



## Meeting of the Board of Trustees

February 26, 2018

### **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 it to the board's Executive Assistant. 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).) (6 matters)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(4 matters)
  - B. Public Employee Employment (Government Code Section 54957(b).)(1 matter)
    - 1. Chancellor Recruitment
  - C. Public Employee Performance Evaluation (Government Code Section 54957(b): Interim Chancellor
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
  - A. Faculty Association  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - C. Police Officer's Association (POA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8) (2 matters)
  - A. Agency Designated Negotiator: Ann-Marie Gabel, CPA, Vice Chancellor, Business Services; Dr. Jim Buysse, Acting Vice Chancellor, Business Services. Negotiating Parties: FPA Multifamily,

LLC (Parent Company), and FPA4 Promenade, LLC, (Current Lessee). Property: 28032 Marguerite Parkway, Mission Viejo

Under negotiation: Price and terms of payment for ground lease.

- B. Agency Designated Negotiator: Ann-Marie Gabel, CPA, Vice Chancellor, Business Services; Dr. Jim Buysse, Acting Vice Chancellor, Business Services; Jackson Tidus (District Counsel); and Gregory Gotthardt, FTI Consulting, Inc. (District Real Estate Advisor) Negotiating Parties: KPC Healthcare, Edwards Lifesciences, ACS Development, Star Harbor Space Training Academy, and 7 Diamonds Clothing Co. Property: 1600, 1610, 1620 and 1630 Valencia Ave. and 1602 and 1606 Victory Road, Tustin, CA 92782

Under negotiation: Price and terms of payment for ground lease.

- 1.6 Conference with Legal Counsel – Anticipated and Existing Litigation (Government Code Section 54956.9)
- A. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (1 potential case): employee internal complaint of unlawful discrimination received February 14, 2018.
- B. Significant exposure to litigation pursuant to paragraph (d)(2) and (e)(1) of Section 54956.9: (1 potential case)
- C. Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of case: LaMonica v. SOCCCD

## **RECONVENE OPEN SESSION: 6:30 P.M.**

### **2.0 PROCEDURAL MATTERS**

#### **2.1 Actions Taken in Closed Session**

#### **2.2 Invocation**

Led by Trustee Marcia Milchiker

#### **2.3 Pledge of Allegiance**

Led by Trustee T.J. 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 it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

### 3.0 **REPORTS**

- 3.1 Oral Reports: ***Speakers are limited to up 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 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.*

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of Regular Meeting held on January 22, 2018.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2018-2019 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **Saddleback College: New and Revised Curriculum for the 2018-19 Academic Years**  
Approve the proposed curriculum changes for the 2018-19 academic years at Saddleback College.
- 5.4 **Saddleback College: Study Abroad Program to Ireland, June 30, 2018 to July 21, 2018**  
Approve the Saddleback College study abroad program to Ireland, June 30, 2018 to July 21, 2018, and authorize the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel agreements.
- 5.5 **Saddleback College: Study Abroad Program to Santander, Spain, from June 29, 2018 to July 30, 2018**  
Approve the Saddleback College study abroad program in Santander, Spain from June 29, 2018 to July 30, 2018, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education for coordinating all travel agreements.
- 5.6 **Saddleback College and Irvine Valley College: Community Education,**

### **Summer 2018**

Approve Community Education courses, presenters, and compensation for Summer Session 2018.

- 5.7 **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.
- 5.8 **SOCCCD: Student Out of State Travel.**  
Approve the colleges' student out of state travel for the participants, dates, locations, courses and costs as listed.
- 5.9 **SOCCCD: Transfer of Budget Appropriations.**  
Ratify the Transfer of Budget Appropriations as listed.
- 5.10 **SOCCCD: Budget Amendment: Adopt Resolution No. 18-03 to Amend FY 2017-2018 Adopted Budget.**  
Adopt Resolution No. 18-03 to amend the FY 2017-2018 Adopted Budget as listed.
- 5.11 **SOCCCD: January - February 2018 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: January – 2018 Contracts.**  
Ratify contracts as listed.

### **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Agreement for Software Development Services, Neudesic, LLC**  
Approve the work order with Neudesic, LLC for software development services in an amount not to exceed \$385,000 for the term of February 27, 2018 through December 31, 2018.
- 6.2 **SOCCCD: Board Policy Revision: BP-3002 Audits, BP-3206 Security for District Property, BP-4081 Payroll Deductions, BP-5150 Extended Opportunity Program and Services, BP-5240 Associated Students Organization, BP-5401 Student Conduct**  
Accept for review and study board policies as listed.
- 6.3 **SOCCCD: OCSBA Marian Bergeson Award Nomination**  
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to Orange County Department of Education.



- 6.4 **SOCCCD: Initial Proposal from California School Employees Association (CSEA) Chapter 586**  
Accept for review and study the California School Employees Association's Chapter 586 initial proposal to the District for the purpose of negotiations.
- 6.5 **SOCCCD: District Initial Proposal to California School Employees Association (CSEA) Chapter 586**  
Accept for review and study the District's initial proposal to the California School Employees Association Chapter 586 for the purpose of negotiations.
- 6.6 **SOCCCD: Initial Proposal from SOCCCD Police Officers Association**  
Accept for review and study the SOCCCD Police Officers Association's initial proposal to the District for the purpose of negotiations.
- 6.7 **SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items**  
Ratify Academic Employee and Classified Administrator New Personnel Appointments; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Approval of Contract of Employment for Vice President, College Administrative Services, A Classified Administrator; Extension of Administrative Temporary Assignment; Authorization to Eliminate Academic Positions and/or Position Numbers; Reorganization; Reporting Structure Change.
- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**  
Ratify New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce a Classified Position; Reorganization; Change of Status; Out of Class Assignments; Resignation/Retirement/Conclusion of Employment; Volunteers.
- 6.9 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Ratify one-year contracts for employees who have completed one year as full-time tenure-track faculty members.
- 6.10 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Ratify two-year contracts for employees who have completed two years as full-time tenure-track faculty members.
- 6.11 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**  
Ratify tenure for full-time faculty members who have completed the four-year tenure-track plan.

## 7.0 **REPORTS**

- 7.1 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**  
Listing of full-time tenure-track faculty members entering into the second year of a two-year contract previously approved/ratified by the Board of Trustees.
- 7.2 **Saddleback College and Irvine Valley College Foundations Annual Report.**  
Executive Directors of College Foundations will provide a financial summary and a summary of accomplishments for FY 2016-2017.
- 7.3 **SOCCCD: Staff Response to Public Comments from Previous Board Meeting**  
None
- 7.4 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.5 **SOCCCD: Facilities Plan Status Report.**  
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report.**  
The reports display the adopted budget, revised budget and transactions through January 31, 2018.
- 7.7 **SOCCCD: Quarterly Investment Report.**  
Report for period ending December 31, 2017.
- 7.8 **Retiree (OPEB) Trust Fund.**  
Report for period ending December 31, 2017.
- 7.9 **SOCCCD: Pension Stabilization Trust Fund.**  
Report for the period ending December 31, 2017.

