CREDENTIALS will collect and remit all transcript fees due Institution in accordance with Institution's approved schedule of applicable fees.
- 2. <u>Automated Software Interface</u>: CREDENTIALS will provide and maintain a software interface for the purpose of automating the retrieval, logging, and production of transcript requests. The software will comply with Institution policies and procedures with respect to security. Institution will use the software interface only on the computer equipment mutually agreed upon by both parties. Under no circumstances shall Institution sell, license, publish, display, distribute, or otherwise transfer to a third party the software interface or any copy thereof, in whole or in part, without CREDENTIALS prior written consent.
- 3. <u>Electronic Transcript Processing</u>: Using the software interface, CREDENTIALS will extract, transport, format and electronically send transcript data on behalf of Institution to designated recipients either directly or through industry approved intermediaries. As Institution's representative, CREDENTIALS also may be required to receive electronic transcripts on behalf of Institution from other Institutions directly or through the same intermediaries and will deliver these inbound transcripts on a timely and accurate basis. Institution agrees to accept and process all electronic transcripts as official documents of the sending institutions using the TranscriptsNetwork™ from CREDENTIALS.
- 4. <u>Authorization for Release of Transcript:</u> All transcript orders require authorization by the current or former student before an order can be processed.

By default, Credentials provides the following methods for authorizing transcript orders:

- a) the student is electronically authenticated by Institution on Institution's website and then is securely transferred to CREDENTIALS' website to enter his/her order;
- b) the student provides CREDENTIALS with an acceptable, authentic signature specimen that is mailed, faxed or uploaded to CREDENTIALS;
- c) an accredited Institution confirms it is ordering an education record on behalf of a student who is seeking enrollment at that Institution thereby not requiring a prior written release as outlined in FERPA.

In addition to the above authorization methods, institutions may elect to offer their students one or both of the following convenience methods to authorize transcript orders:

- d) the student can provide CREDENTIALS with an acceptable, authentic signature specimen that is entered electronically when the student has completed the order form using a mouse, a stylus, or a finger to authorize the order;
- e) the student can be electronically authenticated by CREDENTIALS on CREDENTIALS' website by entering specific data elements (mutually agreed upon by Institution and CREDENTIALS) into the order form that match the same data elements in Institution's database;

CREDENTIALS will accumulate signature specimens of student authorizations and make those records available to Institution for download on a monthly basis.

5. <u>eRoboMail*</u> (optional): If utilized, CREDENTIALS will extract, print and mail approved, academic documents of the Institution using the automated interface. The documents will be printed and mailed to designated recipients on security paper or other material that has been approved by the Institution.



Pricing

- 1. Pricing for Services shall be established at the sole discretion of CREDENTIALS. Each party agrees to give thirty (30) days written notice to the other party of any change in pricing for Services. CREDENTIALS charges a \$2.45 per transcript handling fee for any order placed online by authorized Users. CREDENTIALS assumes all credit card clearing costs and other banking charges for any additional services. All applicable fees outlined herein will be deducted from the amount collected on behalf of Institution. The parties will annually review the transactional volumes to determine if any adjustment to the pricing is required due to any proportionate change in the volume of electronic transcripts.
- 2. Electronic Transcripts:
 - a. There is no additional fee for the electronic extraction and formatting of an electronic transcript using EDI, XML, or PDF format. There will be no charge to expedite delivery of an electronic transcript using an automated process previously integrated by the Institution.
 - b. There will be no charge for CREDENTIALS to accept and deliver an EDI, XML or PDF transcript on behalf of Institution. There will be a fee of \$.25 per transcript for the receipt and conversion of an electronic transcript file from EDI to XML or from XML to EDI. All transcript formats will be made viewable through the "Registrar Support Services" application administrative online interface/portal at no additional charge.
- 3. CREDENTIALS will charge an additional \$.05 to the handling fee (Pricing, #1 above) if opting in for Blue Ribbon Digital Signature for 3rd Party PDF transcripts.
 - Yes, include Blue-Ribbon Digital Signatures for 3rd Party PDF transcripts.
 - (x) No, do not add Blue-Ribbon Digital Signatures for 3rd Party PDF transcripts.
- 4. Users choosing to have Credentials operators enter an order on their behalf, over the telephone, will be assessed a \$15.00 surcharge, which will be added to CREDENTIALS' fees noted above.
- 5. Orders placed by the Registrar's staff at Institution using the TranscriptsPlus® system will be assessed a fee of \$2.45 per transcript "order".
- 6. CREDENTIALS will charge certain fees for each academic transcript that is printed on security paper and mailed on behalf of the Institution. This fee is in addition to the normal handling fee for processing the order and will be deducted from the amount collected on behalf of the Institution or charged to the current or former student as that student places the order. CREDENTIALS will charge an additional \$1.75 plus postage if transcript coursework is rendered in 2 columns or \$2.00 plus postage if transcript coursework is rendered in 1 column. An envelope containing 7 or more pages will result in a surcharge of \$0.50 per transcript. Multiple envelopes of 7 pages or more to domestic destinations will be sent via USPS priority mail with full tracking/delivery confirmation. Multiple envelopes of 7 pages or more to the same international recipient, via USPS, will be mailed individually at international flats rates. Returned mail processing will include contacting the current or former student for a new or corrected address and re-packaging returned items (with USPS or FedEx reason for return intact on the original envelope) in a new outer envelope with the corrected address. All returned mail will be sent USPS 1st Class mail. Undeliverable International FedEx shipments will be destroyed in the destination country. Re-mailing of returned items will be charged a handling fee of \$2.00 plus postage.
- 7. Institution is responsible for any additional expenses incurred by CREDENTIALS relating to the implementation or the ongoing provision of Services to Institution beyond the normal expenses associated with said Services utilizing connectivity for one instance of the software interface on one server. For example, if Institution requires additional software to accommodate load balancing servers, additional servers, additional connectivity for multiple instances of the software interface for test environments or other customizations, CREDENTIALS will provide Institution with a quote for the provision of such items prior to incurring any



expenses related thereto. Upon Institution's approval, CREDENTIALS will either (i) adjust the price charged per transcript to recoup those expenses or (ii) invoice Institution for those expenses as they occur.

<u>Term</u>

1. This Agreement shall commence on February 1, 2020, and shall end no later than January 31, 2025, and may be modified only by mutual written agreement of the Parties. The agreement will not exceed five (5) years and will not automatically renew. The District shall have the discretion to terminate this Agreement at any time by providing Contractor thirty (30) days prior written notice specifying the date of termination.

Termination

- 1. This Agreement will terminate:
 - a. At the end of the initial term specified in "Term" above; or
 - b. Upon failure of a party in breach of any material term of this Agreement to cure the breach within 30 days of delivery of a written notice of breach from the other party.

Within thirty (30) days of termination of this Agreement:

- x. Credentials shall destroy all information in its possession provided by Institution for purposes of supporting Services and certify in writing to Institution that such destruction has been completed (please note that certain Directory Information is destroyed pursuant CREDENTIALS' data destruction policy; and
- y. Institution will remove CREDENTIALS' supplied software from its computer networks and personal computing devices and provide CREDENTIALS with a letter certifying such removal.

IN WITNESS WHEREOF, the parties have read, understood and executed this Agreement through the signatures of their duly authorized representatives.

Credentials Solutions, LLC	South Orange County Community College District		
Ву:	Ву:		
Name:	Name:		
Title:	Title:		
Date:	Date:		

Version 12.01.18



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.6 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-4015 Reasonable

Accommodation(s) for Employees/Applicants, BP-4306 Academic Calendar, BP-5040 Withholding of Student Records, BP-5407 Financial

Obligation Owed to the District: BP-6140 College Speakers

ACTION: Review and Study

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and comply with current laws and regulations.

STATUS

Five board policies (EXHIBITS A through E) are presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by the Board Policy Subcommittee (as required), the District's Board Policy and Administrative Regulation Advisory Council, and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on January 9, 2020 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policies as listed.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

4015

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **HUMAN RESOURCES**

REASONABLE ACCOMMODATION(S) FOR EMPLOYEES/APPLICANTS WITH DISABILITIES

The District is fully committed to ensuring equal employment opportunity for qualified applicants and/or employees. When an employee or applicant has disclosed a disability as defined by the Americans with Disabilities Act (ADA) and/or the Fair Employment and Housing (FEHA) or there is evidence that an employee may need an accommodation due to a disability, it is the policy of the District to explore possibilities of reasonable accommodations.

The District will determine whether reasonable accommodations can be made, and the type of accommodations to provide. The District will not provide accommodations that would pose an undue hardship upon the District, or that would endanger the health or safety of the employee or others. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of a number of factors, including but not limited to, the nature and cost of the accommodation and whether the accommodation would fundamentally alter the nature or operation of the business.

At the District's request, the employee will be responsible for providing documentation which describes the employee's physical and mental limitations in order to assist the District in understanding the nature of the employee's functional limitations requiring accommodation. The documentation provided by the employee will be used by the District for the sole purpose of evaluating the employee's reasonable accommodations.

The District will protect the documentation provided by the employee in accordance with applicable State and Federal laws.

The employee and the manager/supervisor, with the assistance of the District's Office of Human Resources, will participate in a timely, good faith interactive discussion concerning the functional limitations, the ability to perform the essential functions of the job with or without accommodation, and to determine the possibility of an effective accommodation. Employees will be afforded the opportunity to have a representative present during the interactive discussion.

Reasonable accommodation can include, but is not limited to, modifying job duties, changing the work shift, providing paid or unpaid leaves for medical care, accommodating schedules, modifying the work area, and providing mechanical or electronic aids.

The primary function of a reasonable accommodation is to engage in a good faith interactive process, enhance workplace productivity, and provide equal employment opportunities to applicants, candidates, disabled employees and employees who are in need. The goal of this policy is to create a more inclusive environment where all employees can readily and efficiently ask for and receive reasonable accommodation(s) necessary to reach their full potential at work.

Adopted: 06-28-10 Page 1 of 2

Revised: 05-18-15

The District values all of our employees' contributions including those who are experiencing disabilities. The District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the medical documentation from their health care provider;
- employee-victims of domestic violence, sexual assault, or stalking to promote the safety of the employee-victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

References:

Americans with Disabilities Act of 1990 (Pub. L. 101-336) (ADA)
California Fair Employment and Housing Act (FEHA) Government Code 12900-12996

Adopted: 06-28-10 Revised: 05-18-15

4306

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **HUMAN RESOURCES**

Page 1 of 1

ACADEMIC CALENDAR

The Board of Trustees will annually adopt calendar(s) for the academic year.

The following days are recognized as official academic holidays by the Board of Trustees:

Independence Day

Labor Day

* Admission Day

Veterans² Day

Thanksgiving Days

Friday following Thanksgiving Day

Winter Recess and December 25th

New Year's Day

Dr. Martin Luther King, Jr. Day

Lincoln's Day

Presidents' Washington Day

Friday of Spring Break

Cesar Chavez Day

Memorial Day

Cesar Chavez Day*

*NOTE: Cesar Chavez Day would not be effective until the 2017-2018 Academic Calendar.

References:

California Education Code, Sections 70902, 79020-88205.5, 88203, 88205, and 88205.5

Adopted: 12-09-85 Reviewed: 12-16-13 Revised: 04-10-89 Revised: 03-28-16

Technical 04-26-99

Update:

^{*}Authorized state holiday, which may be designated on a different non-instructional day in lieu of September 9 and is included in Winter Recess.

5040

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT STUDENTS

WITHHOLDING OF STUDENT RECORDS

<u>Delete BP-5040</u> as language is duplicated in <u>BP-5407 Financial Obligation Owed</u> <u>to the District</u>

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have grades, diplomas, and registration privileges withheld, or any combination thereof, until such financial obligation is met.

Reference:

Title 5, California Code of Regulations, Section 59410

 Adopted:
 12/04/95
 Revised:
 01/31/05

 Revised:
 04/26/99
 Revised:
 05/23/11

 Revised:
 08/30/04
 Revised:
 07/17/17

5407

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT STUDENTS

FINANCIAL OBLIGATION OWED TO THE DISTRICT

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has failed to pay a proper financial obligation due to the district or a college of the district District. However, if the financial obligation is from loans under the Federal Family Education Loan Program, registration privileges will not be withheld.

This information regarding student financial obligations is provided to students through the online registration system. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. The college(s) catalog(s) covers this policy in greater detail.

Reference:

Civil Code, Section 1788.93

Education Code, Section 66022

__Education Code, Section 70902

Title 5, California Code of Regulations, Section 59410

Adopted: 8-01-73 Revised: 05.18.15 Page 1 of 1

Revised: 5-15-89

Technical Update: 4-26-99 Reviewed: 10-13-10

6140

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT INSTRUCTION

<u>COLLEGE SPEAKERS</u> – Recommendation to Delete

It is recognized that college speakers can serve to enrich the colleges' curriculum. College speakers are subject to District rules and regulations, including regulations adopted making reasonable provisions for time, place and manner of student expression. Expression which is obscene, libelous or slanderous according to current legal standards, or which so incite audiences as to create a clear and present danger of the commission of unlawful acts on community college premises or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college is prohibited.

Reference:

California Education Code, Section 76120

Adopted: 9-03-69 Revised: 5-15-74 Revised: 7-17-89 Revised: 4-26-99 Revised: 10-24-05

Reviewed by BPARAC & Chancellor on 5-23-11

No Recommended Change to Policy

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.7 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-106 Board Elections, BP-3508

Public Safety Camera System, BP-4207 Payroll Period for Personnel

ACTION: Approval

BACKGROUND

Board policies and administrative regulations are periodically reviewed to ensure that they are satisfactory, meet the District's needs, and comply with current laws and regulations.

STATUS

Three board policies (EXHIBITS A through C) are presented to the Board of Trustees for approval. The new language to the board policies was reviewed and revised by the Board Policy Subcommittee (as required), the District's Board Policy and Administrative Regulation Advisory Council, and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on December 5, 2019 for review and recommendation to the Chancellor. EXHIBITS A through C were brought to the Board of Trustees on December 16, 2019 for review and study.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the board policies as listed.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

106

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **BOARD OF TRUSTEES**

BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the <u>first_second</u> Friday of December following the election. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as <u>practical practicable</u>, one half of the trustees shall be elected at each trustee elections. Trustees shall be elected <u>at at-</u>large throughout the <u>district District</u> but have legal residence within one of the seven (7) trustee areas (trustee area boundary map is available at the District Office):

- Area 1: Irvine*
- Area 2: Irvine*, North Tustin (CDP), Orange*, Santa Ana*, unincorporated area
- Area 3: Aliso Viejo, Dana Point, Laguna Beach, Laguna Hills*, Newport Beach*, San Clemente*, unincorporated area
- Area 4: Coto de Caza (CDP), Ladera Ranch (CDP), Las Flores (CDP), Rancho Santa Margarita*, San Clemente*, San Juan Capistrano*, unincorporated area
- Area 5: Laguna Hills*, Laguna Niguel, Laguna Woods, San Juan Capistrano*
- Area 6: Irvine*, Lake Forest, unincorporated area
- Area 7: Mission Viejo*, Rancho Santa Margarita*
- * Not entire community / city CDP = census designated place

Beginning with the November 2022 election, Trustees shall be elected within their respective trustee areas and will no longer be elected at-large.

The Chancellor shall submit recommendations to the Board of Trustees regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Reference:

Education Code Sections 5000 et seq., 72036

Adopted: 8-27-07 Page 1 of 1

Revised: 4-29-13

3508

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BUSINESS

PUBLIC SAFETY CAMERA SYSTEM

The South Orange County Community College District authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. Cameras may be placed in strategic public locations, such as parking lots, <u>campus entrances</u>, building entrances, exteriors, hallways, and lobbies, throughout the District at the direction of each college or district services and established procedures will be followed. This camera system is not intended for use in classrooms or private offices. These cameras can be used <u>for to detecting</u> and deterring crime, <u>to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters, <u>promote the safety of students and staff where cash is collected or at other public service counters</u>, and to assist District officials in providing services to the college community.</u>

This policy does not apply to proctoring centers.

Adopted: 02-23-2015 Page 1

New Board Policy EXHIBIT C
Page 1 of 1

BOARD POLICY

4207

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT **HUMAN RESOURCES**

PAYROLL PERIOD FOR PERSONNEL

I. ACADEMIC ADMINISTRATORS (STRS)

Academic administrators are twelve (12) month employees. Their annual salaries are paid once per month. All months are paid on the last working day of the month except December, which is issued the first business day in January.

II. CLASSIFIED MANAGEMENT/ACADEMIC ADMINISTRATORS (PERS)

Full-time, classified/academic management employees in PERS who are not members of a collective bargaining unit may be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

III. CLASSIFIED

Full-time, classified employees will be paid twice per month on the 25th and the 10th. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

Part-time, classified employees and non-bargaining unit (NBU) employees will be paid once per month on the 10th.

IV. FULL-TIME FACULTY

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid ten (10) equal payments for the academic year in August through May, on the last day of the month except December, which is issued the first business day in January.

V. PART-TIME/OVERLOAD/STIPEND

Part-time faculty, overload, and stipend payments are paid for the academic year in September, October, November, December, January, February, March, April, May and June.

VI. FACULTY SUMMER ASSIGNMENTS

Faculty are paid for the summer session in July and August.

References:

Education Code Section 87821 Government Code Section 20630 CalSTRS Teachers Retirement Law, Section 23005

Adopted: Page 1 of 1

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.8 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Academic Employee and Academic/Classified

Administrator/Manager Personnel Actions - Regular Items

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the academic employee and academic/classified administrator/manager personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC EMPLOYEE AND ACADEMIC/CLASSIFIED ADMINISTRATOR/MANAGER PERSONNEL ACTIONS/RATIFICATIONS

A. <u>NEW PERSONNEL APPOINTMENTS</u>

- 1. <u>ADMINISTRATIVE/MANAGEMENT EMPLOYMENT</u> (Ratified Pursuant to Board Policy 4000)
 - a. CHUA, ANNE, is to be employed as Title IX Investigator Manager, Pos. #P0016533, Title IX Operations, Student Services, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, Step 3, effective January 13, 2020. This position was approved by the Chancellor on August 20, 2019.
 - b. DEROULET, DANIEL N., ID# 003246, is to be employed as Acting Dean of Liberal Arts, School of Languages and Learning Resources and School of Humanities, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 22, Step 1, effective January 2, 2020, and ending on June 30, 2020. This is a temporary replacement. (Exhibit B)
 - c. KENNEDY, SCOTT, ID# 022556, is to be employed as Interim Chief of Police, Pos. #P0016952, Police Department, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, Step 3, effective December 9, 2019. This is a temporary replacement.
- 2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified Pursuant to Board Policy 4000)

			Approx.	
			<u>Salary</u>	
<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Placement</u>	Start Date
Ballew, Matthew	PhD/Psychology	Psychology/SC	5	01/13/20
¹ Brown, Jasen	BA/Fire Science	Paramedic/SC	1	01/13/20
Do, Tin	MS/Biochemistry	Biology/IVC	2	01/13/20
Donovan, Jeffrey	BA/Health Administration	Phlebotomy/SC	1	01/13/20
Eltawil, Zaid	MS/Mechanical Engineering	Engineering/ATEP	2	01/13/20
Esmaili, Sitra	Equivalency	Physics/IVC	5	01/13/20
Ewing, Richard	MFA/Illustration	Art/SC	2	01/13/20
Gabler, Christopher	MS/Astronomy	Physics/IVC	5	01/13/20
Goodspeed, Joan	MFA/Costume Design	Fashion/SC	2	01/13/20
Gulino, Mary	BFA/Intermedia	Emeritus/IVC	1	01/13/20
Ibarra, Baudelio	AS/Automotive Technology	Automotive Technology/SC	1	01/13/20
² Ishii, Fumiko	MA/Asian Studies	Japanese/IVC	7	01/13/20
Jallow, Beckeema	MA/International Relations	Political Science/SC	2	01/13/20

¹ Current NBU Employee, Clinical Skills Specialist, Health Science, Saddleback College

² CalSTRS Retiree

A. <u>NEW PERSONNEL APPOINTMENTS</u> – Continued

2. <u>ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF</u> (Ratified - Pursuant to Board Policy 4000)

			Approx. Salary	
<u>Applicant</u>	Highest Degree	<u>Assignment</u>	Placement	Start Date
³ Jeong, Bo Reum	MS/TESOL	Adult ESL/IVC	2	01/13/20
⁴ Joyce, Hillary	MS/TESOL	Adult ESL/IVC	2	01/13/20
⁵ Landon, Hal	Equivalency	Theatre Arts/SC	4	01/13/20
Lopez, Aldo	MA/Political Science	Political Science/SC	2	01/13/20
⁶ Malinao, Jonah Grace	MA/Political Science	Political Science/IVC	2	01/13/20
Mikhailik, Yevgeniya	MFA/Illustration	Art/SC	2	01/13/20
Mitchell, Kiandra	MA/Teaching	Emeritus/SC	2	01/13/20
Neukomm, William	Equivalency	Interior Design/SC	2	01/13/20
Nuzzo, Carley	MA/Political Science	Political Science/SC	2	01/13/20
⁷ Pask, Daniel	MS/Exercise Science	Kinesiology/SC	2	01/13/20
San Andres, James	MS/Nursing Educator	Nursing/SC	2	01/13/20
Smith, Audrey	MA/Early Childhood Education	Child Development/IVC	2	01/13/20
Soler, Karla	MS/Cybersecurity	CIM/SC	2	01/13/20
Tang, Simon	MA/International Studies	Political Science/SC	2	01/13/20
Tolentino, Emmanuel	Equivalency	Economics/SC	1	01/13/20
Tudhope, Kenneth	MA/Business Admin	Accounting/IVC	2	01/13/20
Uchlik, Aleksandra	MS/Accounting	Accounting/IVC	2	01/13/20

B. <u>AUTHORIZATION TO ELIMINATE POSITIONS AND/OR POSITION NUMBERS</u>

1. FACILITIES GROUNDS AND DAY CUSTODIAL SUPERVISOR, a classified manager, Pos. #P0013451, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, Facilities, Maintenance, and Operations, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective December 5, 2019. (Position approved: May 21, 2018)

³ Current NBU Employee, Tutor, ESL, Irvine Valley College

⁴ Current NBU Employee, Tutor, ESL, Irvine Valley College

⁵ CalSTRS Retiree

⁶ Correction to 12/16/19 Board Agenda- incorrectly listed as Saddleback College, is being hired for Irvine Valley College

⁷ Current NBU Employee, Coaching Aide, Kinesiology, Saddleback College

C. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated upon completion of additional duties as indicated below.