## 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.**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ITEM: 5.1**

**DATE: 2/26/18**

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Minutes of the Board of Trustees Meeting

**ACTION:** Approval

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Minutes from:

January 22, 2018 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

Item Submitted By: *Thomas M. Fallo, Interim 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  
January 22, 2018**

**PRESENT**

Members of the Board of Trustees:

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

**Administrative Officers:**

Thomas M. Fallo, Acting Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Jim Buysee, Acting Vice Chancellor, Business Services  
Cindy Vyskocil, Vice Chancellor, Human Resources  
Gregory Anderson, President Saddleback College  
Glenn Roquemore, President Irvine Valley College

**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 it to the board's Executive Assistant. 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).)**

- A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(2 matters)
- B. Public Employee Performance Evaluation (Government Code Section 54957(b).)
  - 1. Interim Chancellor Evaluation
- C. Public Employee Employment
  - 1. Chancellor Recruitment

**1.4 Conference with Labor Negotiators (GC Section 54957.6)**

- A. Faculty Association  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources.

**1.5 Conference with Real Property Negotiators (GC Section 54956.8)**

- A. Agency Designated Negotiator: Thomas M. Fallo  
Exchange of land: Portion of Advanced Technology Education Park (ATEP): County of Orange, 15445 Lansdowne Road, Tustin

**1.6 Conference with Legal Counsel (Government Code Section 54956.9)**

- A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 potential cases)

**RECONVENE OPEN SESSION: 6:30 P.M.**

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

On a 7 to 0 vote, the board accepted a settlement agreement regarding a litigated worker's compensation claim of a former Irvine Valley College classified employee.

On a 7 to 0 vote, the board voted to deny an Irvine Valley College classified employee's appeal of an administrative determination alleging discrimination.

2.2     Invocation  
          Led by Trustee Dave Lang

2.3     Pledge of Allegiance  
          Led by Trustee Marcia Milchiker

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 it to the board's Executive Assistant. These forms are available outside the board room. Speakers are limited to up to two minutes each.

### **3.0     REPORTS**

3.1     Oral Reports: Speakers are limited to up to two minutes each.

A.     Board Reports

\_\_\_\_\_

B.     Chancellor's Report

\_\_\_\_\_

Written Report

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

Irvine Valley College

Saddleback College

D.     Associated Student Government Reports

ASIVC Written Report

E.     Board Request(s) for Reports

\_\_\_\_\_

#### **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 Lang requested to remove item 5.7 and Trustee Jay requested to remove item 5.12 for separate discussion and action.

On a motion made by Trustee Lang and seconded by Trustee Milchiker the balance of the consent calendar was approved on a 7 - 0 vote.

- 5.1 SOCCCD: Board of Trustees Meeting Minutes  
Approve minutes of Regular Meeting held on December 11, 2017.

##### Item 5.1

##### Exhibit A

- 5.2 Saddleback College: New and Revised Curriculum for the 2018-19 Academic Years  
Approve the proposed curriculum changes for the 2018-19 academic years at Saddleback College.

##### Item 5.2

##### Exhibit A-B

- 5.3 Saddleback College: Additional Spring 2018 Community Education Programs  
Approve the Community Education courses, presenters, and compensation.

##### Item 5.3

##### Exhibit A

- 5.4 Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year



Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2018-2019 academic year, pursuant to Title 5, Section 53200 et seq.

[Item 5.4](#)

[Exhibit A](#)

- 5.5 SOCCCD: Student Out-of-State Travel.  
Approve the colleges' student out of state travel for the participants, dates, locations, courses and costs as listed.

[Item 5.5](#)

[Exhibit A](#)

- 5.6 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.

[Item 5.6](#)

[Exhibit A](#)

- 5.7 [SOCCCD: Bid No. 340, Physics Equipment for Irvine Valley College, Pasco Scientific.](#)  
[Award Bid No. 340, Physics Equipment at Irvine Valley College for FY 2017-2018 to Pasco Scientific, for a total amount of \\$113,577.90.](#)

[Item 5.7](#)

[Exhibit A](#)

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

- 5.8 SOCCCD: Agreement for Software Development and Project Management Services, Neudesic. LLC.  
Approve the work order with Neudesic, LLC for an amount not to exceed \$120,000 for the term of January 23, 2018 through August 31, 2018.

[Item 5.8](#)

[Exhibit A](#)

- 5.9 SOCCCD: Transfer of Budget Appropriations.  
Ratify the Transfer of Budget Appropriations as listed.

[Item 5.9](#)

[Exhibit A](#)

- 5.10 SOCCCD: Budget Amendment: Adopt Resolution No. 18-01 to Amend  
FY 2017-2018 Adopted Budget.  
Adopt Resolution No. 18-01 to amend the FY 2017-2018 Adopted Budget  
as listed.

[Item 5.10](#)

[Exhibit A](#)

- 5.11 SOCCCD: December 2017 and January 2018 Change Orders/  
Amendments.  
Ratify the change orders and amendments as listed.

[Item 5.11](#)

[Exhibit A](#)

- [5.12 SOCCCD: Purchase Orders and Checks.](#)  
[Ratify the purchase orders and checks as listed.](#)

[Item 5.12](#)

[Exhibit A](#)

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

- 5.13 SOCCCD: December – 2017 Contracts.  
Ratify contracts as listed.

[Item 5.13](#)

[Exhibit A](#)

**6.0 GENERAL ACTION ITEMS**

- [6.1 SOCCCD: CCCT Board of Directors Nominations](#)  
[Approve possible nomination\(s\) for transmittal to the CCCT office.](#)

[Item 6.1](#)

[Exhibit A](#)

The Board did not nominate a candidate to the CCCT Board. Therefore, no action was taken on this item.

- [6.2](#)     [SOCCCD: Academic Year 2018-2019 Non-Resident Tuition Fees.](#)  
[Adopt a 2018-2019 academic year non-resident tuition fee of \\$258 per semester unit based on the "Statewide Average" option. It is further recommended to decrease the capital outlay fee authorized by ECS 76141 to \\$30 per semester unit rate to remain competitive with neighboring districts, and maintain the current \\$54 per semester application fee as authorized by ECS 76142.](#)

[Item 6.2](#)

[Exhibit A](#)

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

- [6.3](#)     [SOCCCD: Advanced Technology and Education Park \(ATEP\) IVC First Building and ATEP Utilities and Infrastructure Phase I Projects, Construction Management Services Agreement, Amendment No. 1, Balfour Beatty Construction.](#)  
[Approve Amendment No. 1 with Balfour Beatty Construction for the ATEP IVC First Building and ATEP Utilities and Infrastructure Phase I projects, to extend construction management services with a new completion date of March 31, 2018, in the amount of \\$159,354 for a revised contract total of \\$1,310,664.](#)

[Item 6.3](#)

[Exhibit A](#)

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

- [6.4](#)     [SOCCCD: Saddleback College TV Station Installation Project, Award of Bid No. 2068, Patriot Contracting and Engineering, Inc.](#)  
[Award Bid No. 2068, Saddleback College TV Station Installation project and approve the agreement with Patriot Contracting and Engineering, Inc., in the amount of \\$2,193,000.](#)

[Item 6.4](#)

Exhibit A

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

- 6.5      SOCCCD: Saddleback College Marquees and Landscape Project, Award of Bid No. 2069, Patriot Contracting and Engineering, Inc. Award Bid No. 2069, Saddleback College Marquees and Landscape project and approve the agreement with Patriot Contracting and Engineering, Inc., in the amount of \$1,939,000.

Item 6.5

Exhibit A

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

- 6.6      SOCCCD: Saddleback College Public Relations/ Advertising Consulting Services for Orange County Strong Workforce Program, Interact Communications, Inc. Approve the Interact Communications, Inc. agreement for the Saddleback College Public Relations/ Advertising Consulting Services for Orange County Strong Workforce Program, in the amount of \$1,164,500.

Item 6.6

Exhibit A

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

- 6.7      SOCCCD: Board Policy Revision: BP-3009 Internal Audit, BP-5520 Shower Facilities for Homeless Students. For discussion and approval.

Item 6.7

Exhibit A

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

- 6.8      SOCCCD: Saddleback College, Cafeteria and Catering Services Agreement, S&B Foods

Approve the revised agreement with S&B Foods for Cafeteria and Catering Services at the Saddleback College for an agreement running from January 23, 2018 to June 30, 2018 with three one year options to renew.

Item 6.8

Exhibit A

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

- 6.9      SOCCCD: Adopt Resolution No. 18-02 and Enter into Agreements for Technology and Related Services with Synergy Software Solutions, Inc. and Nimble Consulting.  
Adopt Resolution No. 18-02 and enter into agreements for technology and related services with Synergy Software Solutions, Inc. for a contract value of \$134,744 and Nimble Consulting for a contract value of \$190,208 for the term January 23, 2018 to August 31, 2018.

Item 6.9

Exhibit A

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

- 6.10      SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items  
Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Establish a New, Academic Administrator Position, Workload Banking, Resignation/Retirement/Conclusion of Employment, Reorganization.

Item 6.10

Exhibit A

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

- 6.11      SOCCCD: Classified Personnel Actions – Regular Items  
Ratify New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Reorganization, Permanent Change in

Hours Per Week, Change of Status, Out of Class Assignments,  
Resignation/Retirement/Conclusion of Employment, Volunteers.

Item 6.11

Exhibit A

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

- 6.12     SOCCCD: 2018-2019 Bonded Sabbatical Recommendations  
Approve faculty sabbatical leaves for the 2018-2019 academic year as  
recommended by the SOCCCD district-wide Sabbatical Committee.

Item 6.12

Exhibit A

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

- 6.13     SOCCCD: Employment Agreement – Vice Chancellor of Business  
Services  
Ratify the appointment of Ann-Marie Gabel to the position of Vice  
Chancellor of Business Services for SOCCCD.

Item 6.13

Exhibit A

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

**7.0     REPORTS**

- 7.1     SOCCCD: Staff Response to Public Comments from Previous Board  
Meeting  
None

Item 7.1

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

Item 7.2

Exhibit A

- 7.3      SOCCCD: Facilities Plan Status Report.  
\_\_\_\_\_ Status of current construction projects.

Item 7.3

Exhibit A

- 7.4      SOCCCD: Monthly Financial Status Report.  
\_\_\_\_\_ The reports display the adopted budget, revised budget and transactions  
through December 31, 2017.

Item 7.4

Exhibit A

- 7.5      SOCCCD: Quarterly Financial Status Report.  
Report for period ending December 31, 2017.

Item 7.5

Exhibit A

- 7.6      Retiree (OPEB) Trust Fund.  
Report for period ending November 30, 2017.

Item 7.6

Exhibit A

- 7.7      Basic Aid Report.  
Report for period ending December 31, 2017.

Item 7.7

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 was adjourned at 7:45 p.m. in memory of Dr. Richard Sneed, former chancellor of the South Orange County Community College District from 1986-1993.



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Thomas M. Fallo  
Secretary, Board of Trustees



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year

**ACTION:** Approval

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**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 2018-2019 academic year pursuant to Title 5, Section 53200 et seq.

**RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2018-2019 academic year at IVC.

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2018-2019**

**New**

**Associate in Arts Degree in Global Studies for Transfer Program**

Global Studies is an interdisciplinary program designed to enhance student knowledge and understanding of global processes and their implications for societies, markets, governments, cultures, and environments around the world. The program also introduces students to the study of global issues and perspectives while providing the methodological tools and techniques necessary to analyze them at multiple (local, regional, and international) levels. An understanding of the world's social, economic, political, cultural, and natural systems and their growing interdependence will not only enable students to think globally, but prepare them to live, work, and participate in an increasingly globalized world as well. The goal of the Associate in Arts in Global Studies for Transfer Degree (AA-T in Global Studies) at Irvine Valley College is to prepare students for further work in international studies and world affairs through the study of other cultures, social, economic, and political systems, world history and geography. The program is designed to encourage students to think beyond local perspectives and to think globally. Students will learn how to relate their knowledge of a particular part of the world to the larger trends and issues that affect the international community as a whole. The Associate in Arts in Global Studies for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Global Studies.

**Program Student Learning Outcomes**

Upon completion of the AA-T in Global Studies, students will be able to:

- Support student success by creating a new program, curriculum, and courses that prepare students for academic transfer and/or degree completion in global/international studies.
- Support student success through an academic program that provides students with knowledge sensitive to the demands of an increasingly globalized work environment.
- Promote global awareness and diversity through interdisciplinary curriculum designed to expose students to global processes, issues, and perspectives.
- Encourage academic innovation by designing curriculum and courses that introduce students to broad and inclusive understanding of social science methods.
- Foster leadership and accountability through the continued development of the campus Model United Nations Program and study abroad opportunities.

**Area 3: Economics**

ECON 1	Principles of Economics-Micro	3
	OR	
ECON 1H	Principles of Economics-Micro Honors	3
ECON 2	Principles of Economics-Macro	3
	OR	
ECON 2H	Principles of Economics-Macro Honors	3
ECON 10	Statistics for Business and Economics	3
	OR	
ECON 10H	Statistics for Business and Economics Honors	3
	OR	
MGT 10	Statistics for Business and Economics	3
	OR	
MGT 10H	Statistics for Business and Economics Honors	3
	OR	
PSYC 10	Statistical Methods in the Behavioral Sciences	3
	OR	
PSYCH 10H	Statistical Methods in the Behavioral Sciences Honors	3
	OR	
MATH 10	Introduction to Statistics	3

**Area 4: Politics**

PS 12	Comparative Politics	3
	OR	
PS 12H	Comparative Politics Honors	3
PS 14	International Relations	3
	OR	
PS 14H	International Relations Honors	3

**Area 5: Humanities**

CHI 3	Intermediate Chinese I	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5
HUM 1	Introduction to Humanities	3
	OR	
HUM 1H	Introduction to Humanities Honors	3
HUM 27	World Religions	3
JA 3	Intermediate Japanese I	5
JA 4	Intermediate Japanese II	5
SPAN 3	Intermediate Spanish I	5
SPAN 4	Intermediate Spanish II	5

**Course ID Title Units**

*Complete the following core courses:*

GLBL 1	Introduction to Global Studies	3
GLBL 2	Introduction to Global Issues	3

*List A: Select five courses from at least four of the following areas (15-16 units)*

**Area 1: Culture and Society**

ANTH 2	Cultural Anthropology	3
	OR	
ANTH 2H	Cultural Anthropology Honors	3
HIST 1	The History of World Civilizations to 1500	3
	OR	
HIST 1H	The History of World Civilizations to 1500 Honors	3
HIST 2	The History of World Civilizations Since 1500	3