		Not to	
		Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Ambrose, Arthur	Co-Chair, Physical Sciences 1	\$3,298.50	01/07/20-05/21/20
Bailey, Cheryl	Library Services Coordinator	\$1,466.00	01/07/20-05/21/20
Bailey, Cheryl	Chair, Library	\$2,932.00	01/07/20-05/21/20
Bailey, Cheryl	Academic Senate Recorder	\$2,932.00	01/07/20-05/21/20
Bailey, Cheryl	Co-Lead, OETF 1	\$4,398.00	01/07/20-05/21/20
Bailey, Cheryl	Coordinator, Technology Advisory Task Force	\$2,932.00	01/07/20-05/21/20
Bradley, Devon	Co-Chair, Life Sciences	\$3,298.50	01/07/20-05/21/20
Brass, Monique	Fitness Center Facilitator	\$5,864.00	01/07/20-05/21/20
Carnie, Henry	Curriculum Review Co-Leader	\$2,932.00	01/07/20-05/21/20
Chambers, Elizabeth	Chair, Sociology	\$2,932.00	01/07/20-05/21/20
Chatkupt, Terry	Co-Chair, Visual Arts	\$4,031.50	01/07/20-05/21/20
Cullen, Thomas	SLO Facilitator 2	\$4,398.00	01/07/20-05/21/20
Donavan, Keith	SLO Facilitator 1	\$4,398.00	01/07/20-05/21/20
Donavan, Keith	Program Review Coordinator	\$4,398.00	01/07/20-05/21/20
French, Jules	Facilitator, Forensics 1st Half Semester	\$3,665.00	01/07/20-05/21/20
Ghuloum, Adam	Chair, Economics	\$2,932.00	01/07/20-05/21/20
Gutierrez, Luis	Chair, Administration of Justice	\$3,665.00	01/07/20-05/21/20
Hochwald, Seth	Co-Chair, Computer Science 1	\$1,466.00	01/07/20-05/21/20
Hollenbaugh, Robert	Curriculum Review Co-Leader	\$5,864.00	01/07/20-05/21/20
King, Donna	Chair, Human Development	\$3,665.00	01/07/20-05/21/20
Kirk, Julie	Co-Chair, Visual Arts	\$4,031.50	01/07/20-05/21/20
La Curan, Jennifer	Chair, Dance	\$5,864.00	01/07/20-05/21/20
Loke, Chan	Co-Chair, Computer Science 2	\$1,466.00	01/07/20-05/21/20
McLaughlin, June	Paralegal Program Coordinator	\$2,932.00	01/07/20-05/21/20
Melendez, Robert	Early College Facilitator Counseling	\$5,864.00	01/07/20-05/21/20
Melendez, Robert	Student Success & Department Coordinator	\$2,932.00	01/07/20-05/21/20
Monte, Brent	Co-Chair, Mathematics 1	\$4,764.50	01/07/20-05/21/20
Neesen, Bill	Facilitator, Forensics 2nd Half Semester	\$3,665.00	01/07/20-05/21/20
Noroozi, Zahra	Co-Lead, OETF 2	\$4,398.00	01/07/20-05/21/20
Pham, Lan	Co-Chair, Mathematics 2	\$4,764.50	01/07/20-05/21/20
Sahani, Shirin	Co-Facilitator, Model United Nations 2	\$1,099.50	01/07/20-05/21/20
Scherger, Deanna	Writing Center Facilitator	\$5,864.00	01/07/20-05/21/20
Sim, Alec	Co-Chair, Physical Sciences 2	\$3,298.50	01/07/20-05/21/20
Synycia, Natasha	Co-Facilitator, Model United Nations 3	\$1,099.50	01/07/20-05/21/20
Tchaikovsky, Bennet	Chair, Business Sciences	\$7,330.00	01/07/20-05/21/20
•			†

General Fund/IVC Month to Date:
IVC APPROVED FISCAL YEAR TO DATE

Chair, Music

Chair, Languages

Co-Chair, Kinesiology, Health/Athletics

\$142,568.50 \$192,432.15

\$4,398.00 | 01/07/20-05/21/20

\$3,665.00 | 01/07/20-05/21/20

\$3,665.00 | 01/07/20-05/21/20

Tresler, Matthew

Weatherford, Ted

Tseng, Beatrice

C. <u>ADDITIONAL COMPENSATION: GENERAL FUND</u> – Continued

2. It is recommended that the following <u>Saddleback College</u> faculty members be compensated upon completion of additional duties as indicated below.

No)t	to
Exc	e	ed
		-

Name	Activity	Amount (\$)	Effective Date
Baker, Raffaela	Assistant Forensic Coordinator	\$2,750.00	01/07/20-05/21/20
Barrows, Morgan	Chair, Env Studies/Ecology/ Marine Science	\$3,665.00	01/07/20-05/21/20
Bear, Teresa	Chair, Chemistry	\$3,665.00	01/07/20-05/21/20
Beckham, Jack	English Comp Coordinator	\$4,398.00	01/07/20-05/21/20
Beckham, Jack	Writing Center Coordinator	\$2,199.00	01/07/20-05/21/20
Bowman, Donald	Chair, Accounting	\$3,665.00	01/07/20-05/21/20
Branch-Stewart, Kim	Chair, Human Services	\$3,665.00	01/07/20-05/21/20
Camelot, Allison	Chair, Sociology	\$2,932.00	01/07/20-05/21/20
Cavazzi, Deidre	Chair, Dance	\$5,131.00	01/07/20-05/21/20
Cesareo, Claire	Chair, Anthropology/Ethnic Studies	\$3,665.00	01/07/20-05/21/20
Chu, Hencelyn	Chair, Medical Lab Technician	\$2,932.00	01/07/20-05/21/20
Crabb, Kerry	Chair, Intercollegiate Athletics	\$4,398.00	01/07/20-05/21/20
Cubbage, April	Co-Chair, Gender and Sexuality Studies	\$1,466.00	01/07/20-05/21/20
Damm, Kathryn	SLO Coordinator	\$8,796.00	01/07/20-05/21/20
DeDonno, Tom	Chair, CIM/Admin Asst	\$6,597.00	01/07/20-05/21/20
Duffy, Michelle	Curriculum Committee Coordinator	\$4,398.00	01/07/20-05/21/20
Eldred, Stacy	Co-Chair, Adult Education	\$1,466.00	01/07/20-05/21/20
Evancoe, Eugene	Chair, Electronics/Comp Maintenance	\$2,932.00	01/07/20-05/21/20
Even, Ryan	Chair, Photography	\$2,932.00	01/07/20-05/21/20
Fisher, Suki	Study Abroad To Oxford Coordinator	\$4,398.00	01/07/20-05/21/20
Fredrickson, Scott	Co-Chair, Business	\$4,617.90	01/07/20-05/21/20
Gabdrakhmanova, Farida	Chair, Interior Design	\$3,665.00	01/07/20-05/21/20
Ghanbarpour, Christina	Chair, History	\$5,864.00	01/07/20-05/21/20
Haeri, Mitchell	Chair, Astronomy/Physics/Engineering	\$2,932.00	01/07/20-05/21/20
Haight, Laura	Co-Chair, Art	\$2,565.50	01/07/20-05/21/20
Hardick, Randy	Chair, EMS/Paramedics	\$2,932.00	01/07/20-05/21/20
Hayter, Catherine	OB1C Co-Chair	\$1,000.00	01/07/20-05/21/20
Hoggatt, Michael	Chair, Special Services	\$2,932.00	01/07/20-05/21/20
Hoolihan, Lori	Chair, Family, Consumer Science, & Nutrition	\$2,932.00	01/07/20-05/21/20
Huggins, Barbara	Co-Chair, Nursing/Health Science	\$2,932.00	01/07/20-05/21/20
Ibbotson, Jill	Co-Chair, Adult Education	\$2,199.00	01/07/20-05/21/20
Inlow, Lisa	Chair, Culinary, Hospitality & Tourism	\$3,665.00	01/07/20-05/21/20
Konishi, Hiro	Co-Chair, Cinema, TV, Radio	\$2,565.50	01/07/20-05/21/20
Lawson, Anne	Co-Chair, Nursing/Health Science	\$2,932.00	01/07/20-05/21/20
Lee, Ken	Co-Chair, Horticulture/Landscape Design	\$1,832.50	01/07/20-05/21/20
Luque, Jonathan	OB1C Coordinator	\$1,000.00	01/07/20-05/21/20
Major, Nicole	Gerontology Coordinator	\$2,199.00	01/07/20-05/21/20
McGirr, Julie	Chair, English as a Second Language	\$733.00	01/07/20-05/21/20
McGirr, Julie	ESL Lab Services Coordinator	\$2,199.00	01/07/20-05/21/20
McGuire, Bill	Chair, Theatre	\$4,398.00	01/07/20-05/21/20

C. ADDITIONAL COMPENSATION: GENERAL FUND – Continued

2. It is recommended that the following <u>Saddleback College</u> faculty members be compensated upon completion of additional duties as indicated below.

		Not to	
		Exceed	
Name	<u>Activity</u>	Amount (\$)	Effective Date
Murray, Pete	Chair, Humanities/Philosophy	\$2,932.00	01/07/20-05/21/20
Nadeau, Bouchra	Co-Chair, International Languages	\$1,612.60	01/07/20-05/21/20
Ochoa, Lucas	Forensic Coordinator	\$5,000.00	01/07/20-05/21/20
O'Leary, Thomas	Chair, Art History/Fine Arts	\$2,932.00	01/07/20-05/21/20
Pakula, Jennifer	Chair, Economics	\$2,932.00	01/07/20-05/21/20
Pakula, Jennifer	Chair, Political Science	\$2,932.00	01/07/20-05/21/20
Posada, Timothy	Chair, Journalism	\$2,932.00	01/07/20-05/21/20
Schermerhorn, Brock	Co-Chair, Real Estate	\$1,466.00	01/07/20-05/21/20
Sellers, Joey	Co-Chair, Music	\$3,298.50	01/07/20-05/21/20
Sirulnik, Abby	Co-Chair, Biology/Oceanography	\$2,565.50	01/07/20-05/21/20
Smith, Christina	OB1C Coordinator	\$1,000.00	01/07/20-05/21/20
Smith, Christina	Chair, Educational Studies	\$2,932.00	01/07/20-05/21/20
Smith, Maureen	Co-Chair, Geography/GIS	\$1,466.00	01/07/20-05/21/20
Stankovich, Kimberly	Chair, Speech	\$4,398.00	01/07/20-05/21/20
Stankovich, Kimberly	Curriculum Team Co-Lead	\$4,398.00	01/07/20-05/21/20
Stephens, Blake	Chair, Architecture/Drafting	\$4,398.00	01/07/20-05/21/20
Stevenson, Glen	Chair, Advanced Manufacturing	\$2,932.00	01/07/20-05/21/20
Tamara, Lydia	OB1C Coordinator	\$1,000.00	01/07/20-05/21/20
Tamer, Rita	Chair, American Sign Language	\$2,932.00	01/07/20-05/21/20
Tamialis, Barbara	Chair, Child Development	\$5,864.00	01/07/20-05/21/20
Taylor, Karen	Chair, Graphic Comm/Design	\$3,665.00	01/07/20-05/21/20
Vogel, Jeff	Chair, Reading	\$3,665.00	01/07/20-05/21/20
Vogel, Jeff	Academic Reading Coordinator	\$2,199.00	01/07/20-05/21/20
Walsh, Dan	Professional Development Week Coordinator	\$2,932.00	01/07/20-05/21/20
Walsh, Dan	Co-Chair, Geography/GIS	\$1,466.00	01/07/20-05/21/20
White-Alcover, Susan	Chair, Medical Assistant/Medical Ins.	\$2,932.00	01/07/20-05/21/20
Zach, Alicia	OB1C Co-Chair	\$1,000.00	01/07/20-05/21/20

General Fund/SC Month to Date: \$209,927.00 SC APPROVED FISCAL YEAR TO DATE \$319,614.31

D. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated upon completion of additional duties as indicated below.

		Not to	
Name	Activity	Exceed Amount (\$)	Effective Date
Andersen, Dylan	ESL Trainer 1	\$682.40	
Bobrick, Alexis	Coreq Support Training 10	\$87.66	
Bobrick, Alexis		\$341.20	08/09/19-08/09/19
<u> </u>	Acceleration/Coreq Training 1	\$87.66	11/04/19-11/04/19
Bobrick, Alexis	Writing 302 Training 9 Acceleration/Coreq Training 2	\$682.40	08/09/19-08/10/19
Brody, Jaime	n ÿ		
Chan, Carlo	Math Coreq Professional Dev.	\$1,466.00	01/07/20-05/21/20
Chatkupt, Terry	CCCIP College Mentor	\$1,000.11	01/07/20-05/21/20
Danufsky, Joshua	Math Coreq Professional Dev.	\$1,466.00	01/07/20-05/21/20
Doherty, Michelle	Writing 302 Training 2	\$87.66	11/01/19-11/01/19
Doherty, Michelle	Coreq Support Training 2	\$175.32	09/06/19-10/04/19
Donavan, Keith	CCCIP College Mentor	\$1,000.11	01/07/20-05/21/20
Goncalves, Mauricio	ESL Trainer 4	\$682.40	08/09/19-08/10/19
Henmi, Judy	DSPS Faculty Coordinator	\$3,691.78	01/07/20-05/21/20
Herold, Julie	Coreq Support Training 8	\$87.66	10/04/19-10/04/19
Herold, Julie	Writing 302 Training 10	\$87.66	11/04/19-11/04/19
Huggett, Danelle	Acceleration/Coreq Training	\$341.20	08/10/19-08/10/19
Huggett, Danelle	WR 1 SI Coordinator	\$7,945.72	01/07/20-05/11/20
Hurlbut, Diana	CCCIP College Mentor	\$1,000.11	01/07/20-05/21/20
Jerome, Amanda	ESL 370 Course Coordinator	\$1,715.22	01/07/20-05/11/20
Johnson, Jeffrey	WR 302 Course Coordinator	\$542.42	01/07/20-05/11/20
Kelly, Aaron	ESL Trainer 6	\$682.40	08/09/19-08/10/19
Knoll, Melissa	Acceleration/Coreq Training 5	\$682.40	08/09/19-08/10/19
Knoll, Melissa	Writing 302 Training 5	\$87.66	11/01/19-11/01/19
Liu, Emily	WR 1 Coordinator	\$1,011.54	01/07/20-05/11/20
Mackenzie, Emalee	SWP Biotech Regional Coord	\$2,185.92	01/07/20-05/21/20
Mis, Benjamin	CCCIP College Coordinator	\$1,500.16	01/07/20-05/21/20
Monacelli, Brian	NSF OP-TEC Prin Investigator	\$4,548.48	01/07/20-05/21/20
Morris, April	GAP4+1 Program Director	\$10,262.00	01/07/20-05/21/20
Noroozi, Zahra	NSF S-STEM Co-PI 2	\$2,751.17	01/07/20-05/21/20
O'Connor, Vanessa	Coreq Support Training 7	\$175.32	09/09/19-10/07/19
O'Connor, Vanessa	Acceleration/Coreq Training 7	\$682.40	08/09/19-08/10/19
Pham, Lan	Math Coreq Professional Dev.	\$1,466.00	01/07/20-05/21/20
Ponzillo, Gizelle	ESL SI Course Coordinator	\$7,945.72	01/07/20-05/11/20
Roberts, Katie	Acceleration/Coreq Training 9	\$682.40	08/09/19-08/10/19
Romero, Amanda	Coordinator, CTE Faculty Committee	\$5,864.00	01/07/20-05/21/20
Vernazza, Daniel	WR 302 Course Coordinator	\$542.42	01/07/20-05/11/20
Wankier, Alisa	Writing 302 Training 7	\$87.66	11/01/19-11/01/19
Wankier, Alisa	Acceleration and Coreq Support	\$87.66	10/04/19-10/04/19
Warner, Brent	ESL 80 Course Coordinator	\$1,715.22	01/07/20-05/11/20
Wilson, Jeff	ESL 90 Course Coordinator	\$1,715.22	01/07/20-05/11/20
vv 118011, JC11	EDE 30 COURSE COORDINATOR	φ1,/13.22	01/07/20-03/11/20

Not to

D. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND – Continued

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated upon completion of additional duties as indicated below.

			Not to	
			Exceed	
<u>Name</u>	Activity		Amount (\$)	Effective Date
Youssef, Mohamad	Math Coreq Professional Dev 4		\$43.83	10/11/19-10/11/19
Non-General Fund/I	VC Month to Date:	\$67,890.27		

Non-General Fund/IVC Month to Date:
IVC APPROVED FISCAL YEAR TO DATE

2. It is recommended that the following <u>Saddleback College</u> faculty members be compensated upon completion of additional duties as indicated below.

\$170,063.59

		Exceed	
Name	Activity	Amount (\$)	Effective Date
Brunner, Janelle	(SEAP) AHE Practicum Lead	\$2,274.24	09/06/19-11/01/19
Barrows, Morgan	Chair, Env Studies/ Ecology/Marine Science - Supp. Duties	\$2,565.50	01/07/20-05/21/20
Branch-Stewart, Kim	Chair, Human Services - Supp. Duties	\$1,466.00	01/07/20-05/21/20
Brunner, Janelle	AHE Practicum Coordinator	\$1,466.00	01/07/20-05/21/20
Casey, Hollis	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Cesareo, Claire	ITL Co-Coordinator	\$2,932.00	01/07/20-05/21/20
Chang, Sarah	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Fisher, Marni	(SEAP) English PLC	\$1,080.00	09/20/19-10/21/19
Gabdrakhmanova, Farida	Chair, Interior Design - Supp. Duties	\$2,565.50	01/07/20-05/21/20
Gonzalez, Frank	Teaching Pathways Faculty Presentor	\$176.64	11/19/19-11/19/19
Gustafson, Michelle	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Hall, Peggy	Guest Speaker at SOCRC PD	\$200.00	10/25/19-10/25/19
Hoolihan, Lori	Chair, Family, Consumer Science, & Nutrition - Supp. Duties	\$1,832.50	01/07/20-05/21/20
Hopkins, Loma	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Huggins, Barbara	Co-Chair, Nursing/Health Science - Supp. Duties	\$4,398.00	01/07/20-05/21/20
Jenkins, Tina	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Jennison, Elizabeth	(SEAP) AHE Practicum Lead	\$1,258.56	09/06/19-11/01/19
Jennison, Elizabeth	CTE Online Outreach Coodinator	\$3,000.00	01/07/20-05/21/20
Kim, Robin	Special Projects for AEWD	\$5,820.62	08/13/19-12/20/19
Lawson, Anne	Co-Chair, Nursing/Health Science - Supp. Duties	\$4,398.00	01/07/20-05/21/20
Lee, Ken	Chair, Horticulture/Landscape Design - Supp. Duties	\$2,565.50	01/07/20-05/21/20
McConkey, Jennifer	(SEAP) English PLC	\$720.00	09/20/19-11/22/19
Millovich, June	TPP Counselor & Faculty Retreat	\$264.96	11/22/19-11/22/19
Pakula, Jennifer	OEI POCR Coordinator	\$1,000.00	01/07/20-05/21/20
Pakula, Jennifer	ZTC Coordinator	\$2,199.00	01/07/20-05/21/20
Plascencia-Carrizo, Brenda	TPP Counselor & Faculty Retreat	\$264.96	11/22/19-11/22/19
Rachman, Jennifer	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Smith, Christina	TPP Counselor & Faculty Retreat	\$264.96	11/22/19-11/22/19
Stephens, Blake	Chair, Architecture/Drafting - Supp. Duties	\$2,565.50	01/07/20-05/21/20
Stevenson, Glen	Chair, Advanced Manufacturing - Supp. Duties	\$1,832.50	01/07/20-05/21/20

Not to

D. <u>ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND</u> – Continued

2. It is recommended that the following <u>Saddleback College</u> faculty members be compensated upon completion of additional duties as indicated below.

		<u>Exceed</u>	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Tamialis, Barbara	Chair, Child Development - Supp. Duties	\$2,932.00	01/07/20-05/21/20
Taylor, Karen	Chair, Graphic Comm/Design - Supp. Duties	\$2,565.50	01/07/20-05/21/20
Tran, Aimee	TPP Counselor & Faculty Retreat	\$176.64	11/22/19-11/22/19
Trodick, Scot	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Wadley, Jonathan	OEI POCR Reviewer	\$2,500.00	09/08/19-12/01/19
Walsh, Dan	Professional Development Week Coordinator	\$2,932.00	01/07/20-05/21/20

Non-General Fund/SC Month to Date: \$59,976.88 SC APPROVED FISCAL YEAR TO DATE: \$435,516.57



AGREEMENT FOR EMPLOYMENT OF ACTING DEAN OF LIBERAL ARTS IRVINE VALLEY COLLEGE BETWEEN

THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND

DR. DANIEL deROULET

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this second day of January, 2020, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board", as appropriate) and Dr. Daniel deRoulet (hereinafter "Dr. deRoulet").

IT IS HEREBY AGREED AS FOLLOWS:

- 1. Acting Dean of Liberal Arts. Dr. deRoulet is hereby employed as Acting Dean of Liberal Arts at the District's Irvine Valley College campus for a period of time commencing on January 2, 2020, and ending on June 30, 2020. The Acting Dean of Liberal Arts is an academic employee as defined in Education Code Section 87001(a), and an educational administrator or student services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).
- 2. <u>General Terms and Conditions of Employment</u>. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.
- 3. <u>Powers and Duties</u>. Dr. deRoulet shall perform all of the powers and duties of the position of Acting Dean of Liberal Arts at Irvine Valley College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. deRoulet may be transferred or assigned to any duties or positions for which he possesses the minimum qualifications required by law. However, reassignment pursuant to this Section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation during the term of this Agreement.
- 4. <u>Salary</u>. Salary paid to the Acting Dean of Liberal Arts shall be paid at Range 22, Step 1, \$151,704 per annum, of the Academic and Classified Administrators/Classified Managers Salary Schedule. The salary shall be paid in equal monthly installments for the duration of the Agreement. The Board reserves the right to increase the Acting Dean of Liberal Arts's salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.
- 5. Professional Schedule and Vacation. Dr. deRoulet shall be required to render 12 months of full and regular service (243 days) to the District during each annual period covered by this Agreement, or any successor. Dr. deRoulet shall accrue one day of sick leave for each full month of employment during the term of the Agreement. Dr. deRoulet shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. deRoulet may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. deRoulet reaches this maximum amount, he will cease to accrue additional vacation benefits until his balance falls below the

Page 2 of 3

maximum amount. Upon termination or expiration of this Agreement, Dr. deRoulet shall be entitled to compensation for unused and accrued vacation days at his then current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Vice President for Instruction.