**Area 2: Geography**

GEOG 1	Physical Geography	3
GEOG 1L	Physical Geography Laboratory	1
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
	OR	
GEOG 3H	World Regional Geography Honors	3

**Total** 21-25

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2018-2019**

**Exhibit A  
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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
lrng 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

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2018-2019**

**Exhibit A  
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School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
Arts	9703.00	TA 40	Introduction to Theatre Design	assign, txt
	14266.00	TA 44	Stagecraft	tps, lrng obj, moe, assign
	14389.00	TA 51	Stage Management Practicum	crs id fr <del>48B</del> to <b>51</b> , ti, cat desc, sch desc, rec prep fr <del>TA 48A</del> to <b>none</b> , SAM code fr <del>D</del> to <b>C</b> , oe/oe, moe, SLOs, assign
	14308.00	TA 52	Stage Management Seminar	crs id fr <del>48A</del> to <b>52</b> , ti, cat desc, sch desc, tps, lrng obj, moe, SLOs, txt
	14778.00	TA 53	Advanced Stage Management	nc
	14779.00	TA 54	Special Topics in Stage Management	nc
	14326.00	TA 61	Theater Crew: Scenic	crs id fr <del>141A</del> to <b>61</b> , cat desc, sch desc, SAM code <del>D</del> to <b>C</b> , moe, txt
	14327.00	TA 62	Theater Crew: Costume	crs id fr <del>141B</del> to <b>62</b> , cat desc, sch desc, SAM code <del>D</del> to <b>C</b> , moe, assign, txt
	14328.00	TA 63	Theater Crew: Lighting	crs id fr <del>141C</del> to <b>63</b> , cat desc, sch desc, SAM code <del>D</del> to <b>C</b> , lrng obj, assign, txt
	14329.00	TA 64	Theater Crew: Audio/Video	crs id fr <del>141D</del> to <b>64</b> , cat desc, sch desc, SAM code <del>D</del> to <b>C</b> , moe, assign, txt
	14330.00	TA 65	Theater Crew: Make-Up	crs id fr <del>141E</del> to <b>65</b> , cat desc, sch desc, SAM code <del>D</del> to <b>C</b> , lrng obj, moe, assign, txt
	14311.00	TA 71	Costume Sewing	crs id fr <del>143</del> to <b>71</b> , cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , assign, txt
	14310.00	TA 72	Costume Sewing and Production	crs id fr <del>153</del> to <b>72</b> , cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , tps, moe, assign, txt
	14387.00	TA 73	Costume Sewing, Production, and Wardrobe	crs id fr <del>163</del> to <b>73</b> , cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , tps, moe, SLOs, assign, txt
	6525.00	TA 74	Scene Shop Basics	crs id fr <del>142A</del> to <b>74</b> , ti, cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , moe, assign, txt
	6525.20	TA 75	Scenic Production Practicum	crs id fr <del>142B</del> to <b>75</b> , ti, cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , txt
	6525.10	TA 76	Scenic Production and Performance Practicum	crs id fr <del>142C</del> to <b>76</b> , ti, cat desc, sch desc, prereq fr <b>none</b> to <b>ESL 201 or WR 399</b> , tps, lrng obj, moe, assign, txt
Business Sciences	110.00	ACCT 114	Business Mathematics	txt
	14332.00	ENTR 200	Pathways to Success	sch desc, gr opt, units, tps, moe, SLOs, assign, txt
	14286.00	ENTR 201	Creativity and Idea Generation	tps, moe, assign, txt
	14331.00	ENTR 202	Innovations and Opportunities	moe, SLOs, assign, txt
	14337.00	ENTR 212	Market Validation and Research	sch desc, tps, moe, SLOs, assign, txt
Humanities	14227.00	HIST 25	History of California	tps, lrng obj, moe, assign, txt
	10835.00	HUM 20	Religion and the Quest for Meaning	cat desc, tps, moe, assign, txt
	10836.00	HUM 21	Introduction to Asian Religions	tps, lrng obj, moe, assign, txt
	10837.00	HUM 22	Introduction to Judaism, Christianity, and Islam	tps, moe, assign, txt

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2018-2019**

**Exhibit A  
Page 4 of 4**

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
	6566.10	WR 1	College Writing I	prereq fr <b>WR 201, ESL 201, or WR 399</b> to <b>Placement via current assessment process; successful completion of WR 201, ESL 201, or WR 399; OR concurrent enrollment in WR 302 and WR 181</b>
	6566.05	WR 1H	College Writing I Honors	prereq fr <b>WR 201, ESL 201, or WR 399</b> to <b>Placement via current assessment process; successful completion of WR 201, ESL 201, or WR 399</b>
	14683.00	WR 302	College Writing Skills and Support	prereq fr <b>none</b> to <b>Placement via current assessment process</b>
Kinesiology, Health and Athletics	2891.00	NUT 1	Principles of Nutrition	sch desc, tps, lrng obj, moe, SLOs, assign, txt
	14372.00	NUT 2	Sport Nutrition	cat desc, sch desc, tps, lrng obj, moe, assign, txt
Life Sciences and Technologies	14157.00	BIO 80	Integrated Biology: Organisms to Ecosystems	SAM code fr <b>D</b> to <b>E</b>
	14584.00	BIO 80H	Integrated Biology: Organisms to Ecosystems Honors	SAM code fr <b>D</b> to <b>E</b>
	14780.00	BIO 82	Genetics	nc
	14781.00	BIO 83	Biochemistry and Molecular Biology	nc
	10564.05	BIO 200	Human Prosection	tps, lrng obj, moe, assign, txt, val
Math, Computer Science and Engineering	4640.00	MATH 10	Introduction to Statistics	cat desc, sch desc, tps, lrng obj, moe, assign, txt, val
	14302.00	MATH 310	Pre-Statistics	gr opt, moe, SLOs, assign, txt
Physical Sciences and Technology	14300.00	ELEC 200A	OSHA 10	lrng obj, moe, assign, txt
	14226.00	ELEC 202	National Electrical Code- Residential	cat desc, sch desc, lrng obj, moe, assign, txt
	14782.00	ELEC 230	Basic Electricity	nc
	14783.00	ELEC 232	Basic Energy Management	nc
	14784.00	ELEC 234	Blueprint Reading	nc
Social and Behavioral Sciences	5875.05	PSYC 2	Research Methods in Psychology	prereq fr <b>none</b> to <b>PSYC 1 OR PSYC 1H AND PSYC 10, PSYC 10H, MATH 10, ECON/MGT 10, OR ECON/MGT 10H</b> , rec prep fr <b>PSYC 10 OR 10H</b> to <b>none</b> , tps, moe, assign

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Saddleback College: New and Revised Curriculum for the 2018-19 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Saddleback College proposes additions and revisions to the curriculum of the College for the 2018-19 academic year. Exhibit A includes new, revised, and deleted courses for academic year 2018-19. Exhibit B includes two revised programs for academic year 2018-19. The new and revised curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2018-19 academic year at Saddleback College as listed in Exhibits A and B.

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
Page 1 of 4

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				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
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				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=title
				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
ATAS	AUTO 601	130000.00	ELECTRIC VEHICLE POWERTRAIN SERVICE, MAINTENANCE, & REPAIR	nc, rec prep <b>AUTO 100, AUTO 101</b> , 4 units/3 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	AUTO 602	130001.00	ELECTRIC VEHICLE ELECTRICAL SERVICE, MAINTENANCE, & REPAIR	nc, rec prep <b>AUTO 100, AUTO 101, AUTO 105</b> , 4 units/3 hrs lec/3 hrs lab/0 hr lrng cntr, non-repeatable
ATAS	AUTO 603	130002.00	BASIC AUTOMOTIVE TIRE SERVICE (ATS) & TPMS MONITORING	nc, rec prep <b>AUTO 100</b> , 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr, non-repeatable

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
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ATAS	COS 211	103000.00	COSMETOLOGY FRESHMAN- LEVEL 1	nc, 0.5-12 units/6 hrs lec/18.10 hrs lab/0 hr lrng cntr, lim <b><u>Students must be a minimum of 16 years of age to enroll in this course.</u></b> <b><u>California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that the minimum qualifications for an applicant to sit for the licensure examination are that the applicant: (a) is not less than 17 years of age, (b) Has completed the 10th grade in the public schools of this state or its equivalent,</u></b> oe/oe, repeatable up to 3 times until student earns 12 units
ATAS	COS 211A	103000.05	COSMETOLOGY FRESHMAN- LEVEL 1A	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, lim <b><u>Students must be a minimum of 16 years of age to enroll in this course.</u></b> <b><u>California State Board of Barbering and Cosmetology Business and Professions Code Section 7321 provides that the minimum qualifications for an applicant to sit for the licensure examination are that the applicant: (a) is not less than 17 years of age, (b) Has completed the 10th grade in the public schools of this state or its equivalent,</u></b> oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 211B	103000.10	COSMETOLOGY FRESHMAN- LEVEL 1B	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <b><u>COS 211A or completion of 200 hours,</u></b> oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 212	103001.00	COSMETOLOGY INTERMEDIATE-LEVEL 2	nc, 0.5-12 units/6 hrs lec/18.10 hrs lab/0 hr lrng cntr, <b><u>prereq COS 211 or 211A/B or completion of 400 hours,</u></b> oe/oe, repeatable up to 3 times until student earns 12 units
ATAS	COS 212A	103001.05	COSMETOLOGY INTERMEDIATE-LEVEL 2A	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <b><u>COS 211 or COS 211B or completion of 400 hours,</u></b> oe/oe, repeatable up to 3 times until student earns 6 units



**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
Page 3 of 4

ATAS	COS 212B	103001.10	COSMETOLOGY INTERMEDIATE-LEVEL 2B	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <u><b>COS 212A or completion of 600 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 213	103002.00	COSMETOLOGY ADVANCED- LEVEL 3	nc, 0.5-12 units/6 hrs lec/18.10 hrs lab/0 hr lrng cntr, prereq <u><b>COS 212 or 212A/B or completion of 800 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 12 units
ATAS	COS 213A	103002.05	COSMETOLOGY ADVANCED- LEVEL 3A	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <u><b>COS 212 or COS 212B or completion of 800 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 213B	103002.10	COSMETOLOGY ADVANCED- LEVEL 3B	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <u><b>COS 213A or completion of 1,000 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 214	103003.00	COSMETOLOGY SENIOR-LEVEL 4	nc, 0.5-12 units/6 hrs lec/18.10 hrs lab/0 hr lrng cntr, prereq <u><b>COS 213 or 213A/B or completion of 1,200 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 12 units
ATAS	COS 214A	103003.05	COSMETOLOGY SENIOR-LEVEL 4A	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <u><b>COS 213 or COS 213B or completion of 1,200 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	COS 214B	103003.10	COSMETOLOGY SENIOR-LEVEL 4B	nc, 0.5-6 units/3 hrs lec/9.05 hrs lab/0 hr lrng cntr, prereq <u><b>COS 214A or completion of 1,400 hours</b></u> , oe/oe, repeatable up to 3 times until student earns 6 units
ATAS	CWE 180	429986.00	CO-OP-ED CULINARY ARTS	nc, 2 units/0 hr lec/0 hr lab/9.04 hr lrng cntr, repeatable 4 times
ATAS	CWE 180	429930.00	CO-OP-ED ENVIRONMENTAL MONITORING AND ASSESSMENT	nc, 1 unit/0 hr lec/0 hr lab/4.52 hrs lrng cntr, non-repeatable
ATAS	CWE 180	429931.00	CO-OP-ED ENVIRONMENTAL MONITORING AND ASSESSMENT	nc, 2 units/0 hr lec/0 hr lab/9.04 hrs lrng cntr, non-repeatable
ATAS	CWE 180	429975.00	CO-OP-ED FOOD/NUTR	dv
ATAS	FASH 209	162460.00	CHILDREN'S CLOTHING	dc
ATAS	FASH 221	162510.00	CONTEMP TAILORNG	dc
ATAS	FN 610	450204.00	SERVSAFE IN FOOD PRODUCTION NC	nc, 0 unit/1 hr lec/0 hr lab/0 hr lrng cntr, repeatable 99 times

**SADDLEBACK COLLEGE**  
**NEW, REVISED, AND DELETED COURSES**  
**ACADEMIC YEAR 2018-2019**

EXHIBIT A  
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FAMT	CWE 180	405010.00	CO-OP-ED-ETT	prereq fr <del>None</del> to <b>ETT 40</b> , tps, lrng obj, val, retaining rpt 1 time
FAMT	MUS 58	584080.00	REPertoire & PERFORM	cat desc, sch desc, txt
FAMT	MUS 78	992772.00	KEYB LIT BAROQUE CLSC	cat desc, sch desc, tps, lrng obj, SLOs, assign, txt
FAMT	MUS 181	992776.00	KEYB.LIT.ROMANTIC-MOD	cat desc, sch desc, lrng obj, SLOs, assign, txt
FAMT	PHOT 200	431628.00	PORTRAITURE PHOTOGRAP	crs id fr <del>PHOT 200</del> to <b>PHOT 177</b> , CSU transferable course code fr <del>N/A</del> to <b><u>Transferable as an elective-does not fit GE pattern</u></b> , cat desc, sch desc, tps
FAMT	TA 290	812070.00	ACTING FOR TV-FILM	cat desc, sch desc, gr opt fr <del>Letter Grade or Pass/No Pass</del> to <b><u>Letter Grade Only</u></b> , tps, lrng obj, SLOs
HSBS	HIT 219	992443.00	DIRECTED PRACTICE	crs id fr <del>HIT 219</del> to <b>HIT 130</b> , prereq fr <del>HIT 215</del> to <b>HIT 111, HIT 115, HSC 106</b> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, val
HSBS	HSC 244	992468.00	DISEASE PROC HLTH SCI	crs id fr <del>HSC 244</del> to <b>HSC 108</b> , prereq fr <del>HSC 201, HSC 277</del> to <b>HSC 104, HSC 107 or BIO 113</b> , cat desc, sch desc, SLOs, assign, txt, val
LA	ENG 602	429932.00	COLLEGE WRITING SUPPORT AND SKILLS	nc, 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr, prereq <b><u>Placement in ENG 200 by the current assessment process or successful completion of ENG 300, ENG 340, ESL 350, or comparable course with a grade of "C" or better</u></b> , coreq <b>ENG 1A</b> , non-repeatable
KNES	KNEA 151	686010.00	INTRO/THERAPY & REHAB	cat desc, sch desc, txt

SADDLEBACK COLLEGE  
REVISED PROGRAM  
ACADEMIC YEAR 2018-2019

### Current

#### Cosmetology Certificate of Achievement

The following program is designed to prepare students for the State Board of Cosmetology examination ~~and, with~~ successful completion of the program, ~~students should be able to enter careers as cosmetologists.~~ This program is offered on an open enrollment basis, and a waiting list may be maintained for those students who desire to enroll. Interested students should contact the Advanced Technology and Applied Science Division office.