- 6. Performance Evaluations.
- 6.1 The Vice President for Instruction will provide Dr. deRoulet with periodic opportunities to discuss the Vice President/Acting Dean relationship.
 - 7. <u>Expenses and Required Memberships</u>.
- 7.1 The District shall reimburse Dr. deRoulet, as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. deRoulet in the performance of the duties of Acting Dean of Liberal Arts at Irvine Valley College.
- 7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. deRoulet for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. deRoulet with a monthly stipend of \$250 to cover use of a personal automobile within Orange County and a monthly allowance of \$165 to cover cellular telephone expenses.
- 8. <u>Fringe Benefits</u> The District shall provide to Dr. deRoulet, his spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, vision, and life insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Dr. deRoulet, his spouse, and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.
 - 9. Amendment, Termination, or Non-renewal.
 - 9.1 This Agreement may be amended by mutual written agreement between the parties.
- 9.2 Non-renewal of this Agreement shall be in accordance with Education Code Section 72411. However, as this is an acting assignment for less than one year with an expiration date of no later than June 30, 2020, no further notice of termination shall be required.
- 9.3 This Agreement may be terminated by the Board prior to its expiration. Prior to exercising its right to early termination of this Agreement, the Board, the Chancellor, or designee, shall provide the Acting Dean of Liberal Arts with 30 days written notice. If the Board determines to terminate this Agreement pursuant to this Section, the Acting Dean of Liberal Arts shall not be entitled to any additional procedural protections. Upon the effective date of termination pursuant to this Section, the Acting Dean of Liberal Arts shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. deRoulet has previously acquired tenure in the District as a faculty member, he shall be so assigned upon the termination of this Agreement, and the terms and conditions of his employment will be the same as any other similarly situated faculty member. Termination of Dr. deRoulet from his employment with the District, as opposed to the termination of this Agreement, shall be pursuant to the provisions of California Education Code Section 87732 et. seq., and 87660 et. seq. Effective the date of this agreement, he will be

placed on Class V, Step 14 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

- 9.4 In accordance with Government Code Section 53260, the maximum cash settlement that the Acting Dean of Liberal Arts may receive upon termination shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract or not more than eighteen (18) months of salary and benefits, whichever is less. As further required under California Government Code Section 53243 et seq., the Acting Dean of Liberal Arts shall be required to fully reimburse the District any salary if the Acting Dean of Liberal Arts is convicted of a crime involving an abuse of his or her office or position. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53260, 53243, 53243.1, 53243.2, 53243.3, and 53243.4.
- 10. <u>Entire Agreement</u>. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.
- 11. <u>Headings</u>. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.
- 12. <u>Applicable Law</u>. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California.
- 13. <u>Savings Clause</u>. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

by	Dated	
Dr. Kathleen F. Burke		
Chancellor		
South Orange County Community College District		
by	Dated	
Dr. Daniel deRoulet		
Acting Dean of Liberal Arts		
Irvine Valley College		

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.9 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Classified Personnel Actions – Regular Items

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the classified personnel actions as shown in Exhibit A.

Item Submitted By: Kim Widdes, Acting Vice Chancellor, Human Resources

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

- 1. <u>CLASSIFIED EMPLOYMENT</u> (Information Items Pursuant to Board Policy 4000)
 - a. DANIELS-NORRIS, KIMBERLY DIANE is to be employed as Laboratory Technician, Consumer Sciences, Categorical, Pos. #P0016469, Consumer and Family Resources, Division of Advanced Technology and Applied Sciences, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Step 1, 25 hours per week, 12 months per year, effective January 2, 2020. Employment in this position is contingent upon funding by the Local Strong Workforce Grant. This position was approved by the Chancellor on August 27, 2019.
 - b. FALCON, BRIANAH MARIE is to be employed as Greenhouse Assistant, Pos. #P0003554, Horticulture, Division of Advanced Technology and Applied Sciences, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 114, Step 2, 20 hours per week, 12 months per year, effective December 2, 2019.
 - c. FOURTINE, JEAN BERNARD is to be employed as Building Maintenance Worker, Pos. #P0003303, Facilities, Maintenance and Operations, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 124, Step 3, 40 hours per week, 12 months per year, effective December 2, 2019.
 - d. ¹MENDIOLA, FABRIZIO GIULIANO is to be employed as Athletic Equipment Specialist/Driver, Pos. #P0004215, School of Kinesiology, Health, and Athletics, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 121, Step 1, 20 hours per week, 10 months per year, effective January 6, 2020.
 - e. PRITCHETT, JAIME LYNN is to be employed as Senior Accounting Specialist, Pos. #P0004069, Accounting, Fiscal Services, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, effective December 9, 2019.
 - f. WU-WOODS, JESSICA JACHI is to be employed as Laboratory Technician, Life/Physical Sciences, Pos. #P0006672, Biology, School of Life Sciences and Technologies, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Step 1, 40 hours per week, 12 months per year, effective January 2, 2020.

January 21, 2020

¹ Related to Lucciano Mendiola, Associate Faculty, Irvine Valley College

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE CLASSIFIED POSITIONS

1. ADMINISTRATIVE ASSISTANT, CATEGORICAL, Pos. #P0017191, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 121, Office of Student Services, Saddleback College, seeks authorization to establish and announce this part-time, 20 hours per week, 12 months per year position to its staff complement, effective November 26, 2019. Employment in this position is contingent upon funding by the California College Promise. This position was approved by the Chancellor on November 26, 2019.

C. CHANGE OF STATUS

1. SADDLEBACK COLLEGE (SC): <u>CLASSIFIED CHANGE IN EMPLOYMENT STATUS</u> (Information Items – Pursuant to Board Policy 4002.1)

	Assignment	Assignment	Range/	Hours/	Effective
<u>Name</u>	<u>From</u>	<u>To</u>	Step	Week	<u>Date</u>
Bolin,	P0003883,	P0016261,	123/1	40	12/02/2019
Christina	Counseling Office	Matriculation			
	Assistant,	Specialist,			
	Categorical	Categorical			
Metcalf,	P0002738,	P0003547,	120/3	40	12/18/2019
Andria	Admissions and	Admissions and			
	Records Specialist I	Records Specialist II			
	Î				

- **D.** <u>OUT OF CLASS ASSIGNMENTS</u> FOR POSITIONS THAT ARE TEMPORARILY AVAILABLE DUE TO LEAVES OF ABSENCE, ETC.
 - 1. IRVINE VALLEY COLLEGE **returned** the following permanent Classified employee(s) from (a) temporary, out of class and/or acting assignment(s), back to their permanent assignment(s).

	Permanent	<u>Temporary</u>	Range/	Hours/	Effective
<u>Name</u>	Assignment	Assignment	Step	Week	<u>Date</u>
Anaya, Tanya	P0005014, Office	P0016840,	113/4	40	12/03/2019
	Assistant,	Disabled Student			
	Categorical	Program Specialist			

2. SADDLEBACK COLLEGE **returned** the following permanent Classified employee(s) from (a) temporary, out of class and/or acting assignment(s), back to their permanent assignment(s).

	Permanent	Temporary	Range/	Hours/	<u>Effective</u>
<u>Name</u>	Assignment	Assignment	Step	Week	<u>Date</u>
Ramirez,	P0003524,	P0016574, Senior	121/4	40	12/31/2019
Reenie	Administrative	Administrative			
	Assistant,	Assistant			
	Categorical				

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.10 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Non-Bargaining Unit Personnel Actions – Regular Items

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the non-bargaining unit personnel actions as shown in Exhibit A.

Item Submitted By: Kim Widdes, Acting Vice Chancellor, Human Resources

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT NON-BARGAINING UNIT PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

		<u>Hourly</u>	
<u>Name</u>	<u>Classification</u>	<u>Rate (\$)</u>	Start Date
Casaletta, Keirstenrichell	Office Assistant/SC	19.53	12/06/19-06/30/20
Dehmoobad, Atria	Ext. Opp. Prog. Spec./SC	23.80	12/12/19-06/30/20

2. The following individuals are to be employed as **Short-Term** (**Temporary**) positions for the **2019/2020** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

		<u>Hourly</u>	
<u>Name</u>	<u>Position</u>	<u>Rate (\$)</u>	Start/End Date
Barilea, Nelsa	Coaching Aide/SC	25.00	11/25/19-06/30/20
Guzman, Alex	TMD Aide/IVC	14.00	11/27/19-06/30/20
Jackson, Lucy	Project Specialist/SC	20.00	11/25/19-06/30/20
Morrow, Corbin	TMD Aide/SC	13.50	12/05/19-06/30/20
Parks, Jeremy	Project Specialist/IVC	20.00	12/12/19-06/30/20
¹ Parra, Cristina	Project Specialist/SC	18.00	12/09/19-06/30/20
Phelps, Riley	Clerk/SC	15.00	12/19/19-06/30/20
Yurkovich, Jacob	TMD Aide/SC	13.50	12/05/19-06/30/20

3. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2019/2020** academic year.

Name Start/End Date
Ortiz, Johanna 01/06/20-06/30/20

-

¹ Related to Lori Parra, Extended Opportunity Program Specialist, Saddleback College

A. <u>NEW PERSONNEL APPOINTMENTS</u> – Continued

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2019/2020** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

		Not to	
<u>Name</u>	<u>Position</u>	Exceed (\$)	Start/End Date
Adams, David	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Ahmed, Sunya	Tutor/IVC	14.00	11/27/19-06/30/20
Alcantara, Miguel	FKCE Co-Trainer/SC	70.00	01/01/20-06/30/20
Bazant, Rick	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Bui, Nu	Tutor/IVC	12.50	12/02/19-06/30/20
Cervantes, Rosalba	FKCE Co-Trainer/SC	40.00	01/01/20-06/30/20
Crary, Brenda	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Darian, Josh	Tutor/IVC	13.00	12/04/19-06/30/20
Diaz-Nunez, Maria	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Everly, Gina	FKCE Monitor/SC	30.00	01/01/20-06/30/20
Garcia, Maria	FKCE Co-Trainer/SC	40.00	01/01/20-06/30/20
Hutchinson Cervantes, Maria	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Johnson, Lindy	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Karir, Geeta	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Kim, Erin	FKCE Co-Trainer/SC	40.00	01/01/20-06/30/20
Luan, Zhuo	Tutor/IVC	14.00	12/10/19-06/30/20
Lucas, Yujin	Tutor/IVC	14.00	12/04/19-06/30/20
Major, Maria	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Najera, Rosanna	FKCE Monitor/SC	30.00	01/01/20-06/30/20
Nava, Jacob	Tutor/IVC	14.00	12/10/19-06/30/20
Nguyen, Vivian	Tutor/SC	13.50	11/15/19-06/30/20
Olvera, Eduardo	FKCE Monitor/SC	30.00	01/01/20-06/30/20
Quinlan, Suzette	Tutor/SC	13.50	12/12/19-06/30/20
Robertson, Deena	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Sahebekhtiari, Neli	Tutor/IVC	14.00	12/12/19-06/30/20
Scott, Guiselle	FKCE Co-Trainer/SC	40.00	01/01/20-06/30/20
Shin, Donghoon	Tutor/IVC	12.50	12/02/19-06/30/20
Tieu, Lan	FKCE Monitor/SC	30.00	01/01/20-06/30/20
Vitug, Matthew	Comm. Ed. Trainer/IVC	13.50	12/17/19-06/30/20
Waddington, Robert	FKCE Trainer/SC	70.00	01/01/20-06/30/20
Wallace, Jody	FKCE Co-Trainer/SC	40.00	01/01/20-06/30/20
Wilson, Sarah	Tutor/IVC	13.50	12/17/19-06/30/20

B. <u>VOLUNTEERS</u>

1. The following individuals are to be approved as Volunteers for the 2019/2020 academic year.

<u>School of Kinesiology, Health, and Athletics, Irvine Valley College</u> Doan, Joshua

<u>Division of Kinesiology and Athletics, Saddleback College</u> Im, Ye Pham, Aaron

<u>School of Languages and Learning Resources, Irvine Valley College</u> Lin, Jung-Hsuan

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.11 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: 2020 - 2021 Bonded Sabbatical Recommendations

ACTION: Approval

BACKGROUND

Under the authority of Article XXVI, Section H, of the Academic Employee Master Agreement, thirty-six (36) semesters are available for sabbatical leave during the 2020 - 2021 academic year. According to Article XXVI, Section I, Subsection A, of the Academic Employee Master Agreement, sabbaticals are allowed for the professional enhancement of the faculty member, which shall benefit the faculty member, his/her college, students, and/or the District. Sabbatical applications and supporting information are reviewed and evaluated by the SOCCCD District-wide Sabbatical Committee, comprised of faculty and administrators representing the colleges and district services.

STATUS

The SOCCCD District-wide Sabbatical Committee, chaired by Dr. Tony Huntley, Professor, Mathematics, Science and Engineering, Saddleback College, and Kim Widdes, Acting Vice Chancellor of Human Resources, met and reviewed all requests from faculty for sabbatical leaves during the 2020 - 2021 academic year. Using the criteria of Article XXVI of the Academic Employee Master Agreement, the committee voted to recommend twenty-five (25) faculty members listed in Exhibit A for sabbatical leaves during the 2020 - 2021 academic year. Exhibit A identifies the faculty member and provides a brief description of the proposed project. Three (3) applicants requested a full academic year sabbatical leave; thirteen (13) applicants requested sabbatical leave for Fall Semester 2020; nine (9) applicant requested sabbatical leave for Spring Semester 2021; totaling twenty-eight (28) semesters of leave. Budget planning will reflect provisions to accommodate sabbatical participant teaching loads.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve bonded sabbatical leave during the 2020 - 2021 academic year for the recommended faculty members shown in Exhibit A.

NAME	Julie Brady-Jenner	
DEPARTMENT/DIVISION/SCHOOL	CTVR/FAMT/Saddleback	
COLLEGE		
Fall 2020 x	Spring 2021	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT	From Leading Lady to Leadin	ng the Pack

GOALS and OBJECTIVES:

- 1. goal/objective: Curate list of actresses who have moved behind the camera to tell their stories.
- 2. goal/objective: Compile biographies of each woman, along with historical, societal impact, and other research pertinent to their story, along with a soft shooting schedule for Fall 2021.
- 3. goal/objective: Organize and compile all information gathered into lectures to be used in both Women in Cinema and Television and American Cinema.

ACTIVITIES:

Provide summary overview of activities.

Sources identified and contacted. Soft interview timeline constructed if possible, based on geography and other elements.

Written releases secured.

Research material gathered on a continual basis.

Clips, photos and clearances evaluated.

Travel and meetings secured where necessary.

Research materials (historical, biographical, etc.) organized to be repurposed into a variety of uses. Design of syllabi based on overall material.

- 1. Material for expansion of Women in Cinema and television textbook and possibly American Cinema text where appropriate.
- 2. Lectures, clips and photos to support biographies in Women in Cinema and Television class.
- 3. Presentation created for schools in the community and guest speaking or at the college.

NAM	1E	Barbara Cox		
DEP	ARTMENT/DIVISION/SCHOOL	Business / EWDBS / Saddleback College		
COLI	.EGE	Saddleback College		
XX Fall 2020		Spring 2021	Academic Year 2020 - 2021	
TITLI	OF SABBATICAL PROJECT	The Free Basic Business Grammar Online Worksheets Project		

GOALS and OBJECTIVES:

The project will create approximately 300-400 or more Business English grammar instruction and worksheets that:

- 1. provide sufficient and ample practice and reinforcement of correct Business grammar
- 2. are suitable and sufficient for use as basis of ZTC (Zero Textbook Cost instruction and free to users
- 3. are made available by online distribution via Canvas Commons
- 4. will be suitable and sufficient for basis of later development of a full Business English OER text.

ACTIVITIES:

Provide summary overview of activities.

Research phase:

Review content of major texts, tools, handbooks, online sites, and other sources.

Planning phase:

Identify handbooks and/or texts with which the worksheets will align.

Create detailed list/outline of contents.

Identify all question formats that Canvas will support and that are appropriate for the discipline content.

Writing phase:

Write the worksheets.

Online building and dissemination phase:

Use Canvas test creation tools to build the content into a Canvas shell in my Canvas sandbox.

PRODUCTS:

The Basic Business English Worksheets, a set of approximately 300-400 Canvas-built grammar worksheets that cover the range of skills and knowledge required for mastery of Business English and are publicly available through Canvas Commons, sufficient for use as the basis of ZTC courses and for later development of a full Business English OER text.

NAME Meredith Dorner					
DEPARTMENT/DIVISION/SCHOOL		Life Sciences and Technologies			
COLL	.EGE		Irvine Valley College		
Х	Fall 2020		Spring 2021	Academic Year 2020 - 2021	
TITLE OF SABBATICAL PROJECT			An Exploration into the Acceptance and Understanding of Evolution among Students Enrolled in Life Sciences classes at Irvine Valley College.		

GOALS and OBJECTIVES:

- 1. Extend my dissertation's literature review of evolution acceptance college students with a focus on factors that are correlated with acceptance and understanding.
- 2. Conduct a new literature review that examines the understanding of evolution and its misconceptions among students.
- 3. Further analyze dissertation data that survey evolution acceptance and understanding.
- 4. Analyze raw data of student understanding of evolution and misconceptions about evolution.
- 5. Author and submit to present at an appropriate conference.
- 6. Author and submit a manuscript detailing the results for publication in a peer-reviewed journal.
- 7. Author and present a summary report of the findings to IVC faculty for discussion about how best to use these results to inform classroom instruction.

ACTIVITIES:

The first goal of this sabbatical is to extend the literature review I completed for my dissertation regarding the research that has been conducted to examine the understanding of evolution as well as the relationship between academic factors (e.g., understanding of the nature of science, understanding of evolution, experience with science) to the acceptance and/or understanding of evolution among students. I will further analyze my already collected dissertation data (IVC student surveys) to explore whether relationships exist (a) between several ideas (acceptance of evolution, understanding of evolution, and understanding of the nature of science), (b) acceptance of human evolution and other demographic and academic variables, and (c) the nature of those relationships. Secondly, I propose to conduct a literature review on a topic I have not yet explored: how well community college students understand evolution and specifically, in which areas of the theory they commonly express misconceptions. I will analyze my pool of already collected raw data regarding the understanding of evolution among IVC Life Sciences students (these data are completely separate from my dissertation). The focus of this analysis will be to determine if there are patterns regarding which areas of evolution with which students have trouble. Finally, based on the results of these analyses, I will submit an abstract to present at a conference, submit a manuscript for review and possible publication in a peer-reviewed journal, and present a summary report of my findings to faculty.

- 1. Initial results will be submitted to present at an appropriate conference.
- 2. A literature review on factors associated with evolution acceptance will be posted to the LST sharepoint site.
- 3. A literature review on the understanding of evolution will be posted to the LST sharepoint site.
- 4. A manuscript will be submitted to an appropriate journal for review and hopefully, publication.
- 5. The summary report will be presented during to IVC faculty and will be posted on the school's sharepoint site.

NAME			William Etter		
DEPA SCHC	RTMENT/DIVISION/ OOL		English / Liberal Arts		
COLL	COLLEGE				
X	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT			Best Practices for Utilizing Approaches to, and Mechanisms for, Improving Instructor Feedback in IVC Writing Instruction		

GOALS and OBJECTIVES:

- 1. goal/objective: gain a deeper understanding of how instructor commentary on student writing contributes to writing pedagogy at IVC and study student and faculty perceptions of instructor feedback
- goal/objective: determine how existing methods of instructor commentary in IVC's Writing courses might be further promoted and/or modified, to better serve students' and instructors' needs
- 3. goal/objective: examine technological resources for providing instructor commentary and their relevance to IVC Writing courses

ACTIVITIES:

Provide summary overview of activities. Over the course of my sabbatical, I would read and analyze research on the role of instructor commentary in writing instruction as well as on the use of current technological advances, relevant course outlines of record, and writing instructor syllabi; I would also meet with IVC faculty in Writing and ESL and with DSPS staff. Next, I would work with IVC Writing faculty to construct faculty and student surveys on instructor commentary in writing courses and study technological modes of commentary that might be appropriate for IVC Writing courses. Then, I would administer these surveys to IVC Writing faculty and students in Fall 2020 courses, analyze the results, and consider recommendations in the light of further study of relevant technological options. Finally, I would compose sample materials and presentations for Writing faculty to demonstrate methods of implementing the conclusions of my sabbatical work.

- 1. Product: Surveys and survey results of students and faculty in IVC Writing courses
- 2. Product: Recommendations regarding Writing instruction specific to each writing course offered by the IVC English department
- 3. Product: Recommendations and materials for additional modes of instructor commentary, including such modes as audio commentary, video commentary, and computer-based feedback, delivered through departmental meetings and the department's Faculty Resources Canvas page.

NAME			Suki Fisher		
DEPARTMENT/DIVISION/SCHOOL			English/ Liberal Arts/ Saddleback College		
COLLEGE					
	Fall 2020	Χ	Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Daughters of the Matterhorn God and Other Tales of Happiness and Woe			

GOALS and OBJECTIVES:

 Daughters of the Matterhorn God and Other Tales of Happiness and Woe will be a collection of ten (minimum) fictional stories that follow various characters who work at Disneyland. This collection will look deeper into the original dark fairy tales and stories that inspired Walt Disney, incorporating aspects of those fairy tales and stories into the final collection. Ultimately, the purpose of this project is to create a collection of short stories inspired by Disneyland and the original fairy tales Disney incorporated into the creation of his kingdom.

ACTIVITIES:

In order to complete this project, the following activities will need to be accomplished:

- Read through original fairy tales,
- Work on writing the various stories
 - "Daughters of the Matterhorn God"
 - o "Pepino's Lizard Baby"
 - o "Click"
 - o "The Best of the Belles"
 - o "The Evolution of Gooseman"
 - o "The Month of Ray"
 - o "When Peter Met Greta"
 - "In the Kingdom of Happiness"
 - o "Bird Men"
 - o "To Run Kanga" or "Like a Halo in Reverse"
- Revise the stories
- Expand on the collection if needed

PRODUCT:

Completion of a 150-page minimum manuscript

NAME		Lindsay Fox		
DEPARTMENT/DIVISIO	N/SCHOOL	DL Fashion/ ATAS		
COLLEGE		Saddleback		
Fall 2020	1st	Spring 2021	2nd	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		The Power of Dress: Magical Protection and Transformation in		
TITLE OF SADDATICAL	PROJECT	Adornment		

GOALS and OBJECTIVES:

- 1. Increase my knowledge of the psychology of dress through research.
- 2. Increase students understanding of the psychology of dress.
- 3. Explore dress in the context of protection against the supernatural, adornment to assist in fighting fears, and in the context of transformation.
- 4. Inspire students to think about dress and what it expresses about the wearer.
- 5. Demonstrate the creative process of using historical/ cultural dress as inspiration for modern work.

ACTIVITIES:

- 1. Research and study dress in the context of protection against the supernatural, adornment to assist in fighting fears, and in the context of transformation using museum collections, books, scholarly journals.
- 2. Identify actual examples of physical dress and dress as represented in legend and myth that illustrate protection and transformation.
- 3. Use costume history and research as source of inspiration for modern work.
- 4. Create costume and textile pieces for exhibit/ show that are inspired by the concept of dress as protection and transformation.
- 5. Develop lectures and visuals that explore the concept of magic, protection, and transformation in dress and textiles to use in Fashion Trends and Cultural Costumes class.

- I will create 3-4 lectures with visuals in a format such as power point to be used in my Fashion Trends and Cultural Costume class. These lectures will be on topics such as: The Psychology of fashion, Dress and protection, Dress and Transformation.
- Create an outline of research to be used for an exhibition and/ or fashion show.
- Collect visuals to be used for inspiration for my final pieces.
- Create 3-5 costume pieces/ textile pieces inspired by my research.
- Curate an exhibit or fashion show presenting work and research.

NAME			Christina Ghanbarpour		
DEPARTMENT/DIVISION/SCHOOL		History/SBS			
COLL	COLLEGE		Saddleback College	Saddleback College	
	Fall 2020	Х	Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Book Manuscript and Prospectus Project – Japanese Women's History			

GOALS and OBJECTIVES:

- 1. To revise my book manuscript to a publishable form
- 2. To write a prospectus, with the ultimate goal of finding a market and a publisher for my book manuscript
- 3. To submit the prospectus to publishers

ACTIVITIES:

Provide summary overview of activities.

This sabbatical will focus on updating my book manuscript and writing a prospectus. This will consist of researching contemporary works in my field, identifying new works and materials through archival research and conference attendance, and researching the market for my book. I will use these materials to revise the manuscript, adding new sections on current topics, adding translations, and rewriting the conclusion and epilogue chapters to address current events. Lastly, I will write a prospectus in order to identify a publisher and a market for my work. I will then send this prospectus to a publisher.

- 1. Product: a publishable book manuscript; a completed book prospectus; correspondence with a publisher to show project completion
- 2. Product: a bibliography of the current literature; a writing workshop during faculty development week; electronic files of materials of interest to early-career faculty and/or for use in history classes
- 3. Product: updated syllabi to reflect new and emerging trends in the study of Asian history for use in the Asia history series (Hist 70 and 71) and the world history series (Hist 5); syllabus and materials for a newly proposed course on Japan, Hist 78- History of Japan

NAME		Carrie Goulding			
DEPARTMENT/DIVISION/SCHOOL		English/Liberal Arts			
COLLEGE		Saddleback College			
	Fall 2020	Χ	Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Assessment of Academic Literacies Across the Disciplines			

GOALS and OBJECTIVES:

- 1. goal/objective: Develop a methodology and rubric that can be used to assess academic literacy across the Learning Pathways at Saddleback College.
- 2. goal/objective: Collect and assess evidence of academic literacy tasks and student attempts across the Learning Pathways.
- 3. goal/objective: Analyze the evidence collected and provide recommendations for ways to strengthen academic literacy at Saddleback through the Guided Pathways structure.

ACTIVITIES:

Provide summary overview of activities.

In response to calls for more systematic research into student learning at the two-year college, specifically connected to institutional redesign efforts, my sabbatical will focus on determining the writing, critical thinking, and reading tasks asked of our students across the disciplines, and the assessment of student attempts to complete these tasks. I ask, "What academic literacies are we asking our students to demonstrate?" and "How well are our students doing in demonstrating these literacies?" I will develop a rubric to assess the prevalence of different academic literacies in papers, exams, and student responses; collect multiple samples of papers, exams, and student responses from multiple instructors in each Learning Pathway; assess these samples using the I've developed rubric; and write a synthesis of my findings that can be easily understood and presented to faculty and administrators across our institution and through a journal article in *Teaching English in the Two-Year College*. In the end, my research results could be used to identify literacies we value as an institution, any opportunities to strengthen the development of academic literacies, and/or any literacies that are specific to individual learning pathways.

- 1. Product: A methodology and rubric that can be used to assess academic literacies at Saddleback and other institutions.
- 2. Product: Evidence of writing, reading, and critical thinking assignments and attempts across the Learning Pathways at Saddleback.
- 3. Product: A journal article and accessible presentation/report that summarizes and analyzes the evidence through the lense of research on effective practices in identifying and strengthening academic literacy in a Guided Pathways framework.

NAME		JULIE HANKS			
DEPARTMENT/DIVISION/SCHOOL		HEALTH SCIENCES AND KINESIOLOGY			
COLLEGE			IRVINE VALLEY COLLEGE		
X Fall 2020		Spring 2021		Academic Year 2020 - 2021	
TITLE OF SABBATICAL PROJECT					

GOALS and OBJECTIVES:

The goal of my sabbatical is to conduct a research study about the practice of mindfulness to determine the efficacy of specific aspects/principles of mindfulness and whether I should incorporate these aspects of mindfulness into the courses I teach. The objective is to determine if mindfulness is useful in developing curriculum to enhance the courses that I teach to maximize students potential at IVC.

ACTIVITIES:

I will use the library databases to conduct a thorough review of literature on the efficacy of mindfulness, and immerse myself into studying the Practice of Mindfulness by taking an eightweek program titled: Finding Your Best, presented by Dr. Michael Gervais and Pete Carroll. The program includes contributions from Arianna Huffington, Satya Nadella, Dr. Albert Bandura, and Nicole Davis. I will develop a survey to determine individuals' levels of awareness and attitudes towards mindfulness, and I will develop specific course content that educates IVC students on the Practice of Mindfulness

PRODUCTS:

DevelopmentofmaterialforSchoolandFlexpresentationsthatsummarizethefindings from the literature review; faculty, staff, and student surveys. Develop mindfulness evaluation and support tools that can be incorporated into kinesiology and health science courses and athletic team trainings. Lastly, a completion of the program of study, "Finding Your Best", where each faculty member will have access to the outcomes of my project. This will include a supplement augmenting Mindfuless, with an assessment tool that will ask specific questions on Mindfulness, and a workbook consisting of 1 to 2 pages. A faculty user's manual consisting of 1 to 2 pages.

NAME		Catherine Hayter		
DEPARTMENT/DIVISION	N/SCHOOL English/Liberal Arts			
College		Saddleback		
Fall 2020		Spring 2021	X	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		The Rhetorical Promise of Scrapbooking in Late 19th Century South: Cutting and Pasting as Subversive and Empowering		

GOALS and OBJECTIVES:

Specifically, this sabbatical project will result in the completion of a draft of a dissertation focusing on the scrapbooking practices of African-Americans and women from approximately 1865-1940 as evidenced by scrapbooks housed in the archives of Tuskegee University and Auburn University.

I will complete the following activities in order to complete a final draft of this dissertation:

- 1. Create chapter outlines for each chapter before writing.
- 2. Meet with my advisors and/or solicit feedback on drafts and throughout writing process as needed.
- 3. Consult with the directors and staff in the archives at Auburn University and Tuskegee University to solicit additional information and materials from the archives, as needed, and to ensure accurate representation of work and people.
- 4. Read and re-read various related articles, books, and other research related to this work, ensuring its relevance and currency to the field of rhetoric and composition and our college.
- 5. Write four chapters culminating in a draft of a dissertation.
- 6. Identify kinds of rhetoric and discourse taught in English 1A and 1B in order to tailor presentation accordingly for English Department and anyone interested.
- 7. Create a presentation to share with faculty at Saddleback College.

ACTIVITIES:

My general sequence of activities will involve researching, drafting, consulting, revising, and working on my dissertation chapter by chapter, with the overall goal of finishing about one chapter per 1-2 months. The first month, August, will be dedicated to a literature review, and the last month, May, will be devoted to creating materials to share with faculty at Saddleback College.

- 1. A draft of a four-chapter dissertation.
- 2. A presentation of this dissertation communicating relevancy of work to teaching our core composition courses, English 1A and English 1B, especially as the work relates to equity in the classroom.

NAME			Barbara Huggins		
DEPARTMENT/DIVISION/SCHOOL			Nursing/ Health Sciences Human Services		
COLLEGE		Saddleback College			
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Next Gen NCLEX: Planning ahead for the 2023 transformation in the Registered Nursing National Licensure Exam			

BACKGROUND:

The National Council of State Boards of Nursing (NCSBN) plan to make significant changes to the National Licensure Exam testing items beginning in Spring 2023. There will be a greater focus on evaluating clinical judgment. It is essential that nurse educators in Associate Degree Nursing Programs prepare for these changes by 2021 within courses.

GOALS and OBJECTIVES:

- 1. To ensure that focus areas in the NCLEX test plan are being addressed within the N171 Mental Health Nursing Course.
- 2. To modify quiz and examitems within the N171 course so that clinical judgment is emphasized along with nursing knowledge.
- 3. Development of a template for item development for sharing among other nursing courses.

ACTIVITIES:

- Create two learning activities that are based on unfolding clinical scenarios to address identification of patient cues based on assessment, prioritization of nursing actions and evaluation of patient outcomes.
- Compare existing course examination materials (more than 200 items) with learning objectives and the current NSCBN RN Test Plan.
- Create a test blue print for the N171 final examination.
- Modify quizzes and exams to have 30% of testing items that utilize realistic, complex clinical scenarios and will address recognition of environmental, medical record and patient observation cues, prioritization of hypotheses, generation of solutions, taking nursing action and evaluation of patient outcomes.
- Develop a template for item development using the NCSBN Clinical Judgment and Action Models for sharing among nursing courses.

- 1. Two new learning activities within the N171 Mental Health Nursing Course.
- 2. Blue printed final exam aligned objectives with NCSBN test plan.
- 3. Modified quiz and examitems (30%) to be based on clinical scenarios that emphasize clinical judgment and nursing action.
- 4. A template for item development using the NCSBN Clinical Judgment and Action Models for sharing among nursing courses.

NAME			Melissa Garcia Knoll		
DEPARTMENT/DIVISION/SCHOOL			Department of English/School of Liberal Arts		
COLLEGE		Irvine Valley College			
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		"Digitizing Dystopia": Launching Online Literature Course Curriculum at Irvine Valley College			

GOALS and OBJECTIVES:

- goal/objective: Goal: To create and provide resources that enable the launch of online literature course curriculum at IVC, thus creating more coursework access to a wider population of students. Objective: Complete and submit the paperwork to the Curriculum Committee so that the English department can offer LIT 49 (Popular Literature) as an online course;
 Objective: Create the online curriculum for 6 weeks of study that can be taught in Popular Literature, which would demonstrate the best practices of online literature curriculum
- goal/objective: Goal: To provide resources that enhance faculty awareness regarding the best
 practices of online pedagogy and use of Canvas. Objective: Create an open Canvas Sandbox page
 that will function as an archive to house the results of my research regarding the best practices
 of online pedagogy.
- goal/objective: Goal: To provide resources and support to fellow English department faculty
 who are interested in creating curriculum for online literature courses as well. Objective: To
 provide a model of the best practices of online pedagogy for literature classes through the
 model Canvas literature course. Objective: To provide an open Sandbox Canvas page that will
 archive the research regarding the pedagogic best practices regarding online literature courses.

ACTIVITIES:

Provide summary overview of activities: This project will launch online literature course offerings for the English Department at IVC by producing online curriculum for LIT 49: Popular Literature. At present, there are no literature courses available online, so this project seeks to bridge this gap by creating resources so that students will eventually have access to this course online. Furthermore, this course has often been cut in recent years because of lack of enrollment. This project seeks to produce resources to enable the department to offer it through an online format, thus creating more access to a larger population of students. To that end, I will produce dynamic and innovative curriculum that demonstrates the best practices regarding the pedagogy for online literature courses. The project will also develop resources for faculty, enabling them to enhance their use of Canvas in both online and in person classes. The results of this research will be made available to faculty and deans through a PowerPoint presentation as well as through shared Canvas Sandbox pages.

- 1. Product: Completion and submission of paperwork to Curriculum Committee to ensure that LIT 49: Popular Literature can be offered online.
- 2. Product: A Canvas page that will showcase six weeks of online curriculum for Popular Literature, modeling the best pedagogic practices for online literature courses.
- 3. Product: A Canvas sandbox page, open to all faculty, that will archive the research regarding the best practices of online pedagogy.
- 4. Product: A PowerPoint presentation highlighting the results of my research, labor, and analysis regarding online pedagogy for literature courses at the community college.

NAME: Georgios (Yorgos) Kouritas			
DEPARTMENT/DIVISION/SCHOOL	Music/Fine Arts Division		
COLLEGE	Saddleback College		
Fall 2020 x	Spring 2021-one semester request	Academic Year 2020 - 2021	
TITLE OF SABBATICAL PROJECT	Ludwig van Beethoven's known and unknown works composed for violin		

GOALS and OBJECTIVES:

- a. Present a Lecture Recital in which I will be discussing and performing some of Beethoven's known and unknown works composed for violin.
- b. Make a recording (DVD and/or CD) of the pieces I will be performing in the Lecture Recital.
- c. Professional growth and development as a teacher and as a performer.
- d. Community Outreach
- e. Share the knowledge that will be acquired during my sabbatical absence with the Saddleback College students.

ACTIVITIES:

Become familiar with Beethoven's violin works, arrange for rehearsals with my pianist, make arrangements for a recording to be made, practice the chosen pieces for the Lecture Recital, prepare PowerPoint slides for the Lecture, rehearse with my pianist, prepare programs and handouts, make the recording, edit the recording, do the Lecture-Recital.

- 1. CD and/or DVD of the pieces I will be performing in the Lecture Recital
- 2. Programs and handouts for the Lecture Recital
- 3. Lecture-Recital

NAME			Carolina J. Kussoy		
DEPARTMENT/DIVISION/SCHOOL			Computer Information Management/Business Sciences		
COLLEGE		Irvine Valley College			
	Fall 2020		Spring 2021	✓	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		The Future of Analytics at IVC			

GOALS and OBJECTIVES:

- 1. **Training**: Professional development training on a minimum of three (3) industry platforms
- 2. Curriculum: New program development (COR) for Certificate in Data Analytics
- 3. **Research**: How Data is Used White Paper and Data Analytics Labor Market Information Report
- 4. **Externship**: Faculty externship involving two firms to assist with their data analytics projects

ACTIVITIES:

Provide summary overview of activities.

Fall Semester 2020								
	1 Training	2 Curriculum	3 Research	4 Externship				
Aug	Tableau®			Externship A				
Sep	Tableau®		Data in Industry					
Oct	Tableau®	Curriculum						
Nov	Tableau [®]	Curriculum						
Dec								
Spring	Spring Semester 2021							
Jan	Alteryx®			Externship B				
Feb	Alteryx®	Canvas Modules	Labor Market Data					
Mar	Microsoft Power BI®	Canvas Modules						
Apr	Microsoft Power BI®	Canvas Modules						
May	Data Management							
Summer Session 2021								
Jun	Analytics							
Jul								

- 1. Industry Certifications: Tableau, Alteryx, Microsoft Power BI
- 2. Course Outline of Record (COR): Certificate in Data Analytics
- 3. White Paper (How Data is Used) and Labor Marketing Information on Data Analytics
- 4. Externship Projects in Data Analysis, Data Management, and Data Visualization

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NAME			Ken Lee		
DEPARTMENT/DIVISION/SCHOOL			Horticulture & Landscape Design / ATAS		
COLLEGE			Saddleback College		
	Fall 2020	Χ	Spring 2021 Academic Year 2020 - 2021		
TITLE OF SABBATICAL PROJECT		JAPANESE GARDENS AND THEIR POSITIVE IMPACT ON WELLNESS			

GOALS and OBJECTIVES:

- 1. To assess the impact on wellness of Japanese people from their perception about gardening and its role in Japanese culture
- 2. To research specific elements of Japanese gardens on wellness in the social, cultural and religious aspects in Japan
- 3. To identify practical recommendations for well-being in the US through wellness gardening, based upon findings of the Japanese gardens and their positive impact on wellness

ACTIVITIES:

- 1. To research historical aspects of the positive impact on wellness from Japanese gardens
- 2. To collect and record researched data
- 3. To identify exemplary Japanese gardens for the case study
- 4. To visit exemplary Japanese gardens for site evaluation
- 5. To develop a photo journal, and, to interview local participants, if available
- 6. To compile and assess data collected for Japanese gardens' positive impact on wellness
- 7. To identify practical recommendations for wellness gardening in the US
- 8. To prepare the final report and presentation slides

- 1. Historical data research report on Japanese gardens and their role on wellness in Japan
- 2. Case study report on exemplary Japanese gardens in Kyoto, Tokyo and other locations in Japan
- 3. Traveling photo journal
- 4. Transcript of local interview, if available
- 5. Practical recommendations for wellness gardening in the US
- 6. Presentation slideshow

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NAME			Gary A. Luke			
DEPARTMENT/DIVISION/SCHOOL			English/Humanities/Liberal Arts/Saddleback College			
COLLEGE		Saddleback College				
Х	Fall 2020		Spring 2021 Academic Year 2020 - 2021			
TITLE OF SABBATICAL PROJECT		English 1A for the 21st Century				

GOALS and OBJECTIVES:

- 1. Plan, design & implement a totally new online/interactive English 1A including but not limited to:
 - Writing at least 10 new lessons, each with original, on-line Lectures & Readings (about Social-Media Literacy and other 21st century themes) designed for Critical Thinking & on-line, interactive Composition as a Recursive Process.
 - Example Topics
 - o Social-media identity in credible personae (voices) and sources,
 - Rhetorical persuasion in a variety of sources and on-line "genres,"
 - Instruction in online composition tools for various stages of the composition process: invention, drafting, and "revisioning", as well as for establishing individual credibility with MLA/APA documentation of source materials.
- 2. Research & develop a no-cost set of 10 online, interactive reading-video assignments with quizzes to replace text-based rhetorical guides, grammars hand-books, and anthologies which lead to formal essays published in TURN-IT-IN.
- 3. Design & construct a series of 10 online Reading Response Journal assignments (in synchronous chat rooms & asynchronous discussion boards) referencing online reading assignments and video-lecture-demonstrations.
- 4. Design & implement on-line peer-responses for Spiral-Down "Revisioning" 1, 2, 3 (for rough drafts, rewritten drafts, and peer-edited, college-level compositions).
- 5. Implement Zoom office hours with video for composition-interactivity.
- 6. Implement two LRC online-tutoring assignments with follow-up rewards.

ACTIVITIES:

Continue mastering the new campus Learning Management System (Canvas), totally revise English 1A for this age of social media, on-line researching, and lesson planning to implement a Zero-Cost, interactive, distance education course accessible to all adults seeking a college-level course in 21st Century Literacy, Critical Thinking & a fully-tooled online Composition Process, emphasizing a purposely staged feedback revision process for peer-editing, tutorial response, and office hour feedback.

PRODUCTS: A complete re-design of an on-line English 1A course with plans for Humanities 1, Hon. 11H, and 12H.

NAME		Maria Mayenzet			
DEPARTMENT/DIVISION/SCHOOL		CTVR/ FAMT			
COLLI	COLLEGE		Saddleback College		
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Acting for New Media			

GOALS and OBJECTIVES:

- goal/objective
 - Develop instructional resources for the students and faculty of Cinema, Television and Radio in order to explore various avenues of creation and production in New Media.
 - Organize resources and information in an easy-to access format. (PDF)

2. goal/objective

- Provide students with the resources and tools to write, act, direct and produce work in a variety of venues in New Media.
- Tools: Step by step instructions on how to structure projects from preproduction to production and post production guidelines for the process of storytelling in the age of new media. Instructions on how to create a niche marketplace for the stories created. Resources on marketing on youtube, Instagram and Tik Tok and how to enter festivals. Examples of the use of different acting styles for different mediums will be provided.

3. goal/objective

• Develop a step-by-step guide for acting in and developing projects for New Media.

ACTIVITIES:

Provide summary overview of activities.

- Creation and writing of an Acting for New Media to support student learning and faculty success in teaching CTVR 104, CTVR 191, CTVR 280, CTVR 290 and CTVR 291. The book will be available as a PDF document and e-text.
- Compose, write and publish Acting for New Media.
- Create a YouTube channel as a complement to the manual.

- 1. Product: PDF document of Acting for New Media.
- 2. Product: E-text link to *Acting for New Media*.
- 3. Product: YouTube Channel with additional tutorials to complement Acting for New Media.

NAME			Benjamin A. Mis		
DEPARTMENT/DIVISION/SCHOOL			Psychology/Social and Behavioral Sciences		
COLL	COLLEGE		Irvine Valley College		
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		Improving Student Accessibility through the use of Open Source			
11116	OF SADDATICAL PROJ	ECI	Materials and Supplements		

GOALS and OBJECTIVES:

- 1. Reduce course cost in at least two courses for students by replacing publisher materials with open source materials in order to provide greater accessibility.
- 2. Develop additional readings and assignments in order to enhance learning and engagement for both classroom and online classes.
- 3. Create video materials for an online Physiological Psychology class in a podcast, discussional format in order to allow for a greater understanding of the material.
- 4. Create video materials for additional classes, such as teaching and reviewing particularly difficult topics in statistics.
- 5. Share materials and the learning of the creative process with colleagues and students.

ACTIVITIES:

Provide summary overview of activities.

Review open source materials and primary source readings, compile readings and supplements, create additional materials and assignments, create test banks for practice and for exams, develop additional assessments, and share information.

- 1. Complete replacement of publisher materials by open source materials in at least two of my classes. Choice based on availability, accessibility to students, and value.
- 2. Supplemental course assignments, assessments, practice and test banks to coincide with open source materials for at least two courses.
- 3. Create 10-12 lecture/discussion videos for online class; these videos will average 30-60 minutes in length and will teach and review complex topics in neuroscience.
- 4. Create at least 6 additional videos for other classes in order to assist students with particularly difficult topics.
- 5. Two presentations during 2021, one for faulty and one for students on the reworking of these courses, accessibility, and creative process.

NAME			Bruno Passarelli		
DEPARTMENT/DIVISION/SCHOOL			Biological Sciences/Mathematics, Science, and Engineering		
COLLEGE			Saddleback College		
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT		PhD dissertation research: "Metazoan parasites of the California grunion Leuresthes tenuis and other New World silversides."			

GOALS and OBJECTIVES:

- Process samples and analyze data collected as part of my dissertation research project.
- Perform a literature review for all three chapters of my dissertation.
- Submit a draft of all three chapters of my dissertation to my PhD advisor for revision.
- Meet with my dissertation committee members to discuss the dissertation project.
- Incorporate suggestions from committee members and write an advanced draft of all three chapters of my dissertation research.

ACTIVITIES:

Provide summary overview of activities.

- Process samples (dissect fish, identify, and quantify metazoan parasites).
- Perform statistical analyses.
- Write draft of all three chapters of dissertation.
- Meet with committee members to discuss dissertation.
- Revise dissertation. Incorporate comments from committee members.
- Format and prepare an advanced draft of all three chapters of the dissertation.
- Send the advanced draft of the dissertation for my PhD advisor for feedback.

- Chapter 1: Metazoan parasites of Leuresthes tenuis in southern California.
- Chapter 2: Redescription of Caligus olsoni Pearse 1953 (Copepoda: Caligidae), a parasite of California grunion Leuresthes tenuis, (Ayres 1860) (Actynopterygii: Atherinidae) and other fishes in the northeast Pacific.
- Chapter 3: Comparison of parasites of L. tenuis with parasites of Atherinops affinis and Atherinopsis californiensis in southern California and L. sardina in the Gulf of California, Mexico.