This program has a minimum requirement of 1600 hours ~~with 400 hours required for each course.~~

#### Program Student Learning Outcomes

Students who complete this program will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Respect the need to deliver worth service for value received in an employer-employee relationship.
- Practice effective communication skills, visual poise, and proper grooming.
- Perform basic manipulation skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform basic analytical skills to determine proper makeup, hairstyle and color application for the client's overall image.
- Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

#### Required Courses

Course ID	Title	Units
COS <del>410A</del> *	Cosmetology Freshman-Level 1 (400 hours)	12
COS <del>410B</del> *	Cosmetology Intermediate-Level 2 (400 hours)	12
COS <del>410C</del> *	Cosmetology Advanced-Level 3 (400 hours)	12
COS <del>410D</del> *	Cosmetology Senior-Level 4 (400 hours)	12

**Total Units for the Award 48 (1,600 hours)**

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Revised

#### Cosmetology Certificate of Achievement

The following program is designed to prepare students for the State Board of Cosmetology examination. Upon successful completion of the program and becoming licensed as a cosmetologist by passing the Board examination, students may be employed as hair dressers, hair coloring specialists, hair stylists, make-up artists, manicurists, nail technicians, wig stylists, receptionists, and cosmetic buyers. With continuing education and experience licensed cosmetologists may find employment as salon managers or owners, facial specialists, manufacturers' field representatives, demonstrators and lecturers, and laboratory technicians.

This program is offered on an open enrollment basis and a waiting list may be maintained for those students who desire to enroll. Interested students should contact the Advanced Technology and Applied Science Division office.

Students must be a minimum of 16 years of age to enroll in the cosmetology coursework. In accordance with the California State Board of Barbering and Cosmetology Business and Professions Code the minimum qualifications for an applicant to sit for the licensure examination are that the applicant: (a) is not less than 17 years of age and (b) has completed the 10<sup>th</sup> grade in the public schools of this state or its equivalent.

This program has a minimum requirement of 1600 class/clock hours.

#### Program Student Learning Outcomes

Students who complete this program will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Respect the need to deliver worth service for value received in an employer-employee relationship.
- Practice effective communication skills, visual poise, and proper grooming.
- Perform basic manipulation skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform basic analytical skills to determine proper makeup, hairstyle and color application for the client's overall image.
- Apply learned theory, technical information and related matter to assure sound judgments, decisions and procedures.

**SADDLEBACK COLLEGE  
REVISED PROGRAM  
ACADEMIC YEAR 2018-2019**

**Required Courses**

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
COS <u>211*</u>	Cosmetology Freshman-Level 1 (400 hours)	12
<u>or</u>		
<b><u>COS 211A* Cosmetology Freshman-Level 1A (200 hours)</u></b>		<b><u>6</u></b>
<b><u>COS 211B* Cosmetology Freshman-Level 1B (200 hours)</u></b>		<b><u>6</u></b>
COS <u>212*</u>	Cosmetology Intermediate-Level 2 (400 hours)	12
<u>or</u>		
<b><u>COS 212A* Cosmetology Intermediate-Level 2A (200 hours)</u></b>		<b><u>6</u></b>
<b><u>COS 212B* Cosmetology Intermediate-Level 2B (200 hours)</u></b>		<b><u>6</u></b>
COS <u>213*</u>	Cosmetology Advanced-Level 3 (400 hours)	12
<u>or</u>		
<b><u>COS 213A* Cosmetology Advanced-Level 3A (200 hours)</u></b>		<b><u>6</u></b>
<b><u>COS 213B* Cosmetology Advanced-Level 3B (200 hours)</u></b>		<b><u>6</u></b>
COS <u>214*</u>	Cosmetology Senior-Level 4 (400 hours)	12
<u>or</u>		
<b><u>COS 214A* Cosmetology Senior-Level 4 A (200 hours)</u></b>		<b><u>6</u></b>
<b><u>COS 214B* Cosmetology Senior-Level 4 B (200 hours)</u></b>		<b><u>6</u></b>
<b>Total Units for the Award</b>		<b>48 (1,600 hours)</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2018-19**

**Current**

**Kinesiology Associate in Arts Degree Program**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate cognitive knowledge of fitness terminology and training in a specific subject area.
- Correctly perform the skills or strategy for a particular fitness activity or sport.
- Display effective gains through social interactions, teamwork, and sportsmanship in Kinesiology courses.
- Distinguish and articulate fundamental concepts or skills of a specific activity or sport.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
HLTH 1	Contemporary Health Issues	3
or		
HLTH 3	Women's Health Issues	3
HLTH 2	<del>Responding to Emergencies</del> First Aid and CPR	1.5
KNES 51	Introduction to Kinesiology and Athletics	3
KNES 52	Fundamentals of Human Movement	3
	and	
	A minimum of 3 units in Training and Theory selected from the following: KNES 53, 54*, 105	3
	and	
	A minimum of 6 units in Kinesiology activity-skills courses from at least 4 of the following areas:	
	(1) Fitness	
	(2) Individual Sports	
	(3) Aquatics	
	(4) Dance	
	(5) Team Sports	
	(6) Combative Skills	
	Note: Intercollegiate Athletics may be applied in appropriate areas.	6
<b>Total Units for the Major</b>		<b>19.5</b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

**Associate Degree**

**Associate in Arts Degree**

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**Suggested coursework not required for the major: BIO 11, 20; KNES 107; PSYC 1; SP 1 or 5.**

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2018-19**

**Revised**

**Kinesiology Associate in Arts Degree Program**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. Kinesiology provides a critical element in a comprehensive, well-balanced educational program. The learning opportunities offered in this area can be an essential factor to the optimum development of a student in all areas of life: physical, mental, emotional, and social. Kinesiology courses contribute significantly toward the achievement of desirable educational outcomes, such as transfer to four-year colleges and universities, and prepares students for successful outcomes through the means of physical activity and related experiences. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate cognitive knowledge of fitness terminology and training in a specific subject area.
- Correctly perform the skills or strategy for a particular fitness activity or sport.
- Display affective gains through social interactions, teamwork, and sportsmanship in Kinesiology courses.
- Distinguish and articulate fundamental concepts or skills of a specific activity or sport.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>FN 50</b>	<b>Fundamentals of Nutrition</b>	<b>3</b>
HLTH 1	Contemporary Health Issues	3
or		
HLTH 3	Women's Health Issues	3
HLTH 2	First Aid, CPR, <u>and Automated External Defibrillator</u>	1.5
KNES 51	<u>Introduction to Kinesiology</u>	3
KNES 52	Fundamentals of Human Movement	3
<b>BIO 20</b>	<b>Introduction to Biology</b>	<b>4</b>
	<u>or</u>	
	<u>1 year of high school biology with a grade of "C" or better</u>	
<b>BIO 11*</b>	<b>Human Anatomy</b>	<b>4</b>
	<u>Select One Course from Training and Theory</u>	<u>3</u>
	<u>Required Movement Based Skills Courses</u>	<u>7</u>
	<u>Select One Additional Movement Based Skill Course from the Provided List</u>	<u>1-1.5</u>
<b>Total Units for the Major</b>		<b><u>28.5-33</u></b>