NAME			Brenda Plascencia-Carrizosa		
DEPARTMENT/DIVISION/SCHOOL			Child development and Education/Social and Behavioral Sciences		
COLLEGE			Saddleback College		
	Fall 2020		Spring 2021	Χ	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT			Dissertation research exploring the implementation of anti-bias		
			education in early childhood settings		

GOALS and OBJECTIVES:

- To collect and analyze data, over the period of one year, in order to complete research and coursework, for the P-12 Education Leadership doctoral program at CSU Fullerton that will advance my work on a dissertation focused on current teaching practices in early childhood education settings.
- 2. To better understand, more specifically, how teachers in Southern California, working with children ages 4-5, implement curriculum and utilize materials to support young children with the four goals of anti-bias education (Derman-Sparks & Edwards, 2010) as one approach to addressing equity issues in early childhood settings.
- 3. To inform my teaching by learning more about how teachers are developing their curriculum regarding the four goals of anti-bias curriculum (Derman-Sparks & Edwards, 2010 in order to better prepare myself to support our Saddleback students who are preparing to enter the workforce in early childhood education settings. As our future teachers enter the workforce, it is vital that they understand some of the equity issues in educational settings and how some of these issues can potentially be addressed.

ACTIVITIES:

In order to conduct my research and complete related dissertation coursework I will work under the supervision of a dissertation chair assigned to me through the doctoral program in Education Leadership at CSU Fullerton. As part of my coursework I will develop and defend a research proposal, submit my proposal to IRB for research approval, and then begin the research process. The research process will begin with a selection survey. Once participants are identified I will begin the process of data collection including initial and follow up interviews with approximately 10-20 teachers regarding curriculum practices and examination of classroom environments and materials. This research process will also include continued data collection, interview transcription, data coding and analysis over the course of several months with the eventual goal of writing of a draft of findings and discussion for a dissertation. While I do not expect to complete my dissertation or to participate in final defense of my dissertation within the scope of my sabbatical, this sabbatical will enable me to make considerable progress towards advancing the research and writing required of my dissertation.

- (1) Academic transcripts showing completed research related coursework
- (2) IRB Approval Form
- (3) Research/data records collected (e.g. interview transcripts, observation notes, or draft of chapter 4 showing the use of the data collected)
- (4) Dissertation chapters 1-3

NAME	Virginia Shank	
DEPARTMENT/DIVISION/SCHOOL	English/Humanities	
COLLEGE	Irvine Valley College	
Fall 2020 X	Spring 2021	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT	Mind the Gap: Closing the E	quity Gap through Curated Online
THE OF SABBATICAL PROJECT	Educational Resources for W	/R1

GOALS and OBJECTIVES:

Goal: Identify high quality, accessible, free Online Educational Resources to provide IVC College Writing (WR1) instructors with classroom materials that target marginalized populations to support students' analysis and skill-building

- Objective: Conduct research to determine criteria for evaluating OERs
- Objective: Investigate & evaluate pre-existing OERs
- Objective: Create OERs that were not available in pre-existing areas

Goal: Establish IVC WR1-specific repository of OERs organized into modules based on topic for easy access and selection

- Objective: Determine best platform for collecting OERs
- Objective: Develop repository-building skills
- Objective: Create repository of OERs

Goal: Present argument in favor of using OERs in WR1 and walk-through of resource repository to full-time and part-time English Department faculty

- Objective: Develop presentation
- Objective: Deliver presentation

ACTIVITIES:

- Research copyright laws governing online texts, 504/508 accessibility assessment tools for online texts, & qualities of texts that best serve marginalized students
- Develop rubric for evaluation & identify texts that meet needs of marginalized students, creating any necessary OERs to fill gaps
- Investigate repository platforms & develop repository-building skills through coursework & consultation
- Develop organized repository of OERs
- Create presentation & video guide to OER repository
- Deliver products to English department faculty via Canvas, email, & in-person presentation

- 1. Rubric for evaluating high-quality OERs
- 2. Curated online repository of OERs
- 3. Video guide to OER repository
- 4. Presentation for English department faculty

NAME	Amy Stinson	
DEPARTMENT/DIVISION/SCHOO	Geology/Physical Sciences	
COLLEGE	Irvine Valley College	
Fall 2020 X	Spring 2021	Academic Year 2020 - 2021
TITLE OF SABBATICAL PROJECT	Lab Manual for Earth Sciences	EPTHANSPORTENISAS TOM OF SAME YELLOW

GOALS and OBJECTIVES:

- The goal of this sabbatical is to create a lab manual that meets the curricular learning objectives for the introduction to earth science courses at Irvine Valley College.
- Students will save money by no longer needing to purchase a lab manual for the course. The materials will be distributed to all course instructors for distribution to students via Canvas.
- The lab materials will become available to students enrolled in all sections of Introduction to Earth Sciences (ERTH20) the semester after the sabbatical is completed.

ACTIVITIES:

I will develop content for seventeen separate lab assignments. I will write the lab assignments, and when needed, research available public domain materials (e.g. from educational, professional and governmental organizations) for use in the assignments. I will also research available real-time data sources that can be incorporated into the lab activities.

- 1. Lab manual for the earth science course consisting of seventeen separate lab assignments.
- 2. Answer lab manual for instructors.
- 3. E-file and/or a hard copy of the lab manual will be given to the Dean's office.

NAM	E		Bennet Tchaikovsky					
DEPARTMENT/DIVISION/SCHOOL			Accounting / Business Sciences					
COLLEGE			Irvine Valley College					
	Fall 2020	Х	Spring 2021 Academic Year 2020 - 2021					
TITLE	OF SABBATICAL PROJ	ECT	additional materials for	r stude using	study leading to the creation of nts and instructors for Open Educational Resources			

GOALS and OBJECTIVES:

Update and enhance my knowledge of cost accounting by studying/reviewing the cost accounting textbook used by California State University at Fullerton ("CSUF") and the open sourced textbook available via OpenStax: the Principles of Accounting, Volume 2 Managerial Accounting. Using these sources, I will then determine what areas of the managerial accounting textbook used by IVC and Saddleback can be improved upon. Additionally, I will be exploring sustainability reporting and how this could potentially be integrated into the managerial accounting curriculum at IVC. My studies will produce videos that will be posted onto YouTube or other social media sites that will be publicly available and based on the OpenStax textbook with references given to the current book used by IVC/Saddleback students. McGraw Hill and Wiley, two better known accounting textbook publishers, have refused to allow me to publicly disseminate their questions (with solutions) online.

The following objectives will guide the studying/reviewing and output activities

Objective 1: Study and research managerial accounting

Objective 2: Study sustainability accounting

Objective 3: Concept videos: concepts to sample problems

Objective 4: Sample problem videos: sample problems to concepts

Objective 5: Materials: powerpoint type slides

Objective 6: Materials: excel type sheets

ACTIVITIES:

- Study and review CSUF and OpenStax textbook chapters
- Study and research sustainability accounting, review industry practices, corporate sustainability reporting
- For the 11 of the 12 chapters covering managerial accounting in the IVC textbook, create:
 - o Concept videos: concepts to sample problems
 - Sample problem videos: sample problems to concepts
 - Materials: powerpoint type slides
 - Materials: excel type sheets

- 1. 11 concept videos that are approximately 20 to 45 minutes in length
- 2. 11 sample problem videos that are approximately 20 to 45 minutes in length
- 3.11 powerpoint type slides that will be cover the topics in the relative concept videos
- 4. 11 excel type sheets that will cover the problems reviewed in the relative sample problem videos

NAM	E		Janet Ventura		
DEPA	RTMENT/DIVISION/SO	CHOOL	Counseling		
COLLEGE			Saddleback College		
Х	Fall 2020		Spring 2021		Academic Year 2020 - 2021
TITLE	OF SABBATICAL PROJ	ECT		f the C	onship Skills for the Workplace urriculum for COUNSELING 151

GOALS and OBJECTIVES:

- 1. High engagement classroom activities for students to increase their skills in the workplace.
- 2. Increased equity and access to all students by developing different methods of presentation of workplace skills in class and online
- 3. Curriculum to meet the needs of our students as they enter the workforce by teaching them the importance of people skills that will allow them to get and keep jobs appropriate for the talents they possess.

ACTIVITIES:

Provide summary overview of activities.

- 1. Research high engagement class activities of the skills recognized by the California Community College Chancellor's Office as being the top ten: Adaptability, Analysis/Solution Mindset, Collaboration, Communication, Digital Fluency, Empathy, Entrepreneurial Mindset, Resilience and Self-Awareness and Social/Diversity Awareness.
- 2. Learn the technology so that these can be integrated into the current course curriculum of Trust, Motivation or Passion, Self Confidence, Mentoring, and Embeddedness (Group Process).
- 3. Prepare the materials for presentation in the classroom and on Canvas.

- 1. Curriculum of workplace skills integrated into five current units of COUN 151 Human Relationships
- 2. Technological skills that will be learned and utilized in this and other areas of my assignment. These technological skills will be demonstrated in an effective presence on Canvas and on the PowerPoints for the course.
- 3. Presentation materials to share with Counseling Department colleagues and possibly other interested groups on campus.

NAME			Jake Williams				
DEPARTMENT/DIVISION/SCHOOL			English/Liberal Arts				
COLLE	GE		Saddleback College				
Χ	Fall 2020		Spring 2021 Academic Year 2020 - 2021				
TITLE OF SABBATICAL PROJECT		The Neuroscience of Learning					

GOALS and OBJECTIVES:

1. I will conduct a comprehensive literature review of the field of neuroscience and how it relates to teaching and learning. The goal is to find concrete, scientifically verifiable strategies that will best help our students meaningfully learn course material and be able to successfully apply it to course assignments that are also informed by my review of the literature. This review will ultimately culminate in the production of a faculty handbook and either a Prezi or Google Slides presentation.

ACTIVITIES:

I will research approximately 40-50 texts on neuroscience and learning. Such texts include *Cognitive Neuroscience* by Dr. Marie Banich and Dr. Rebecca Compton, *Cognitive Neuroscience of Memory* by Dr. Scott Slotnick, *The Neuroscience of Intelligence* by Dr. Richard Haier, *The Neuroscience of Learning and Development*, edited by Dr. Marilee Bresciani Ludvik, *Mind, Brain, and Education: Neuroscience Implications for the Classroom*, edited by Dr. David Sousa, *Making Classrooms Better: 50 Practical Applications of Mind, Brain, and Education Science* by Dr. Tracey Tokuhama-Espinosa, and *The Wiley Handbook on the Cognitive Neuroscience of Learning* by Dr. Robin Murphy and Dr. Robert Honey,

- 1. Faculty handbook of findings/applications to teaching and the classroom.
- 2. Prezi or Google Slide synthesizing recently discovered applications.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.12 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adjustment to the California School Employees Association

(CSEA) Salary Schedules

ACTION: Approval

BACKGROUND

On June 25, 2018, the Board of Trustees approved a new collective bargaining agreement between South Orange County Community College District (District) and the California School Employees Association (CSEA) for the period of July 1, 2018 – June 30, 2021. The agreement provided a one point five (1.5) percent increase and the addition of step 7 for 2018 – 2019, two (2) percent for 2019 – 2020 and two (2) percent for 2020 – 2021 salary schedules. Furthermore, the agreement stipulated an equity clause related to the compensation package requiring adjustments if any other employee group received more than CSEA. A memorandum of understanding was agreed upon for an additional 0.425% increase to the 2019 – 2020 salary schedule and a 0.25% increase to the 2020 – 2021 salary schedule to meet the equity clause.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The District proposes to increase the salary schedule by 0.425% for 2019 – 2020 and 0.25% for 2020 - 2021. The salary schedules for 2019 – 2020 and 2020 – 2021 are attached as Exhibit A. The increased costs of the agreement with CSEA for the two-year remaining period, from July 1, 2019, through June 30, 2021, as displayed in Exhibit B, are estimated to be \$10,424,019.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to the California School Employees Association Salary Schedules, to be effective July 1, 2019, and July 1, 2020, subject to the ratification and approval of the CSEA membership, if required.

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
100	3,078	3,234	3,398	3,570	3,750	3,940	4,140
109	17.758	18.658	19.604	20.596	21.635	22.731	23.885
110	3,155	3,315	3,483	3,659	3,844	4,039	4,244
110	18.202	19.125	20.094	21.110	22.177	23.302	24.485
111	3,234	3,398	3,570	3,750	3,940	4,140	4,350
111	18.658	19.604	20.596	21.635	22.731	23.885	25.096
112	3,315	3,483	3,659	3,844	4,039	4,244	4,459
112	19.125	20.094	21.110	22.177	23.302	24.485	25.725
113	3,398	3,570	3,750	3,940	4,140	4,350	4,570
115	19.604	20.596	21.635	22.731	23.885	25.096	26.365
114	3,483	3,659	3,844	4,039	4,244	4,459	4,684
114	20.094	21.110	22.177	23.302	24.485	25.725	27.023
115	3,570	3,750	3,940	4,140	4,350	4,570	4,801
115	20.596	21.635	22.731	23.885	25.096	26.365	27.698
116	3,659	3,844	4,039	4,244	4,459	4,684	4,921
110	21.110	22.177	23.302	24.485	25.725	27.023	28.390
117	3,750	3,940	4,140	4,350	4,570	4,801	5,044
117	21.635	22.731	23.885	25.096	26.365	27.698	29.100
118	3,844	4,039	4,244	4,459	4,684	4,921	5,170
110	22.177	23.302	24.485	25.725	27.023	28.390	29.827
119	3,940	4,140	4,350	4,570	4,801	5,044	5,299
113	22.731	23.885	25.096	26.365	27.698	29.100	30.571
120	4,039	4,244	4,459	4,684	4,921	5,170	5,431
120	23.302	24.485	25.725	27.023	28.390	29.827	31.333
121	4,140	4,350	4,570	4,801	5,044	5,299	5,567
121	23.885	25.096	26.365	27.698	29.100	30.571	32.117
122	4,244	4,459	4,684	4,921	5,170	5,431	5,706
122	24.485	25.725	27.023	28.390	29.827	31.333	32.919
123	4,350	4,570	4,801	5,044	5,299	5,567	5,849
123	25.096	26.365	27.698	29.100	30.571	32.117	33.744
124	4,459	4,684	4,921	5,170	5,431	5,706	5,995
127	25.725	27.023	28.390	29.827	31.333	32.919	34.587
125	4,570	4,801	5,044	5,299	5,567	5,849	6,145
123	26.365	27.698	29.100	30.571	32.117	33.744	35.452
126	4,684	4,921	5,170	5,431	5,706	5,995	6,299
120	27.023	28.390	29.827	31.333	32.919	34.587	36.340
127	4,801	5,044	5,299	5,567	5,849	6,145	6,456
127	27.698	29.100	30.571	32.117	33.744	35.452	37.246

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
120	4,921	5,170	5,431	5,706	5,995	6,299	6,617
128	28.390	29.827	31.333	32.919	34.587	36.340	38.175
129	5,044	5,299	5,567	5,849	6,145	6,456	6,782
123	29.100	30.571	32.117	33.744	35.452	37.246	39.127
130	5,170	5,431	5,706	5,995	6,299	6,617	6,952
	29.827	31.333	32.919	34.587	36.340	38.175	40.108
131	5,299	5,567	5,849	6,145	6,456	6,782	7,126
101	30.571	32.117	33.744	35.452	37.246	39.127	41.112
132	5,431	5,706	5,995	6,299	6,617	6,952	7,304
	31.333	32.919	34.587	36.340	38.175	40.108	42.139
133	5,567	5,849	6,145	6,456	6,782	7,126	7,487
133	32.117	33.744	35.452	37.246	39.127	41.112	43.194
134	5,706	5,995	6,299	6,617	6,952	7,304	7,674
	32.919	34.587	36.340	38.175	40.108	42.139	44.273
135	5,849	6,145	6,456	6,782	7,126	7,487	7,866
155	33.744	35.452	37.246	39.127	41.112	43.194	45.381
136	5,995	6,299	6,617	6,952	7,304	7,674	8,063
150	34.587	36.340	38.175	40.108	42.139	44.273	46.517
137	6,145	6,456	6,782	7,126	7,487	7,866	8,265
137	35.452	37.246	39.127	41.112	43.194	45.381	47.683
138	6,299	6,617	6,952	7,304	7,674	8,063	8,472
130	36.340	38.175	40.108	42.139	44.273	46.517	48.877
139	6,456	6,782	7,126	7,487	7,866	8,265	8,684
133	37.246	39.127	41.112	43.194	45.381	47.683	50.100
140	6,617	6,952	7,304	7,674	8,063	8,472	8,901
140	38.175	40.108	42.139	44.273	46.517	48.877	51.352
141	6,782	7,126	7,487	7,866	8,265	8,684	9,124
171	39.127	41.112	43.194	45.381	47.683	50.100	52.639
142	6,952	7,304	7,674	8,063	8,472	8,901	9,352
142	40.108	42.139	44.273	46.517	48.877	51.352	53.954
143	7,126	7,487	7,866	8,265	8,684	9,124	9,586
143	41.112	43.194	45.381	47.683	50.100	52.639	55.304
144	7,304	7,674	8,063	8,472	8,901	9,352	9,826
144	42.139	44.273	46.517	48.877	51.352	53.954	56.689
1/15	7,487	7,866	8,265	8,684	9,124	9,586	10,072
145	43.194	45.381	47.683	50.100	52.639	55.304	58.108
1/16	7,674	8,063	8,472	8,901	9,352	9,826	10,324
146	44.273	46.517	48.877	51.352	53.954	56.689	59.562

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
147	7,866	8,265	8,684	9,124	9,586	10,072	10,582
147	45.381	47.683	50.100	52.639	55.304	58.108	61.050
148	8,063	8,472	8,901	9,352	9,826	10,324	10,847
140	46.517	48.877	51.352	53.954	56.689	59.562	62.579
149	8,265	8,684	9,124	9,586	10,072	10,582	11,118
149	47.683	50.100	52.639	55.304	58.108	61.050	64.142
150	8,472	8,901	9,352	9,826	10,324	10,847	11,396
130	48.877	51.352	53.954	56.689	59.562	62.579	65.746
151	8,684	9,124	9,586	10,072	10,582	11,118	11,681
151	50.100	52.639	55.304	58.108	61.050	64.142	67.391
152	8,901	9,352	9,826	10,324	10,847	11,396	11,973
132	51.352	53.954	56.689	59.562	62.579	65.746	69.075
153	9,124	9,586	10,072	10,582	11,118	11,681	12,272
133	52.639	55.304	58.108	61.050	64.142	67.391	70.800
154	9,352	9,826	10,324	10,847	11,396	11,973	12,579
154	53.954	56.689	59.562	62.579	65.746	69.075	72.571

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021

2	2 -	٥/
Z	.Z5	%

Range/ Step	1	2	3	4	5	6	7
109	3,148	3,308	3,476	3,652	3,837	4,031	4,235
109	18.617	19.563	20.556	21.594	22.690	23.839	25.044
110	3,227	3,391	3,563	3,743	3,933	4,132	4,341
110	19.085	20.054	21.069	22.137	23.256	24.433	25.673
111	3,308	3,476	3,652	3,837	4,031	4,235	4,450
111	19.563	20.556	21.594	22.690	23.839	25.044	26.314
112	3,391	3,563	3,743	3,933	4,132	4,341	4,561
112	20.054	21.069	22.137	23.256	24.433	25.673	26.971
113	3,476	3,652	3,837	4,031	4,235	4,450	4,675
113	20.556	21.594	22.690	23.839	25.044	26.314	27.646
114	3,563	3,743	3,933	4,132	4,341	4,561	4,792
117	21.069	22.137	23.256	24.433	25.673	26.971	28.339
115	3,652	3,837	4,031	4,235	4,450	4,675	4,912
113	21.594	22.690	23.839	25.044	26.314	27.646	29.048
116	3,743	3,933	4,132	4,341	4,561	4,792	5,035
110	22.137	23.256	24.433	25.673	26.971	28.339	29.775
117	3,837	4,031	4,235	4,450	4,675	4,912	5,161
11,	22.690	23.839	25.044	26.314	27.646	29.048	
118	3,933	4,132	4,341	4,561	4,792	5,035	5,290
	23.256	24.433	25.673	26.971	28.339	29.775	31.281
119	4,031	4,235	4,450	4,675	4,912	5,161	5,422
113	23.839	25.044	26.314	27.646	29.048	30.519	32.065
120	4,132	4,341	4,561	4,792	5,035	5,290	5,558
	24.433	25.673	26.971	28.339	29.775	31.281	32.867
121	4,235	4,450	4,675	4,912	5,161	5,422	5,697
	25.044	26.314	27.646	29.048	30.519	32.065	33.687
122	4,341	4,561	4,792	5,035	5,290	5,558	5,839
	25.673	26.971		29.775		32.867	
123	4,450	4,675		5,161	5,422	5,697	
	26.314	27.646		30.519		33.687	
124	4,561	4,792		5,290	5,558	5,839	
	26.971	28.339		31.281	32.867	34.529	
125	4,675	4,912		5,422	5,697	5,985	6,288
	27.646	29.048		32.065	33.687	35.394	
126	4,792	5,035		5,558		6,135	-
	28.339	29.775	31.281	32.867	34.529	36.277	
127	4,912	5,161	5,422	5,697	5,985	6,288	6,606
	29.048	30.519		33.687	35.394	37.183	
128	5,035	5,290		5,839	6,135	6,445	6,771
	29.775	31.281	32.867	34.529	36.277	38.112	
129	5,161	5,422	5,697	5,985	6,288	6,606	•
	30.519	32.065	33.687	35.394	37.183	39.064	41.042

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021 2.25%

Range/							
Step	1	2	3	4	5	6	7
120	5,290	5,558	5,839	6,135	6,445	6,771	7,114
130	31.281	32.867	34.529	36.277	38.112	40.039	42.069
121	5,422	5,697	5,985	6,288	6,606	6,940	7,292
131	32.065	33.687	35.394	37.183	39.064	41.042	43.119
132	5,558	5,839	6,135	6,445	6,771	7,114	7,474
132	32.867	34.529	36.277	38.112	40.039	42.069	44.198
133	5,697	5,985	6,288	6,606	6,940	7,292	7,661
133	33.687	35.394	37.183	39.064	41.042	43.119	45.306
134	5,839	6,135	6,445	6,771	7,114	7,474	7,853
154	34.529	36.277	38.112	40.039	42.069	44.198	46.437
135	5,985	6,288	6,606	6,940	7,292	7,661	8,049
155	35.394	37.183	39.064	41.042	43.119	45.306	47.596
136	6,135	6,445	6,771	7,114	7,474	7,853	8,250
150	36.277	38.112	40.039	42.069	44.198	46.437	48.785
137	6,288	6,606	6,940	7,292	7,661	8,049	8,456
157	37.183	39.064	41.042	43.119	45.306	47.596	50.002
138	6,445	6,771	7,114	7,474	7,853	8,250	8,667
130	38.112	40.039	42.069	44.198	46.437	48.785	51.254
139	6,606	6,940	7,292	7,661	8,049	8,456	8,884
155	39.064	41.042	43.119	45.306	47.596	50.002	52.535
140	6,771	7,114	7,474	7,853	8,250	8,667	9,106
140	40.039	42.069	44.198	46.437	48.785	51.254	53.850
141	6,940	7,292	7,661	8,049	8,456	8,884	9,334
111	41.042	43.119	45.306	47.596	50.002	52.535	55.194
142	7,114	7,474	7,853	8,250	8,667	9,106	9,567
	42.069	44.198	46.437	48.785	51.254	53.850	56.573
143	7,292	7,661	8,049	8,456	8,884	9,334	9,806
	43.119	45.306	47.596	50.002	52.535	55.194	
144	7,474	7,853	8,250	8,667	9,106	9,567	-
	44.198	46.437	48.785	51.254	53.850	56.573	
145	7,661	8,049	8,456	8,884	9,334	9,806	•
	45.306	47.596	50.002	52.535	55.194	57.987	60.923
146	7,853	8,250	8,667	9,106	9,567	10,051	10,560
	46.437	48.785	51.254	53.850	56.573	59.435	62.446
147	8,049	8,456	8,884	9,334	9,806	10,302	
	47.596	50.002	52.535	55.194	57.987	60.923	
148	8,250	8,667	9,106	9,567	10,051	10,560	11,095
	48.785	51.254	53.850	56.573	59.435	62.446	
149	8,456	8,884	9,334	9,806	10,302	10,824	
	48.785	51.254	53.850	56.573	59.435	62.446	
150	8,667	9,106	9,567	10,051	10,560	11,095	-
	51.254	53.850	56.573	59.435	62.446	65.608	68.925

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021

2.25%

Range/ Step	1	2	3	4	5	6	7
151	8,884	9,334	9,806	10,302	10,824	11,372	11,947
131	52.535	55.194	57.987	60.923	64.010	67.246	70.650
152	9,106	9,567	10,051	10,560	11,095	11,656	12,246
132	53.850	56.573	59.435	62.446	65.608	68.925	72.416
153	9,334	9,806	10,302	10,824	11,372	11,947	12,552
133	55.194	57.987	60.923	64.010	67.246	70.650	74.227
154	9,567	10,051	10,560	11,095	11,656	12,246	12,866
134	56.573	59.435	62.446	65.608	68.925	72.416	76.085

CSEA Negotiations Costing New COLAs 19-20 and 20-21

1.5% increase for FY 2018-2019

3.4% increase for FY 2019-2020

2.25% increase for FY 2020-2021

On-going cost of adding Step 7 to the salary schedule

Salary 27.462% Benefits **Total**

	Increased Annual Cost										
2018-2019							2019-2020	2020-2021			
1.5% Increase		Add	d New Step 7		Total		4% Increase (.425%)	2.25% Increase (.25%)			
\$	580,719	\$	925,218	\$	1,505,937	\$	1,367,498	\$	925,333		
\$	159,477	\$	254,083	\$	413,560	\$	375,542	\$	254,115		
\$	740,196	\$	1,179,301	\$	1,919,497	\$	1,743,040	\$	1,179,448		
	1.50%		2.39%		3.89%		3.53%		2.39%		

	Cumulative Cost								
2	2018-2019	2019-2020 2020-2			2020-2021				
Cumulative Cost 3.89%		Cı	ımulative Cost 7.29%	Cumulative Cost 9.54%					
\$	1,505,937 413,560	\$ \$	4,379,371 1,202,663	\$ \$	8,178,139 2,245,881				
\$	1,919,497	\$	5,582,034	\$	10,424,019				
	3.89%		7.42%		9.81%				
				(0	compounded)				

Amounts Previously Approved on June 25, 2018	1,919,497	1,025,318	1,045,824	1,919,497	4,864,312	8,854,950
	3.890%	2.080%	2.120%	3.890%	5.970%	8.090%
Amounts Previously Approved on July 15, 2019	-	499,842	9,997	-	499,842	1,009,681
	0.000%	1.010%	0.020%	0.000%	1.010%	1.030%
Previously Approved	1,919,497	1,525,160	1,055,821	1,919,497	5,364,154	9,864,631
	3.890%	3.090%	2.140%	3.890%	6.980%	9.120%
Amounts to Match FA	-	217,880	123,628	-	217,880	559,388
	0.000%	0.425%	0.265%	0.000%	0.425%	0.690%
Total Costs Approved	1,919,497	1,743,040	1,179,449	1,919,497	5,582,034	10,424,019
Overall Compounded Percentage Increase	3.890%	3.515%	2.405%	3.890%	7.405%	9.810%

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.13 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adjustment to the Police Officers Association (POA) Salary

Schedules

ACTION: Approval

BACKGROUND

On January 22, 2019, the Board of Trustees approved a new collective bargaining agreement between South Orange County Community College District (District) and the Police Officers Association (POA) for the period of July 1, 2018 – June 30, 2021. The agreement provided a two (2) percent increase for 2018 – 2019, a one point eight five (1.85) percent for 2019 – 2020 and a one point seven seven (1.77) percent for the 2020 – 2021 salary schedules. Furthermore, the agreement stipulated an equity clause related to the compensation package requiring adjustments if any other employee group received more than POA. A memorandum of understanding was agreed upon for an additional 0.41% increase to the 2019 – 2020 salary schedule and a 0.27% increase to the 2020 – 2021 salary schedule to meet the equity clause.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The District proposes to increase the salary schedule by 0.41% for 2019 – 2020 and 0.27% for 2020 - 2021. The salary schedules for 2019 – 2020 and 2020 – 2021 are attached as Exhibit A. The increased costs of the agreement with POA for the two-year remaining period, from July 1, 2019, through June 30, 2021, as displayed in Exhibit B, are estimated to be \$360,725.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to the Police Officers Association Salary Schedules, to be effective July 1, 2019, and July 1, 2020, subject to the ratification and approval of the POA membership, if required.



South Orange County Communty College District

POLICE OFFICER SALARY SCHEDULE 2019-2020 3.06% Increase

CLASSIFICATION	-	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly Annual Daily Hourly	3,706 44,472 171.04 21.38	3,891 46,692 179.58 22.45	4,085 49,020 188.54 23.57	4,289 51,468 197.95 24.74	4,504 54,048 207.87 25.98	4,728 56,736 218.21 27.28
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly Annual Daily Hourly	5,301 63,612 244.66 30.58	5,566 66,792 256.89 32.11	5,845 70,140 269.77 33.72	6,137 73,644 283.24 35.41	6,444 77,328 297.41 37.18	6,767 81,204 312.32 39.04
Range IV Police Sergeant	Monthly Annual Daily Hourly	5,845 70,140 269.77 33.72	6,137 73,644 283.24 35.41	6,444 77,328 297.41 37.18	6,767 81,204 312.32 39.04	7,105 85,260 327.92 40.99	7,461 89,532 344.35 43.04

Daily rate based on 21.667 days / month Hourly rate based on 173.333 hours / month Advanced POST Certificate Stipend: \$3,000 annual/\$250 per month

Board Approved on: November 19, 2018; Updated: February 13, 2019

MOU: May 30, 2019

Updated COLA 19-20 and 20-21: December 12, 2019



South Orange County Communty College District

POLICE OFFICER SALARY SCHEDULE 2020-2021 2.02% Increase

CLASSIFICATION	-	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly Annual Daily Hourly	3,781 45,372 174.51 21.81	3,970 47,640 183.23 22.90	4,168 50,016 192.37 24.05	4,376 52,512 201.97 25.25	4,595 55,140 212.07 26.51	4,824 57,888 222.64 27.83
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly Annual Daily Hourly	5,408 64,896 249.60 31.20	5,678 68,136 262.06 32.76	5,963 71,556 275.21 34.40	6,261 75,132 288.96 36.12	6,574 78,888 303.41 37.93	6,904 82,848 318.64 39.83
Range IV Police Sergeant	Monthly Annual Daily Hourly	5,963 71,556 275.21 34.40	6,261 75,132 288.96 36.12	6,574 78,888 303.41 37.93	6,904 82,848 318.64 39.83	7,249 86,988 334.56 41.82	7,612 91,344 351.32 43.92

Daily rate based on 21.667 days / month Hourly rate based on 173.333 hours / month

Advanced POST Certificate Stipend: \$3,000 annual/\$250 per month

Board Approved on: November 19, 2018; Updated: February 13, 2019

MOU: May 30, 2019

Updated COLA 19-20 and 20-21: December 12, 2019

POA Negotiations Costing New COLAs 19-20 and 20-21

2.0% increase for FY 2018-2019
3.06% increase for FY 2019-2020
2.02% increase for FY 2020-2021
POST Supplemental Pay - \$3,000 for Advanced POST
Lower Retirement Benefit Age to 55

Salary 27.462% Benefits Other **Total**

	Increased Annual Cost										
	2018-2019								2019-2020	2	2020-2021
2	2.0% Increase	Sup	POST oplemental Pay		wet Retirement Benefit Age		Total	3.0	06% Increase (.41%)	2.0	02% Increase (.25%)
\$	26,059	\$	27,000	\$	-	\$	53,059	\$	41,494	\$	27,810
\$ \$	7,156 -	\$ \$	7,415 -	\$ \$	- 4,275	\$ \$	14,571 4,275	\$ \$	-	\$ \$	9,150 -
\$	33,215	\$	34,415	\$	4,275	\$	71,905	\$	0 1,020	\$	36,960
	2.00%		2.07%		0.26%		4.33%		3.25%		2.23%

Cumulative Cost									
20 ⁻	18-2019		2019-2020		2020-2021				
Cumulative Cost 4.33%		С	umulative Cost 7.39%	C	Cumulative Cost 9.41%				
\$ \$ \$	53,059 14,571 4,275 71,905	\$ \$ \$	147,612 41,673 8,550 197,835	\$ \$ \$	269,974 77,925 12,825 360,725				
φ	4.33%	Ť	7.58%	_ +	9.81%				
					(compounded)				

Amounts Previously Approved on November 19, 2018	71,905	32,662	32,488	71,905	176,472	313,527
	4.33%	1.97%	1.96%	4.33%	6.30%	8.25%
Amounts Previously Approved on June 24, 2019	-	14,124	255	-	14,124	28,503
	0.00%	0.85%	0.02%	0.00%	0.85%	0.87%
Previously Approved	71,905	46,786	32,743	71,905	190,596	342,030
	4.330%	2.820%	1.980%	4.330%	7.150%	9.120%
Amounts to Match FA	-	7,239	4,217	-	7,239	18,695
	0.00%	0.41%	0.27%	0.00%	0.43%	0.69%
Total Costs	71,905	54,025	36,960	71,905	197,835	360,725
Overall Compounded Percentage Increase	4.33%	3.23%	2.25%	4.33%	7.58%	9.81%

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.1 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Staff Response to Public Comments from Previous Board

Meeting

ACTION: None

BACKGROUND

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

STATUS

A public comment response from staff was not requested during last month's board meeting.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.2 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Information

BACKGROUND

Outside speakers may be invited by administrators, faculty members, or recognized student groups to speak at events open to the public.

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

Dr. Cindy Vyskocil, Acting President, Irvine Valley College

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Topic
None					

IRVINE VALLEY COLLEGE

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Торіс
4/3/2020 7:00am – 3:00pm	PAC	Erin Pollard	Equity Symposium 2020	Hope Jackson Marwa Rifahie Peter Levi Laura Kanter Miliana Singh Don Han	Human Rights Campaign: Uncovering Hate Panel
4/3/2020 7:00am – 3:00pm	BSTIC 103	Erin Pollard	Equity Symposium 2020	Attorney McLellan United Way OC	State of Homelessness in Orange County

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.3 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Facilities Plan Status Report

ACTION: Information

BACKGROUND

At the request of the Board of Trustees, this report is prepared and submitted monthly to provide the Board with information on major capital projects underway and/or planned. Each project includes the project description, budget narrative, status, whether the project is in progress or recently completed and the current focus. Words appearing in *italics* indicate a change from the previous report. The dates appearing in **bold font** indicate that the associated phase is completed.

STATUS

EXHIBIT A provides an up-to-date report on the status of major capital projects.

Item Submitted By: Ann-Marie Gabel, Vice Chancellor, Business Services

CAPITAL IMPROVEMENT PLANNING

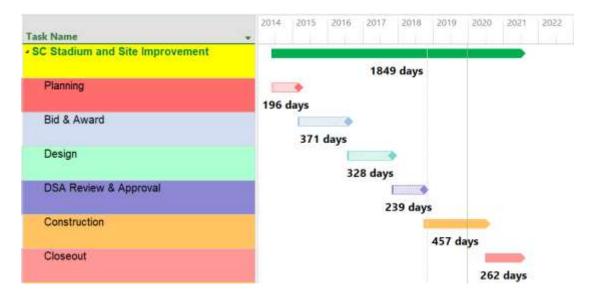
The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was completed December 2011. The 2011 EFMP report is available at the District website: http://www.socced.edu/about/about_planning.html. The District is in the process of developing a new Education Master and Strategic Plan (EMSP) along with a new Facilities Master Plan. We anticipate these to be complete by the end of this fiscal year. This report contains information on projects over \$1 million that are listed in the Facilities Master Plans for both colleges and projects that include associated planning efforts.

SADDLEBACK COLLEGE

1. STADIUM AND SITE IMPROVEMENT

<u>Project Description</u>: The existing stadium will be replaced with a new 8,000 seat multisport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and nine-lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	Mar 2014	Award D/B Contract	Aug 2016
Start Working Drawings	Sep 2016	Complete Construction	Jun 2020
Complete Working Drawings	Nov 2017	Advertise for FF&E	Nov 2019
DSA Final Approval	Nov 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 3/24/2008, 6/23/2014, and 6/22/2015. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M), Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015, the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of their RDA funds and a portion of the district-wide apartment income of \$22,705,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$ 0	\$22,705,000	\$22,705,000

Status: Construction Phase: Project is 65% complete.

<u>In Progress</u>: Working with the County of Orange regarding their storm-drain outfall design comments, bleacher erection, synthetic turf at soccer practice field, site concrete, emergency vehicle access road, roofing, interior MEP rough-in, and fabricating elevators and bleacher steel.

<u>Recently Completed</u>: Installation of synthetic turf at football practice fields and transfer Child Development Center to permanent data infrastructure feed. Campus-wide electrical shutdown to connect new stadium transformers.

<u>Focus</u>: Proactively work with the contractor on schedule issues to keep end date on target. Meet with PCL executive team. Review contractor's change order requests and claims; conduct meetings to discuss these.

2. ATAS BUILDING PROJECT

<u>Project Description</u>: The Project includes a new 50,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts (including two striped for pickle ball) will replace the existing six and will be located north of the Village. The college has requested that the existing TAS Building demolition, utility relocation and new parking lot be de-scoped. A connector road and installation of additional parking stalls between the baseball field and the new tennis courts is included.

Start Preliminary Plans	Oct 2017	Award D/B Contract	Aug 2018
Start Working Drawings	Oct 2018	Complete Construction	Aug 2022
Complete Working Drawings	Sep 2019	Advertise for FF&E	Pending
DSA Final Approval	Sep 2020	DSA Close Out	Pending



Budget Narrative: In fiscal years 2002-2003 and 2004-2005, \$971,000 and \$985,000 respectively, for a total of \$1,956,000 was allocated from basic aid to cover design. Budget reflects Board action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016 and 5/21/2018. On August 27, 2012, the Board approved \$12,777,313. On October 25, 2013, the Board approved fund reassignment of \$8,523,000 to the Saddleback College Sciences Building. On June 23, 2014, the Board restored \$8,523,000 and added \$2,702,000. On August 22, 2016, the Board approved \$3,110,000. On May 21, 2018, the Board approved \$44,863,622 to fund a new building. The ATAS Building project budget of \$64,100,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

	Original	Revision	<u>Total</u>
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$ 0	\$64,100,000	\$64,100,000
Total	\$8,755,055	\$56,653,880	\$65,408,935
District Funding Commitment:	\$8,755,055	\$56,653,880	\$65,408,935
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$1,956,000	\$63,452,935	\$65,408,935

<u>Status</u>: DSA Review Phase for the ATAS Building, New Connector Road & Parking Lot 5-B and *Construction* Phase for the new Tennis Courts Center.

<u>In Progress</u>: Addressing DSA back check comments on the ATAS Building and New Connector Road & parking Lot 5-B documents. Contractor mobilization at the new Tennis Courts Center.

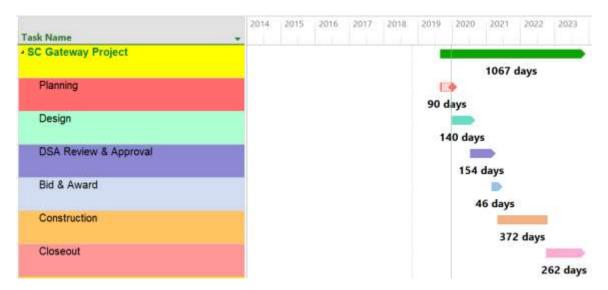
Recently Completed: Submitted the New Connector Road & Parking Lot 5B Increment No. 1 to DSA. Obtained Orange County Fire Authority approval on the New Connector Road & Parking Lot 5B Increment No. 1 and Saddleback College Executive Cabinet sign-off on the New Connector Road & Parking Lot 5B Increment No. 1 DSA package.

<u>Focus Issue</u>: Start demolition & rough grading at the new Tennis Courts Center. Submit the New Connector Road & Parking Lot 5-B to Moulton Niguel Water District for final review & approval.

3. GATEWAY PROJECT

<u>Project Description</u>: This proposed project will construct a new three-story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new, highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This project will reduce the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	May 2021
Start Working Drawings	Jan 2020	Complete Construction	Oct 2022
Complete Working Drawings	Jul 2020	Advertise for FF&E	Feb 2022
DSA Final Approval	Feb 2021	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016 and 6/26/2017 and 4/22/2019. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017, the Board approved \$16,832,003. On April 22, 2019, the Board approved the funding allocation of \$6,599,180.

	Original	Revision	Total
Project Budget:	\$42,867,000	\$ 8,736,000	\$51,603,000
District Funding Commitment	: \$12,814,000	\$13,444,000	\$26,258,000
State Match:	\$30,053,000	\$(4,708,000)	\$25,345,000
Basic Aid Allocation:	\$ 1,545,115	\$24,712,885	\$26,258,000

Status: Working Drawings Phase.

<u>In Progress</u>: 100% Design Development page-turn review meetings with the Saddleback College Executive Cabinet and Gateway Building stakeholders. Weekly Design & Building Information Modeling coordination meetings.

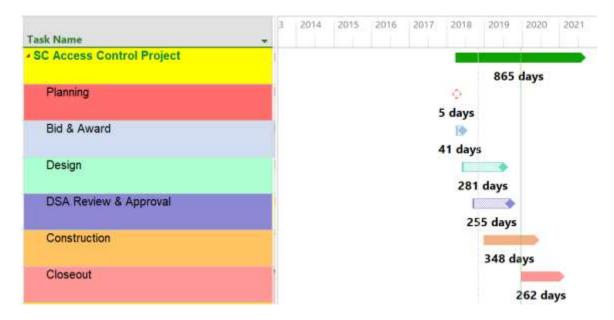
Recently Completed: Saddleback College Executive Cabinet and Gateway Building stakeholders signed off on the Preliminary Planning package. Obtained San Diego Gas & Electric Basis of Design Narratives for participation in the Savings by Design program. Staff submitted the Preliminary Plan package to the State Chancellor's office for review & approval and responded to the State Chancellor's Office initial comments and received authorization to move forward into the Working Drawings Phase.

<u>Focus</u>: Complete *the 100%* Design Development Phase and obtain Saddleback College Executive Cabinet and Gateway Building stakeholders' sign-off.

4. ACCESS CONTROL PROJECT

<u>Project Description</u>: This project will retrofit 1,535 existing doors campus-wide with electronic door locks to provide access control and enhanced safety. This project is similar to the standard established at the Science Building, with hardware synchronized to software monitored by the Saddleback College Campus Police.

Criteria Development	Apr 2018	Award D/B Contract	May 2018
Start Working Drawings	Jun 2018	Complete Construction	Apr 2020
Complete Working Drawings	Jul 2019	FF&E	N/A
DSA Final Approval	Jul 2019	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects the Board action on 6/26/2017 and 5/21/2018. On June 26, 2017, the Board approved \$3,000,000 for the District-wide ADA Transition Plan. Saddleback College assigned \$1,600,000 from its share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

	Original	Revision	<u>Total</u>
Project Budget:	\$11,810,210	\$0	\$11,810,210
District Funding Commitment:	\$ 6,964,296	\$0	\$ 6,964,296
Basic Aid Allocation:	\$ 4,000,000	\$0	\$ 4,000,000
Basic Aid ADA Allocation:	\$ 1,600,000	\$0	\$ 1,600,000
College General Fund:	\$ 1,364,296	\$0	\$ 1,364,296
State Scheduled Maintenance			
Allocation:	\$ 4,845,914	\$0	\$ 4,845,914

Status: Construction Phase. Phased Project with 6 increments: Increment No. 1 completed. Increment No. 2 (BGS & SSC) is complete except for exterior storefront doors. Increment No. 3 (HS, AGB, LRC) is complete except for storefront doors. Increment No. 4 construction (Fine Arts & CDC) is now underway. Increment Nos. 5 & 6, are in the queue for construction.

<u>In Progress</u>: Increment Nos. 2 and 3 storefront door installation. Increment No. 4 construction.

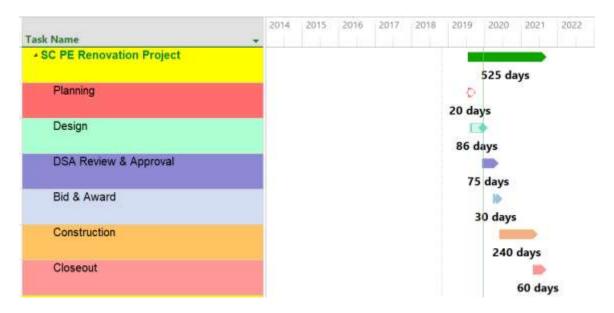
<u>Recently Completed</u>: ADA Concrete repairs at PE Complex and AGB. LRC interior door access control installation.

<u>Focus</u>: Increment No. 4 (Fine Arts & CDC) construction.

5. PE RENOVATION

<u>Project Description</u>: This project will renovate the Women's Locker Room to address Title IX regulations and functional issues, install new rooftop HVAC units on the PE 100 building to correct heating and cooling issues, and renovate the restrooms in PE 300 to meet accessibility requirements.

Start Preliminary Plans	Jul 2019	Award Construction Contract	May 2020
Start Working Drawings	Aug 2019	Complete Construction	Apr 2021
Complete Working Drawings	Dec 2019	Advertise for Equipment	Nov 2020
DSA Final Approval	Mar 2020	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 6/17/2013 and 6/25/2018. On June 17, 2013, the Board approved \$800,000 for the PE 100 HVAC system. Saddleback College contributed \$800,000 in matching funds from the Scheduled Maintenance budget. On June 25, 2018, the Board approved \$1,800,000 for PE Renovation. The college spent basic aid funds of \$211,263 on a previous PE 100 weight-room floor replacement project.

	Original	Revision	Total
Project Budget:	\$3,400,000	\$(211,263)	\$3,188,737
District Funding Commitment:	\$3,400,000	\$0	\$3,400,000
Basic Aid Allocation:	\$2,600,000	\$(211,263)	\$2,388,737
Local Scheduled			
Maintenance:	\$ 800,000	\$0	\$ 800,000
Anticipated State Match:	N/A		

Status: *DSA Review* Phase.