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2018-19**

**Training and Theory (3 units):**

KNES 53	<u>Introduction to Athletic Training</u>	3
KNES 54*	<u>Principles and Fundamentals of Coaching</u>	3
KNES 105	<u>Mental Skills for Sports Performance</u>	3

**Required Movement Based Skills Courses: Select 7 Courses from the Following in at Least 4 Areas (7 units)**

*Aquatics*

KNES 41<<	<u>Swimming for Nonswimmers</u>	1
<u>or</u>		
KNES 42*<<	<u>Intermediate Swimming</u>	1
KNES 44*	<u>Aquatic Conditioning</u>	1
KNES 49	<u>Aqua Aerobics</u>	1

*Combative*

KNES 90	<u>Beginning Self-Defense</u>	1
KNES 93	<u>Beginning Karate</u>	1

*Fitness*

KNES 1	<u>Cardiovascular Conditioning</u>	1
KNES 4	<u>Beginning Weight Lifting</u>	1
KNES 28	<u>Beginning Yoga</u>	1
KNES 29	<u>Introduction to Tai Chi Ch'uan</u>	1
KNES/DANC 65	<u>Introduction to Mat Pilates</u>	1
KNES 68*	<u>Walking for Fitness</u>	1

*Individual Sports*

KNES 17	<u>Beginning Bowling</u>	1
KNES 20	<u>Beginning Golf I</u>	1
KNES 24	<u>Beginning Tennis I</u>	1
KNES 25	<u>Beginning Tennis II</u>	1
KNES 33*	<u>Beginning Surfing I</u>	1

*Team Sports*

KNES 70	<u>Basketball</u>	1
KNES 72	<u>Beginning Soccer</u>	1
KNES 76	<u>Beginning Volleyball</u>	1
KNES 77*	<u>Intermediate Volleyball</u>	1
KNES 78*	<u>Advanced Volleyball</u>	1
KNES 81	<u>Beginning Beach Volleyball</u>	1

**Select One Additional Movement Based Skill Course from the Following Six Categories (1-1.5 units):**

*Aquatics*

KNES 41	<u>Swimming for Nonswimmers</u>	1-1.5
KNES 42*	<u>Intermediate Swimming</u>	1-1.5
KNES 43*	<u>Advanced Swimming and Diving</u>	1-1.5
KNES 44*	<u>Aquatic Conditioning</u>	1-1.5
KNES 49	<u>Aqua Aerobics</u>	1-1.5

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2018-19**

*Combative*

<b>KNES 90</b>	<b>Beginning Self-Defense</b>	<b>1</b>
<b>KNES 91*</b>	<b>Intermediate Self-Defense</b>	<b>1</b>
<b>KNES 93</b>	<b>Beginning Karate</b>	<b>1</b>
<b>KNES 94</b>	<b>Beginning Aikido</b>	<b>1</b>
<b>KNES 95*</b>	<b>Intermediate Aikido</b>	<b>1</b>
<b>KNES 96*</b>	<b>Advanced Aikido</b>	<b>1</b>
<b>KNES 97*</b>	<b>Intermediate Karate</b>	<b>1</b>
<b>KNES 199</b>	<b>Street Martial Arts</b>	<b>1</b>

*Dance*

<b>DANC 51</b>	<b>Introduction to Ballet</b>	<b>1-1.5</b>
<b>DANC 54</b>	<b>Introduction to Modern Dance</b>	<b>1-1.5</b>
<b>DANC 57</b>	<b>Introduction to Jazz Dancing</b>	<b>1-1.5</b>
<b>DANC 60</b>	<b>Introduction to Tap Dancing</b>	<b>1</b>
<b>DANC 66</b>	<b>Introduction to Latin Dance</b>	<b>1</b>
<b>DANC 68</b>	<b>Introduction to Social Dance</b>	<b>1</b>

*Fitness*

<b>KNES 1</b>	<b>Cardiovascular Conditioning</b>	<b>1-1.5</b>
<b>KNES 3</b>	<b>Circuit Weight Training</b>	<b>1-1.5</b>
<b>KNES 4</b>	<b>Beginning Weight Lifting</b>	<b>1-1.5</b>
<b>KNES 5*</b>	<b>Intermediate Weight Lifting</b>	<b>1-1.5</b>
<b>KNES 6*</b>	<b>Advanced Weight Lifting</b>	<b>1-1.5</b>
<b>KNES 7</b>	<b>Step Training</b>	<b>1</b>
<b>KNES 8</b>	<b>Beginning Cardio Kickboxing</b>	<b>1-1.5</b>
<b>KNES 9</b>	<b>Stretching, Flexibility, &amp; Conditioning</b>	<b>1-1.5</b>
<b>KNES 10</b>	<b>Cross Training</b>	<b>1-1.5</b>
<b>KNES 28</b>	<b>Beginning Yoga</b>	<b>1-1.5</b>
<b>KNES 29</b>	<b>Introduction to Tai Chi Ch'uan</b>	<b>1</b>
<b>KNES 31</b>	<b>Muscle Toning for Women</b>	<b>1-1.5</b>
<b>KNES 37*</b>	<b>Intermediate Tai Chi Ch'uan</b>	<b>1</b>
<b>KNES/DANC 38*</b>	<b>Intermediate Mat Pilates</b>	<b>1-1.5</b>
<b>KNES 39*</b>	<b>Intermediate Yoga</b>	<b>1-1.5</b>
<b>KNES 40*</b>	<b>Advanced Yoga</b>	<b>1-1.5</b>
<b>KNES 50</b>	<b>Aerobic Dance</b>	<b>1-1.5</b>
<b>KNES/DANC 65</b>	<b>Introduction to Mat Pilates</b>	<b>1-1.5</b>
<b>KNES 66</b>	<b>Core Training</b>	<b>1-1.5</b>
<b>KNES 68*</b>	<b>Walking for Fitness</b>	<b>1</b>
<b>KNES 69*</b>	<b>Trail Hiking</b>	<b>1</b>
<b>KNES 107</b>	<b>Fitness Assessment and Survey</b>	<b>1</b>

*Individual Sports*

<b>KNES 17</b>	<b>Beginning Bowling</b>	<b>1</b>
<b>KNES 18*</b>	<b>Intermediate Bowling</b>	<b>1</b>
<b>KNES 19</b>	<b>Beginning Cycling and Spinning</b>	<b>1-1.5</b>
<b>KNES 20</b>	<b>Beginning Golf I</b>	<b>1-1.5</b>
<b>KNES 21*</b>	<b>Beginning Golf II</b>	<b>1-1.5</b>
<b>KNES 22*</b>	<b>Intermediate Golf</b>	<b>1-1.5</b>
<b>KNES 23*</b>	<b>Advanced Golf</b>	<b>1-1.5</b>
<b>KNES 24</b>	<b>Beginning Tennis I</b>	<b>1-1.5</b>
<b>KNES 25*</b>	<b>Beginning Tennis II</b>	<b>1-1.5</b>