<u>In Progress</u>: *Preparing construction phasing plan.*

Recently Completed: Construction documents *submitted to DSA*.

Focus: Prepare bid package.

IRVINE VALLEY COLLEGE

1. FINE ARTS PROJECT

<u>Project Description</u>: The proposed project will construct three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand the Fine Arts department. Art, Art History, Music and Dance instruction will

relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Apr 2021
Start Working Drawings	Jan 2020	Complete Construction	Sep 2022
Complete Working Drawings	Jun 2020	Advertise for Equipment	Jan 2022
DSA Final Approval	Jan 2021	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, and 4/22/2019. On June 17, 2013, the Board approved \$61,278. On June 23, 2014, the Board approved \$795,000. On August 22, 2016, the Board approved \$1,659,739. On June 26, 2017, the Board approved \$12,932,581. On April 22, 2019, the Board approved the funding allocation of \$7,172,680.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$35,764,278	\$ 9,318,722	\$45,083,000
District Funding Commitment:	\$10,623,278	\$11,998,000	\$22,621,278
State Match:	\$25,141,000	\$(2,679,000)	\$22,462,000
Basic Aid Allocation:	\$ 61,278	\$22,560,000	\$22,621,278

Status: Working Drawings Phase.

<u>In Progress</u>: Design Development documentation.

<u>Recently Completed</u>: Preliminary Plan submittal to State Chancellor's Office and received authorization to move forward into the Working Drawings Phase.

<u>Focus</u>: Complete Design Development including identification of equipment and furniture requirements. *Conduct* pre-application meeting with DSA.

2. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

<u>Project Description</u>: This project includes development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces. The project includes photovoltaic panels supported on parking canopies and a battery storage system. Both systems will interconnect with the local utility grid and integrate with the campus electrical system, which will be consolidated in response to utility requirements.

Start Preliminary Plans	Jan 2020	Begin construction	Sep 2020
Start Working Drawings	Mar 2020	Complete Construction	Jan 2021
Complete Working Drawings	May 2020	Advertise for FF&E	N/A
DSA Final Approval	Aug 2020	DSA Close Out	Feb 2021



Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the Phase II parking scope.

	Original	Revision	<u>Total</u>
Project Budget:	\$3,010,000	\$5,778,000	\$8,788,000
District Funding Commitment:	\$3,010,000	\$5,778,000	\$8,788,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$5,778,000	\$8,788,000

Status: Bid and Award Phase.

<u>In Progress</u>: *Contract Negotiation underway*.

Recently Completed: Receipt of Solar Shade project bid.

Focus: Negotiate Solar Shade contract.

3. HEALTH CENTER/CONCESSION PROJECT

<u>Project Description</u>: This project is a new one-story building with an estimated 2,214 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building. The new Health Center/Concession building is located adjacent to the baseball fields and includes baseball bleacher seating for 300.

Start Preliminary Plans	May 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Jul 2017	Complete Construction	Dec 2019
Complete Working Drawings	Jan 2018	Advertise for Equipment	Jun 2019
DSA Final Approval	Jun 2018	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 22, 2015, the Board approved \$400,000. On August 22, 2016, the Board approved \$5,338,000. On June 26, 2017, the Board approved \$402,000. On May 21, 2018, the Board approved \$1,360,000.

	Original	Revision	<u>Total</u>
Project Budget:	\$5,200,000	\$2,300,000	\$7,500,000
District Funding Commitment:	\$5,200,000	\$2,300,000	\$7,500,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 400,000	\$7,100,000	\$7,500,000

Status: Construction Phase: Project is approximately 96% complete.

<u>In Progress</u>: Final punch list and building clean-up. *Move in*.

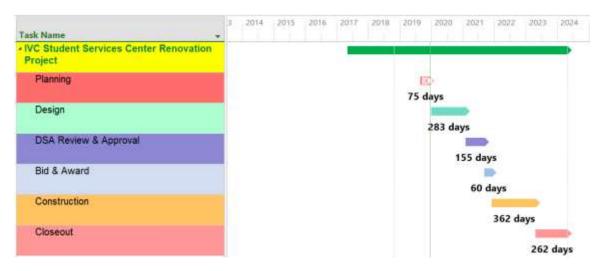
Recently Completed: Final testing. Substantial Completion.

Focus: DSA close out.

4. STUDENT SERVICES CENTER RENOVATION

<u>Project Description</u>: This project will renovate the 30,558 gross square feet (GSF) Student Services Center to correct structural issues, address programming needs, renovate the food service area, replace skylight, HVAC, electrical, finishes, and provide upgrades to meet ADA requirements. In the Programming Phase, staff will work with the college to evaluate the feasibility for an alternate solution to demolish and reconstruct the building.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Dec 2021
Start Working Drawings	Jan 2020	Complete Construction	May 2023
Complete Working Drawings	Feb 2021	Advertise for Equipment	Aug 2022
DSA Final Approval	Sep 2021	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 4/22/2019. On April 22, 2019, the Board approved \$23,850,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$48,300,000	\$0	\$48,300,000
District Funding Commitment:	\$48,300,000	\$0	\$48,300,000
Anticipated State Match:	\$N/A		
Basic Aid Allocation:	\$23,850,000	\$0	\$23,850,000

Status: Planning Phase.

<u>In Progress</u>: Alternate design solution deliberations.

Recently Completed: Presented options to Executive Cabinet. Surveyed existing building.

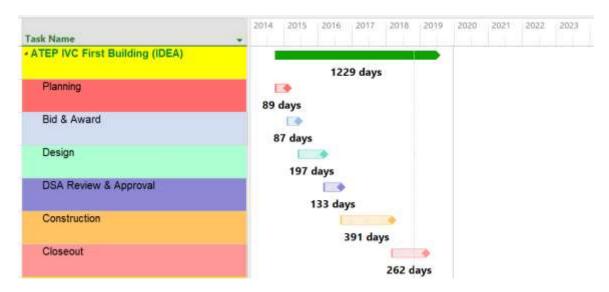
Focus: Complete programming and evaluate alternate design solutions.

ATEP

1. ATEP - IVC FIRST BUILDING

<u>Project Description</u>: This project is a new two-story 20,249 assignable square feet (ASF), 32,492 gross square feet (GSF) building. The new ATEP IVC First Building consists primarily of lab classrooms with some lecture classroom space, offices and student support services. The building was designed for automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, the testing center and some spaces that represent expansion. In addition to the programs identified during design, a portion of the Adult ESL (English as a second language) and the Emeritus and Community Education offices were moved to the ATEP IDEA building at its opening. The project includes 50kV of solar electric power and is a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award D-B Contract	Jun 2015
Start Working Drawings	Jul 2015	Complete Construction	Mar 2018
Complete Working Drawings	Mar 2016	Advertise for FF&E	Sep 2017
DSA Final Approval	Sep 2016	DSA Close Out	Aug 2018



<u>Budget Narrative</u>: Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/2015, 8/22/2016 and 6/26/2017. On February 28, 2011, the Board approved \$12,500,000,

originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds Board approved on June 23, 2014. On June 22, 2015, the Board approved \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The college applied Irvine Valley College RDA funds equaling \$1,250,000 for an expanded lobby and \$700,000 for additional IT equipment. On June 26, 2017, the Board approved \$1,100,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$23,000,000	\$ 6,350,000	\$29,350,000
District Funding Commitment:	\$23,000,000	\$ 6,350,000	\$29,350,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$ 0	\$ 1,950,000	\$ 1,950,000

Status: Project close out.

<u>In Progress</u>: Coordinate with contractor and SCE for battery storage Permission to Operate (PTO). Coordinate warranty related items with contractor.

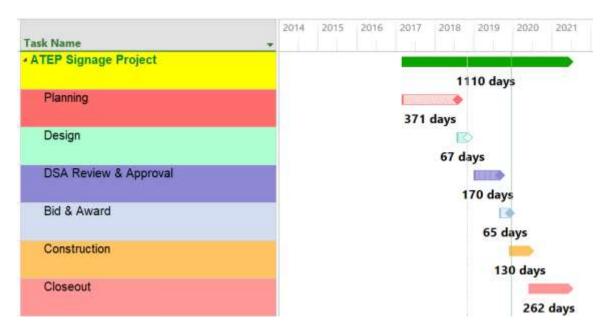
Recently Completed: Execution of new interconnect agreement with SCE for combined battery storage and photovoltaic system.

<u>Focus</u>: Work through system commissioning with SCE to "go live". Continue discussions with contractor to address end users' first-year discovery warranty items.

2. ATEP – SIGNAGE PROJECT

<u>Project Description</u>: Wayfinding signage for ATEP consists of monument, vehicle and pedestrian signage. This signage will define the campus as a destination, support route planning, clarify entrances and parking, create a main pathway, and establish a standardized naming system.

Start Preliminary Plans	Mar 2017	Award Construction Contract	Nov 2019
Start Working Drawings	Aug 2018	Complete Construction	<i>June</i> 2020
Complete Working Drawings	Apr 2019	Advertise for FF&E	N/A
DSA Final Approval	Aug 2019	DSA Close Out	July 2020



<u>Budget Narrative</u>: Budget reflects Board action on 5/21/2018 and 4/22/2019. On May 21, 2018, the Board approved \$500,000. On April 22, 2019, the Board approved the funding allocation of \$4,431,121.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$3,000,000	\$1,931,121	\$4,931,121
District Funding Commitment:	\$ 500,000	\$4,431,121	\$4,931,121
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 500,000	\$4,431,121	\$4,931,121

Status: Construction Phase.

<u>In Progress</u>: Contractor is developing draft of baseline schedule, Schedule of Values and 4-week look ahead for District review.

<u>Recently Completed</u>: Procurement Phase complete. Notice to Proceed issued and contractor mobilization completed.

Focus: Review and approve submittals.

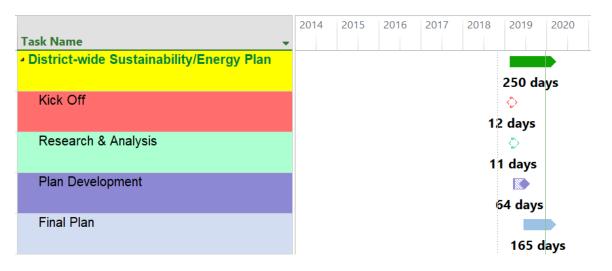
DISTRICT WIDE

1. SUSTAINABILITY/ ENERGY PLAN

<u>Project Description</u>: The Sustainability/Energy Plan supports the colleges' plans for future sustainability/energy projects, provides best practices, aids with energy savings programs, and recommends various sustainability projects. The project has two phases, the first developed building design and construction guidelines and the second develops campus

organizational policies and procedures. The Plan will inform the upcoming Facilities Master Plan process.

Kick Off, Phase II	Mar 2019	Start Plan Development	Aug 2019
Start Research/Analysis	Mar 2019	Complete Plan	Jan 2020
Complete Research/Analysis	Aug 2019	Final Plan, Phase II	Jan 2020



<u>Budget Narrative</u>: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017, and 5/21/2018. On June 22, 2015, the Board approved \$200,000. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000. On May 21, 2018, the Board approved \$200,000.

	Original	Revision	<u>Total</u>
Project Budget:	\$200,000	\$440,000	\$640,000
District Funding Commitment:	\$200,000	\$440,000	\$640,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$440,000	\$640,000

Status: Finalize report.

<u>In Progress</u>: Final Report. Preparing presentation for Capital Improvement Committee.

Recently Completed: Draft comments for Integrated Energy Master Plan.

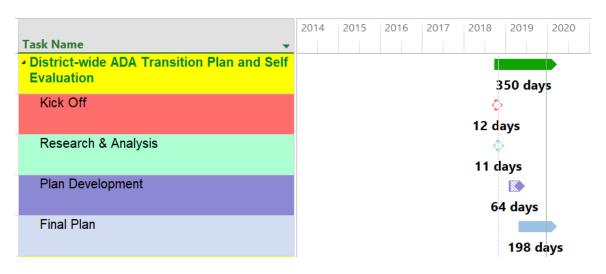
<u>Focus</u>: Receive and incorporate draft review comments and participate in Sustainability presentation to the Capital Improvement Committee (CIC) and the Board of Trustees.

2. ADA TRANSITION PLAN AND SELF EVALUATION

<u>Project Description</u>: The ADA Transition Plan project audited District-wide access compliance and prioritized, budgeted and scheduled the District's Americans with

Disabilities Act (ADA) Transition Plans. This information will inform the upcoming Facilities Master Plan process. Phase II work includes self-evaluation of services, policies and practices.

Kick Off – Phase II	Nov 2018	Start Plan Development	Feb 2019
Start Research/Analysis	Nov 2018	Draft Plan	May 2019
Complete Research/Analysis	Jan 2019	Final Plan	Dec 2019



<u>Budget Narrative</u>: Budget reflects Board action on 6/22/2015, 6/27/2016 and 6/26/2017. On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved \$400,000.

	Original	Revision	<u>Total</u>
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

Status: Phase II report review.

<u>In Progress</u>: *District distribution of final report.*

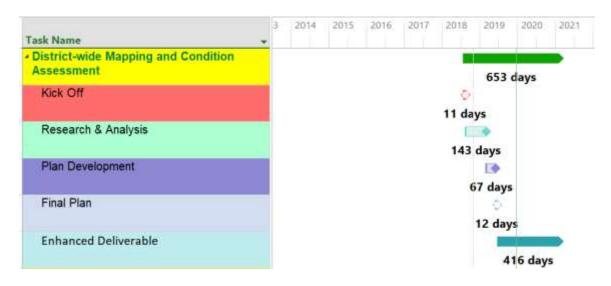
Recently Completed: Consultant incorporation of District draft report comments.

<u>Focus</u>: Developing implementation plan and identifying responsible parties.

3. MAPPING AND CONDITION ASSESSMENT

<u>Project Description</u>: This project comprehensively documents the horizontal and vertical positions of underground utilities and assesses existing conditions. Accurate utility information prevents construction delays, claims, and utilities conflicts.

Kick Off	Aug 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Aug 2018	Draft Plan	Mar 2019
Complete Research/Analysis	Mar 2019	Final	Jan 2021



<u>Budget Narrative</u>: Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$400,000. On June 26, 2017, the Board approved \$500,000. On May 21, 2018, the Board approved \$3,000,000.

	Original	Revision	<u>Total</u>
Project Budget:	\$400,000	\$3,500,000	\$3,900,000
District Funding Commitment:	\$400,000	\$3,500,000	\$3,900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$3,500,000	\$3,900,000

<u>Status</u>: *Phase Five (Enhanced Deliverables at Saddleback, IVC and ATEP).*

<u>In Progress</u>: Finalize Saddleback Georeferenced Utility Exhibits. Survey at ATEP.

Recently Completed: IVC draft Acreage Exhibits and Georeferenced Utility Exhibits.

<u>Focus</u>: Complete review of *IVC Acreage Exhibits & Georeferenced Utility Exhibits*. Finalize Saddleback College Georeferenced Utility Exhibits pursuant to Saddleback College IT department review comments.

GENERAL NOTES

 Project updates for active projects may be viewed at: http://www.soccd.edu/businessservices/ProjectUpdates.html

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
 - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
 - O The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 50% match) as the economy has changed from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
 - o The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

ITEM: 7.4 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Monthly Financial Status Report

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through December 31, 2019 (EXHIBIT A). A review of current revenues and expenditures for FY 2019-2020 show they are in line with the budget.

Unrestricted General Fund Income and Expenditure Summary As of December 31, 2019

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$	77,459,498	\$	77,459,498	\$_	77,459,498	100.00%
SOURCES OF FUNDS REVENUES:								
SCFF Revenue	Various	\$	161,922,903	\$	161,922,903	\$	134,894,756	83.31%
Basic Aid			86,327,097		86,327,097		-	0.00%
Federal Sources	8100-8199		-		-		-	0.00%
Other State Sources	8600-8699 8800-8899		19,311,977		19,311,977		3,367,122	17.44% 65.02%
Other Local Sources Total Revenue	0000-0099	_	19,276,659 286,838,636		19,276,659 286,838,636	_	12,532,808 150,794,686	52.57%
Total Revenue			200,030,030		200,030,030		150,794,666	52.57%
OTHER FINANCING SOURCES								
Sale of Surplus	8910-8919	\$	195,000	\$	195,000	\$	177,546	91.05%
Incoming Transfers	8980-8989	_	8,786,000		8,786,000		2,325,427	26.47%
Total Other Sources			8,981,000		8,981,000		2,502,973	27.87%
TOTAL SOURCES OF FUNDS		_	295,819,636		295,819,636	_	153,297,659	51.82%
USES OF FUNDS								
EXPENDITURES:				_		_		
Academic Salaries	1000-1999	\$	88,204,673	\$	88,148,536	\$	32,633,622	37.02%
	2000-2999		47,775,711		47,932,562		18,663,151	38.94%
Employee Benefits	3000-3999		62,861,316		62,865,978		24,524,911	39.01%
• •	4000-4999		2,250,909		2,256,979		735,784	32.60%
, ,	5000-5999 6000-6999		21,178,275		21,108,351		8,087,550	38.31% 18.30%
Capital Outlay	0000-0999	_	1,060,782		1,019,260	_	186,531	
Total Expenditures			223,331,666		223,331,666		84,831,549	37.98%
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$	819,721	\$	819,721	\$	819,721	100.00%
Basic Aid Transfers Out	7300-7399		91,000,966		91,000,966		5,700,000	6.26%
	7400-7499		=		=		-	0.00%
Payments to Students	7500-7699	_	-		-	_		0.00%
Total Other Uses			91,820,687		91,820,687		6,519,721	7.10%
TOTAL USES OF FUNDS		_	315,152,353		315,152,353	_	91,351,270	28.99%
SURPLUS / (DEFICIT)			(19,332,717)		(19,332,717)		61,946,389	
ENDING FUND BALANCE		\$_	58,126,781	\$_	58,126,781	\$_	139,405,887	
COMPONENTS OF ENDING BALANCE								
Reserve for Economic Uncertainties		\$	33,469,676	\$	33,469,676			
Reserve for Unrealized Tax Collection	ns (Basic Aid)	Ψ	17,145,419	Ψ	17,145,419			
Nondesignated Ending Balance	io (Basio Ala)		7,511,686		7,511,686			
Nondesignated Ending Balance		-	7,511,000		7,511,000			
		\$_	-	\$_	-	:		

NOTE: As of December 31, 2018 actual revenues to date were **53.73%** and actual expenditures to date were **30.26%** of the revised budget to date.

SADDLEBACK COLLEGE

Unrestricted General Fund Income and Expenditure Summary As of December 31, 2019

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$	12,551,485	\$	12,551,485	\$	12,551,485	100.00%
SOURCES OF FUNDS								
REVENUES: SCFF Revenue	Various	\$	90 E2E 440	Ф	90 E2E 440	Ф	49 GE4 002	54.34%
Basic Aid	vanous	Φ	89,535,410	Φ	89,535,410	\$	48,651,993	0.00%
Federal Sources	8100-8199		_		_		_	0.00%
Other State Sources	8600-8699		6,753,131		6,753,131		1,760,079	26.06%
Other Local Sources	8800-8899		8,110,540		8,110,540		4,835,414	59.62%
Total Revenue	0000 0000	-	104,399,081		104,399,081	-	55,247,486	52.92%
Total Novollad			101,000,001		101,000,001		00,217,100	02.0270
OTHER FINANCING SOURCES								
Sale of Surplus	8910-8919	\$	117,081	\$	117,081	\$	106,599	91.05%
Incoming Transfers	8980-8989		5,147,000		5,147,000		1,642,444	31.91%
Total Other Sources			5,264,081		5,264,081	_	1,749,043	33.23%
TOTAL SOURCES OF FUNDS		-	109,663,162		109,663,162		56,996,529	51.97%
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries	1000-1999	\$	51,281,306	\$	51,342,483	\$	19,795,213	38.56%
Classified Salaries	2000-2999		22,154,124		22,157,418		8,601,722	38.82%
Employee Benefits	3000-3999		28,596,060		28,596,060		11,793,058	41.24%
Supplies & Materials	4000-4999		1,226,610		1,244,763		433,173	34.80%
Services & Other Operating	5000-5999		8,694,544		8,603,422		2,758,591	32.06%
Capital Outlay	6000-6999	_	872,282		880,780	_	135,709	15.41%
Total Expenditures			112,824,926		112,824,926		43,517,466	38.57%
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$	389,721	\$	389,721	\$	389,721	100.00%
Basic Aid Transfers Out	7300-7399		-		-		-	0.00%
Other Transfers	7400-7499		-		-		-	0.00%
Payments to Students	7500-7699	_	-		-	_		0.00%
Total Other Uses			389,721		389,721		389,721	100.00%
TOTAL USES OF FUNDS		-	113,214,647		113,214,647	-	43,907,187	38.78%
SURPLUS / (DEFICIT)			(3,551,485)		(3,551,485)		13,089,342	
ENDING FUND BALANCE		\$_	9,000,000	\$	9,000,000	\$_	25,640,827	
COMPONENTS OF ENDING BALANCE				_		_		
Reserve for Economic Uncertainties Reserve for Unrealized Tax Collection		\$	9,000,000	\$	9,000,000			
Nondesignated Ending Balance	ina (Dasic Alu	,	-		-			
Nondesignated Ending Datance		\$		ф.	<u>-</u>	•		
		Ψ=		Ψ =				

NOTE: As of December 31, 2018 actual revenues to date were **57.02%** and actual expenditures to date were **43.75%** of the revised budget to date.

IRVINE VALLEY COLLEGE

Unrestricted General Fund Income and Expenditure Summary As of December 31, 2019

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$	4,953,550	\$	4,953,550	\$	4,953,550	100.00%
SOURCES OF FUNDS REVENUES:								
SCFF Revenue Basic Aid	Various	\$	58,103,728	\$	58,103,728 -	\$	31,572,561 -	54.34% 0.00%
Federal Sources	8100-8199		-		-		-	0.00%
Other State Sources Other Local Sources	8600-8699 8800-8899		4,494,323		4,494,323		1,171,432	26.06% 65.12%
Total Revenue	8800-8899	-	11,166,119 73,764,170		11,166,119 73,764,170	_	7,271,463 40,015,456	54.25%
Total Nevertue			73,704,170		73,704,170		40,013,430	34.23 /6
OTHER FINANCING SOURCES								
Sale of Surplus	8910-8919	\$	77,919	\$	77,919	\$	70,947	91.05%
Incoming Transfers	8980-8989	_	2,799,000	_	2,799,000	_	543,708.00	19.43%
Total Other Sources			2,876,919		2,876,919		614,655.00	21.37%
TOTAL SOURCES OF FUNDS		-	76,641,089	_	76,641,089	_	40,630,111	53.01%
USES OF FUNDS EXPENDITURES:								
Academic Salaries	1000-1999	\$	33,313,128	¢	33,338,139	\$	12,373,850	37.12%
Classified Salaries	2000-2999	Ψ	14,987,798	Ψ	14,997,798	Ψ	5,818,760	38.80%
Employee Benefits	3000-3999		19,862,355		19,868,249		7,621,727	38.36%
Supplies & Materials	4000-4999		908,249		914,566		274,085	29.97%
Services & Other Operating	5000-5999		5,932,609		5,930,397		1,963,187	33.10%
Capital Outlay	6000-6999		90,500		45,490		10,857	23.87%
Total Expenditures		-	75,094,639		75,094,639	_	28,062,466	37.37%
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$	-	\$	-	\$	-	0.00%
Basic Aid Transfers Out	7300-7399		-		-		-	0.00%
Other Transfers	7400-7499		-		-		-	0.00%
Payments to Students	7500-7699	_	-		-		-	0.00%
Total Other Uses			-		-		-	0.00%
TOTAL USES OF FUNDS		-	75,094,639		75,094,639	_	28,062,466	37.37%
SURPLUS / (DEFICIT)			1,546,450		1,546,450		12,567,645	
ENDING FUND BALANCE		\$_	6,500,000	\$	6,500,000	\$_	17,521,195	
COMPONENTS OF ENDING BALANCE Reserve for Economic Uncertainties Reserve for Unrealized Tax Collectio Nondesignated Ending Balance		\$) _ \$_	6,500,000 - -	\$ 	6,500,000 - -	-		
		=				-		

NOTE: As of December 31, 2018 actual revenues to date were **60.11%** and actual expenditures to date were **44.63%** of the revised budget to date.

ITEM: 7.5 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending November 30, 2019 (EXHIBIT A).

For November, the portfolio was composed of 47.4% common stocks (domestic and international) and 52.6% fixed funds (bonds). The portfolio's performance increased 1.56%, ending with a fair market value of \$127,644,117 and an annualized return of 5.74% since inception.



December 13, 2019

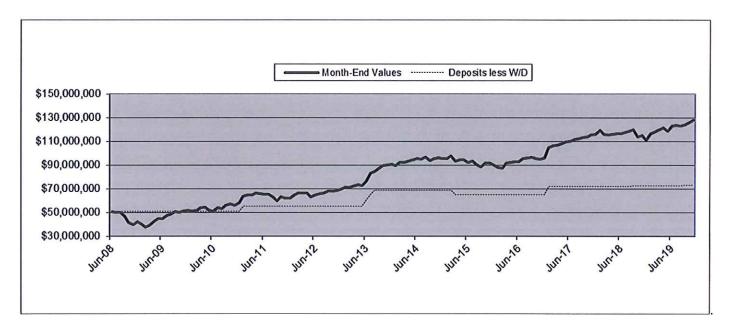
South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on November 30th of \$127,644,116.68 your portfolio's performance was up 1.56% for the month and up 5.74% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (47.4%) and fixed income funds (52.6%). It was designed to be invested over a long time frame. Total deposits in the amount of \$77,214,430.38 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	November 2019	Year-To-Date	Annualized Since Inception
South Orange CCCD	1.56%	14.61%	5.74% annualized return
S&P 500	3.63%	27.65%	10.52% (Domestic Stocks)
MSCI EAFE	1.13%	18.17%	2.90% (International stocks)
Barclays Aggregate	-0.05%	8.80%	4.17% (Domestic Bonds)
Barclays Global	-0.76%	6.20%	2.81% (Global Bonds)



Very truly yours,

Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	C	Contributions		Contribution Balance		Month-End		
Wionth - Tear	C	Diffibulions	CU	mili ibulion balance	In	vestment Values		
June-08	\$	50,791,103	\$	50,791,103	\$	50,589,708		
June-09	\$	-	\$	50,791,103	\$	44,706,214		
June-10	\$	-	\$	50,791,103	\$	51,342,419		
June-11	\$	4,618,708	\$	55,409,811	\$	65,060,898		
June-12	\$	-	\$	55,409,811	\$	64,788,984		
June-13	\$	5,000,000	\$	60,409,811	\$	76,038,439		
June-14	\$	8,389,913	\$	68,799,724	\$	95,689,395		
June-15	\$	(4,000,000)	\$	64,799,724	\$	92,222,506		
June-16	\$	-	\$	64,799,724	\$	92,851,363		
June-17	\$	6,876,878	\$	71,676,602	\$	110,063,884		
June-18	\$	-	\$	71,676,602	\$	116,478,409		
June-19	\$	-	\$	72,729,695	\$	123,157,480		
July-19	\$	-	\$	72,729,695	\$	123,449,353		
August-19	\$	-	\$	72,729,695	\$	123,206,435		
September-19	\$	484,735	\$	73,214,430	\$	124,020,036		
October-19	\$	-	\$	73,214,430	\$	125,685,619		
November-19	\$	-	\$	73,214,430	\$	127,644,117		
		70.044.400						

\$ 73,214,430

ITEM: 8.0 DATE: 1/21/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet.

Chancellor and College Presidents written reports are included for information.

Speakers are limited up to two minutes each.

Saddleback College Academic Senate
Irvine Valley College Academic Senate
Faculty Association
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
Saddleback College Classified Senate
California School Employees Association

Police Officers' Association



SADDLEBACK COLLEGE + IRVINE VALLEY COLLEGE + ATEP

DATE: January 21, 2020

TO: Members of the Board of Trustees **FROM:** Chancellor Kathleen F. Burke, Ed.D.

SUBJECT: District Services Report for January 21 Board of Trustees Meeting



Ann-Marie Gabel Appointed to Board

On November 8, 2019 Ann-Marie Gabel was elected President of the Statewide Association of Community Colleges (SWACC). Ann-Marie originally joined the SWACC Board of Directors in 2010 where she served as Executive Vice President of Finance, Facilities, and Technology Services. Since 2010 Ann-Marie has been selected for several positions on the SWACC board including: Secretary, Finance Chair, Claims Chair and Vice President. Congratulations to Ann-Marie on her continued leadership in SWACC and at the state level.



The Season of Giving

Upon this season's break, district staff participated in many activities that brought everyone together to focus on the successes of the year and the spirit of giving. Whether a white elephant gift exhange, secret santa, donations to those in need, or a festive meal together — each event prepped staff to be thankful for the opportunity to give to others. Keeping with the festivites, I crocheted individual stockings for the board and staff in the

Chancellor's wing. These stockings were a simple handmade gift created with love to let staff and trustees know they are valued. Here at SOCCCD, we are thankful for the time off to relax, spend time with loved ones, and re-charge to give back to the college and the students in the Spring Semester.

New Rise Publication

In December, the last edition of RISE for the year was sent to all employees — featuring personal interviews about new District Services staff from various departments. The December edition of RISE also featured a write-up about Managers of the Year, Priya Jerome and Herb Richter. RISE continues to be a publication focused on connecting employees to each other and highlighting the important work of District Services to ultimately support the colleges and students. To read the latest edition, the publication can be found on SharePoint.



College Opening Days

On January 7, the Spring Semester kicked-off with the Presidents' Opening Sessions. Board members were in attendance on both campuses and joined faculty and staff to hear from dynamic speakers with a continued focus on equity and inclusion. During the sessions, it was evident that faculty and staff were energized and inspired to have a great semester. Many thanks to President Stern and Interim President Vyskocil and their teams for organizing excellent opening sessions full of helpful information and valuable tools.



TO: Kathleen F. Burke, Chancellor, and Members of the Board of Trustees

FROM: Cindy Vyskocil, EdD, Acting President

DATE: January 9, 2020

SUBJECT: President's Report for the January 21, 2020 Board of Trustees Meeting

Diversity, Equity, and Inclusion Initiative

University of Southern California Equity Institute Training

Beginning January 23, a class of 20 faculty, administrators, and staff will come together for an extensive 10-week course, the University of Southern California Equity Institute Training Cross Functional Leadership Module. Participants for this training will include: Dr. Linda Fontanilla, Vice President for Student Services; Davit Khachatryan, Vice President for College Administrative Services; Dr. Chris McDonald, Vice President for Instruction; Dr. Loris Fagioli, Director of Research, Planning, and Accreditation; Diane Oaks, Executive Director, Marketing and Creative Services; Amrik Johal, Director of Outreach, Recruitment, and Student Support Services; Scott Kennedy, Acting Police Chief; Corey Rodgers, Dean of Enrollment Services; Debbie Vanschoelandt, Dean of Career and Continuing Education, Integrated Design, Engineering and Automation, and Extended Education; Cheryl Bailey, Academic Senate Recorder and Library Sciences Chair; Rebecca Beck, AESL/ESL Co-Chair/Faculty; Henry Carnie, Humanities Faculty; Daniel de Roulet, Academic Affairs Chair and English Faculty; Mark Franco, Summer Bridge Coordinator and Basic Skills Counselor; Rebecca Kaminsky, Guided Pathways Coordinator and English Co-Chair/Faculty; June McLaughlin, Academic Senate President and Paralegal Program Director; Amanda Romero, Career Education Counselor; Amy Hunter, Classified Senate President and Senior Administrative Assistant, School of Business Sciences; Lisseth Murillo, Administrative Assistant, Student Equity; and Erin Pollard, Acting **Equity Coordinator.**

The training will be led by Dr. Suman L. Pendakur, Chief Learning Officer and Director of the USC Equity Institutes at the USC Race and Equity Center, and her esteemed colleagues. Dr. Pendakur oversees three of the USC Race and Equity Center's signature activities, all of which focus on advancing racial justice in higher education and other sectors. Funding for this training is made possible by the Institutional Effectiveness Partnership Initiative (IEPI) Grant from the California State Chancellor's Office. Other initiatives that will be supported by the grant include professional development training for classified staff, faculty, and students; a college-wide National Behavioral Intervention Team Association (NaBITA) training; a college-wide Family Educational Rights and Privacy Act (FERPA) training; the development of marketing strategies to communicate more effectively to the college community; and opportunities to attend the National Conference on Race and Ethnicity in American Higher Education (NCORE).

Acting President Vykocil Hosts the Spring 2020 President's Opening Session

On January 7, Acting President Vyskocil hosted the President's Opening session to kick off Professional Development Week. Her session, entitled "Operationalizing Equity at IVC", focused on a college-wide commitment to addressing equity issues in day-to-day campus life, especially in the classroom. The session also featured keynote speaker Dr. Sumun L. Pendakur, the Chief Learning Officer and Director of the USC Equity Institutes at the USC Race and Equity Center. Her speech, "No Time for Spectators: Your Sphere of Influence", explored a multi-part framework for educational institutions to put equity into operation both inside the classroom and across campus. The session also featured guest speaker Board President T.J. Prendergast and singer Sara Loera. Immediately following her opening session, attendees were invited to lunch where they had an opportunity to review questions provided at each table and participate in open discussion.



ACTE Conference Attendees Tour IDEA Building

On December 4, IDEA was visited by nearly 30 educators from across the country who were attending the Association for Career and Technical Education (ACTE) CareerTech VISION conference in Anaheim. Educators had the opportunity to learn about the Career Education program, Irvine Valley College's (IVC's) #1 transfer rate, K-12 dual enrollment opportunities, and non-resident student services. Special thanks to Tiffany Nguyen for organizing this event and to Debby Snyder for conducting tours.

Faculty Spotlight

Professor Luzko Performs 'Music of Paraguay' in Wisconsin

On December 10, Professor Daniel Luzko, performed in a "Music of Paraguay from the Inside" presentation at Collins Recital Hall in Madison, Wisconsin. The presentation, which was organized by the Latin American, Caribbean, and Iberian Studies Program at the University of Wisconsin-Madison, examined the Paraguayan polka and the Guarania, two of the most characteristic rhythms of Paraguyan music. Professor Luzko is an accomplished pianist and composer of mostly orchestral and chamber works that have been performed in the Americas and Europe. As a pianist, he has performed in Austria, Paraguay and the United States.

Professor McLaughlin Speaks at Orange County Legal Secretaries Event

On Thursday, December 5, Paralegal Program Director and Professor June McLaughlin spoke at the Orange County Legal Secretaries Association (OCLSA) Luncheon. McLaughlin discussed the paralegal program and the future of the paralegal profession in light of changes to the delivery of legal services in California and economic realities. The OCLSA was established in 1949 as a part of a larger national organization called Legal Secretaries Incorporated. The educational group meets monthly and has lawyers, paralegals, law students, and legal secretaries as members.

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Professor Mitolo Named 2020 IEEE Fellow

Electrical Technology Professor Massimo Mitolo, PhD, was named an IEEE Fellow for 2020 in recognition for contributions to the electrical safety of low-voltage systems. The IEEE grade of Fellow is conferred by the IEEE Board of Directors upon a person with an outstanding record of accomplishments in any of the IEEE fields of interest. The total number selected in any one year cannot exceed one-tenth of one-percent of the total voting membership. IEEE Fellow is the highest grade of membership and is recognized by the technical community as a prestigious honor and an important career achievement. Congratulations to Dr. Mitolo!

Counselors' Spotlight

Annual High School Counselors Conference held at IVC



On December 6, the Office of Outreach and Community Relations and the School of Guidance and Counseling hosted the annual High School Counselors Conference. Over 70 high school counselors, middle school counselors, faculty, and staff attended this event to hear about important updates and exciting information relevant to incoming students. This annual outreach event is highly anticipated by community partners in local middle and high schools who take what they learn back to their students who may someday attend IVC. This year, all attendees heard presentations about the Promise Program, Summer Bridge Program, and updates to the matriculation processes. After the opening session in the Performing Arts Center, attendees were able to select two breakout sessions from the following topics: dual enrollment and cross enrollment; student engagement and student support programs; career education programs; and fine arts programs.

Respectfully Submitted,

Cindy Vyskocil Acting President



TO: Members of the Board of Trustees

Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Report for January 21, 2020 Board of Trustees Meeting

Spring 2020 In-Service

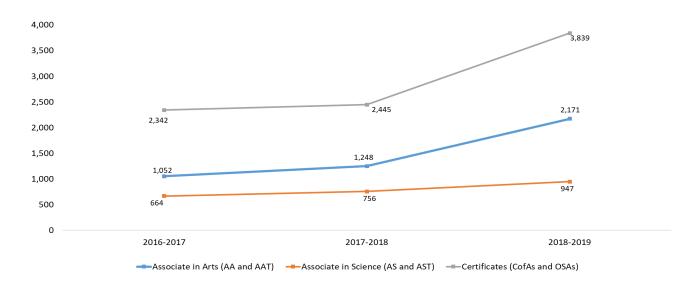
President Stern welcomed faculty, staff, and administrators to the spring 2020 semester with a breakfast on Tuesday, January 7. His presentation provided updates on the budget, enrollment, student achievement and equity, infrastructure, and growth opportunities, and included a visioning exercise to imagine what the college can be in 10 years. Academic Senate President Dan Walsh also provided an update.

Enrollment Update

Saddleback College has good news to share concerning enrollment: Compared to last spring, our headcount is up 7.84 percent (1800 students) and our weekly student contact hours are up 4.46 percent. Our enrollment in online classes has grown nine percent in two years and these classes make up 39 percent of our credit enrollments.

Auto-Award Implementation Results in Large Increases in Completions

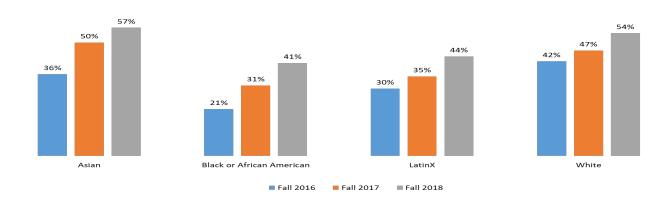
Auto-award: The implementation of auto-award has generated an impressive increase in awards completed, and we've seen a 52 percent increase in the number of students who completed an award.



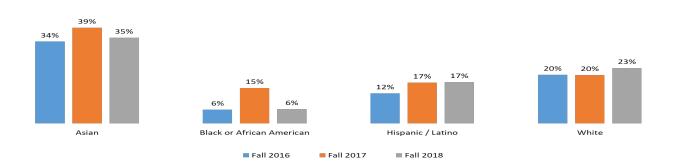
Achievement Gaps Recede Following Implementation of AB 705

An analysis of completions in transfer-level math and English reveals that achievement gaps are closing after the implementation of AB 705.

Completion of transfer-level English in first year by cohort (credit taking students):



Completion of transfer-level math in first year by cohort (credit taking students):



Campaign to Re-Enroll Former Students Shows Promising Results

With an overall community college completion rate hovering near 22 percent nationally; and many 'stop-outs' attending one institution, stopping within two years and a majority stopping in their 20's (Fain, 2019), Saddleback mobilized key Student Service areas to create a re-entry campaign aimed at finding and helping these former Saddleback students.

The Office of Planning, Research and Accreditation identified over 5,000 potential re-entry students after narrowing down the criteria to those who 'stopped-out' within the previous three semesters. A personal message was created by Dr. Stern, inviting the former students to visit a webpage for tailored assistance (https://www.saddleback.edu/welcomeback).

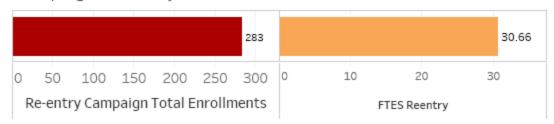
A collaborative, cross-functional team drove this effort and was able to identify and remove unintentional road blocks that no longer served the student or the institution. Additionally, it was found that of those students who left due to academic probation, 37% were Hispanic/Latino, indicating a

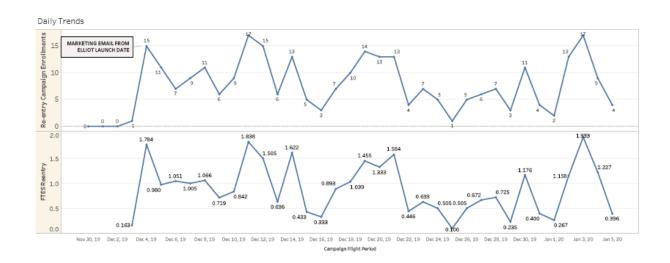
disproportionate impact as Saddleback's Hispanic/Latino student population is less than 25%. This finding is one that will be forwarded to the Student Equity Retention workgroup for further review.

Since the November 30 launch of this effort, Saddleback has reenrolled 283 students, resulting in 30.66 FTES increase. Please see the charts created by OPRA below for additional information.

The Re-Entry effort is ongoing and will be evaluated by the Strategic Enrollment Management workgroup in early spring to determine ROI and make recommendations moving forward.

Campaign Summary





Child Development Center Renovations

The Child Development Center underwent a wonderful transformation and update during the holiday break. The changes include the renovation of the lobby with new countertops, fresh pain throughout the center in calming, earthy hues, and new rugs and wall decorations in all classrooms.

Respectfully Submitted,

Elliot Stern President



To: Colleagues

From: Ann-Marie Gabel, Vice Chancellor of Business Services

Date: January 13, 2020

Re: January Governor's Budget for FY 2020-21

Last week, Governor Newsom presented his budget proposal for the 2020-21 fiscal year. During his news conference, he stated that "California's economy is the strongest in the nation and the fifth largest in the world. We're eliminating debts, paying down pension liabilities, growing our reserve funds – the largest ever at \$21 billion – and one out of every seven new U.S. jobs is in California." The budget reflects continued fiscal prudence with approximately \$2 billion in surplus funding going into the state's Rainy Day Fund and the General Fund budget totals \$153 billion (a 3.4% increase over prior year). He went on to say that "despite the progress we've made, there are deep, structural challenges that threaten our state's future and demand our urgent attention. These problems – our widespread affordability crisis, expanding homelessness crisis and catastrophic wildfires – have been decades in the making and won't be fixed overnight."

For community colleges, the proposed budget provides an additional \$136 million bringing the total General Fund allocation to \$5.65 billion (10.92% of Proposition 98 dollars). The significant changes and proposals include:

Unrestricted General Fund:

- \$167.2 million (2.29%) for cost of living adjustment (COLA). This will provide approximately \$3.7 million to the District Resources Allocation Committee (DRAC) allocation for our operating budgets.
- \$31.9 million (0.5%) for growth. This could provide \$460 thousand for the DRAC allocation if we were to grow up to our 0.5% growth cap in our credit FTES.
- \$83.2 million for apprenticeship programs.
 - o \$48.2 million (\$20.4 million in one-time funds) to support projected increases in apprenticeship instructional hours.
 - o The following two programs are brand new and, as such, it is unknown how these funds will be distributed:
 - \$15 million to support the creation of apprenticeship opportunities in priority and emerging industry sectors.
 - \$20 million in one-time funds to expand access to work-based learning models and programs.
- There is no change proposed for the Student Centered Funding Formula (SCFF). However, we won't have the 2019-20 funding rates until later this year. Additionally, we can expect a new metric related to first generation students in future years, possibly as soon as 2020-21.

Restricted General Fund: For the items listed below, unless otherwise indicated, we do not know how they will be distributed, whether it be on a FTES basis or competitive grant; therefore, we have not estimated the potential impact to us.

- \$9.2 million (2.29%) for COLA for the following categorical programs: EOPS, DSPS, Apprenticeship, CalWORKs, Campus Childcare, and Mandated Costs. This translates to approximately \$144 thousand in additional funding for us.
- \$17.2 million for deferred maintenance and instructional equipment. We estimate approximately \$410,000 for us.
- \$15 million in one-time funds for a pilot fellowship program for improving faculty diversity.
- \$10 million in one-time funds to augment the Part-Time Faculty Office Hours program.
- \$10 million in one-time funds to develop and implement zero-textbook-cost degrees using open educational resources. These funds will be allocated based on competitive grants.
- \$10 million for continued legal services on community college campuses for undocumented and immigrant students, faculty and staff.
- \$5.8 million to fund Dreamer Resource Liaisons and related support services as required by Assembly Bill 1645 (Blanca Rubio).
- \$11.4 million to support and establish food pantry services.
- \$5 million to fund instructional materials for K-12 dual enrollment students.

Capital Outlay Fund: The budget also provides \$27.6 million for 24 new capital outlay projects under the Proposition 51 bond. Since we received funding this year for our Gateway Project and Fine Arts Complex, we were not eligible for new capital outlay projects in 2020-21. Unfortunately, the construction phase of our two projects has not been funded yet but the Department of Finance indicated that ongoing projects will be evaluated based on their project schedules for inclusion in the May Revise.

The budget mentions the statewide bond measure, *Proposition 13 – School and College Facilities Bond*, which will appear on the March 3, 2020 ballot. If approved by the voters it will provide \$2 billion for future community college facilities projects.

It's important to remember that this January Governor's Budget Proposal for FY 2020-21 is just the beginning of the budget process. Now each house will begin developing their own budget proposals. The Governor will revise his Budget Proposal in May (known as the "May Revise") using more current economic information and then the final budget will be completed in late June.

We will work with DRAC and the Basic Aid Allocation Resource Committee (BAARC) to keep them apprised of changes to the budget and the impacts it could have on SOCCCD during the upcoming months while we prepare our own budgets that will be presented to the Board of Trustees in June for the Tentative Budget and in August for the Adopted Budget.

For those of you that would like more information on the budget you can access the Governor's Budget at: http://www.ebudget.ca.gov/FullBudgetSummary.pdf.