<b><u>KNES 26*</u></b>	<b><u>Intermediate Tennis</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 27*</u></b>	<b><u>Advanced Tennis</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 33*</u></b>	<b><u>Beginning Surfing I</u></b>	<b><u>1</u></b>
<b><u>KNES 34*</u></b>	<b><u>Beginning Surfing II – Shortboarding</u></b>	<b><u>1</u></b>
<b><u>KNES 35*</u></b>	<b><u>Intermediate Surfing</u></b>	<b><u>1</u></b>
<b><u>KNES 36*</u></b>	<b><u>Advanced Surfing</u></b>	<b><u>1</u></b>
<b><u>KNES 63</u></b>	<b><u>Beginning Rock Climbing</u></b>	<b><u>1</u></b>
<b><u>KNES 88*</u></b>	<b><u>Intermediate Rock Climbing</u></b>	<b><u>1</u></b>
<b><u>KNES 89*</u></b>	<b><u>Advanced Rock Climbing</u></b>	<b><u>1</u></b>

*Team Sports*

<b><u>KNES 70</u></b>	<b><u>Basketball</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 71*</u></b>	<b><u>Advanced Basketball</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 72</u></b>	<b><u>Beginning Soccer</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 73*</u></b>	<b><u>Advanced Soccer</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 76</u></b>	<b><u>Beginning Volleyball</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 77*</u></b>	<b><u>Intermediate Volleyball</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 78*</u></b>	<b><u>Advanced Volleyball</u></b>	<b><u>1-1.5</u></b>
<b><u>KNES 81</u></b>	<b><u>Beginning Beach Volleyball</u></b>	<b><u>1</u></b>
<b><u>KNES 84*</u></b>	<b><u>Intermediate Beach Volleyball</u></b>	<b><u>1</u></b>

\*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

<<Students may take either KNES 41 or KNES 42 but not both.

**Associate Degree**

**Associate in Arts Degree**

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Arts degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Saddleback College: Study Abroad Program to Ireland, June 30, 2018 to July 21, 2018

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Fine Arts and Media Technology Division at Saddleback College proposes to offer the study abroad program in Dublin and Galway, Ireland from June 30 to July 21, 2018. The program will be organized and arranged by Seorianta Ltd T/A Rainta for a fee of \$3,100 per student at a cost of \$141.00 per day for 15 or more students, excluding airfare. The details of the program are summarized in the Program Narrative (EXHIBIT A) and the Study Abroad Program Information Summary (EXHIBIT B). The required Education Tour / Field Study Contractor Agreement (EXHIBIT C) includes evidence of liability insurance of not less than \$5,000,000. Financial aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The proposal from Seorianta Ltd T/A Rainta is included in EXHIBIT D. The current travel warnings issued by the U.S. Department of State (EXHIBIT E) do not include Ireland.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to Ireland, June 30, 2018 to July 21, 2018, as summarized in EXHIBIT A, and authorize the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel agreements.

Study Abroad Narrative  
Ireland  
Summer 2018

I am very excited to be able to offer Study Abroad to Ireland at Saddleback College again. I have successfully taught the class through Cal State Long Beach for seven years (I am an adjunct professor there and taught there before I became full time here at Saddleback) and have taught the class twice through Saddleback College. The course was a resounding success, the students loved it, and I already have a lot of interest from students who want to go next summer.

The class explores Irish Theatre, Cinema, and Culture beginning with the founding of the Abbey Theatre in 1904 by W.B. Yeats and Lady Augusta Gregory and continuing up to the present day with contemporary Irish writers and filmmakers. We explore the unique history of Ireland that led to the development of an incredibly rich and fascinating literary voice that reflects the culture, history, and values of Ireland, yet is powerfully received by international audiences. It is an experiential course that immerses the student in Ireland and allows them to experience the culture firsthand.

The course starts in Dublin where we stay in the dorms on the campus of Trinity College. Lunch is provided every day along with a welcome dinner our first night in town. While in Dublin we see plays at the historic Abbey Theatre, the Gate Theatre, and others depending on the appropriateness for the course. We have gone to Smock Alley as well as the Gaiety as well as numerous others. The class tours historic sites in Dublin, gets lectures from Trinity faculty, views Irish films, hears Irish music, sees Irish dance and has classes with me as well.

We spend the next two weeks in Galway, where the trip is designed to coincide with the Galway Film Fleadh (Festival) and the International Arts Festival. We see many, many new Irish Films (a number of which have gone on to be nominated for awards including the Academy Award), as well as Theatre, Dance, and Music performances. We also travel to the famous Aran Islands, which were immortalized in the plays of J.M. Synge, form the setting for a number of contemporary plays by Martin McDonagh, and are part of the mythology of Ireland. The Aran Islands is in the Irish speaking section of Ireland and the students will experience spoken Irish in what is now an English speaking country. In Galway we stay in beautiful apartments.

Students come away from the trip with a new appreciation of the literature and arts of Ireland and a very deep understanding of the culture. They have a clear understanding of how the culture and history profoundly influence the writing and the performances. Ireland is known as "The Land of Saints and Scholars", and the students get to experience this firsthand during their course. I am very excited to teach this course through Saddleback and introduce our students to the literature, arts, and culture I treasure.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

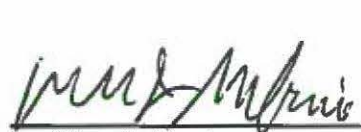

**STUDY ABROAD PROGRAM INFORMATION SUMMARY**

<b>1. PROGRAM</b>										
Location/Destination:		Dublin/Galway Ireland			First Trip:		Yes:	No:	x	
Dates:		From:	To:	June 30, 2018	July 21, 2018	Total No. of Days: Partner 22				
Name (Academic Institution):		Seorianta Ltd T/A Rainta			Address:		70			
Northumberland Rd		Ballsbridge, Dublin 4								
Contact Person:		Seona MacReamoinn			Telephone No.:		+353872460157			
Description of Institution:		Study Abroad Provider								
Includes:	Accredited Instruction	Yes:	x	No:						
	Transfer College Units	Yes:		No:	x					
	Orientation	Yes:	x	No:						
	Books/Supplies	Yes:	x	No:						
	Tutors	Yes:	x	No:						
	Weekend Study Activities	Yes:	x	No:						
	Food	Yes:	x	No:						
	Transportation	Yes:	x	No:						
	Lodging	Yes:	x	No:						
Other:										
Does Not Include: (Examples: Local Transportation at home, Personal Items, etc.)		Airfare, Passport Fees, Course Fees, Personal Expenses, Meals (Some meals provided) and Insurance								
Other:										
<b>2. FACULTY</b>										
Lead Faculty Name:		William McGuire								
Coordinates Trip:		Yes:	x	No:						
If No, Explain:										
Travels to Site:		Yes:	x	No:						
Dates:		From:	June 30, 2018	To:	July 21, 2018					
Teaching Assignment at Program Site:		Yes:	x	No:						
Dates:		From:		To:						
Requires Substitute at IVC and/or SC?		Yes:		No:	x					
Unpaid Faculty Exchange:		Yes:		No:	x					
If Yes, Faculty Name(s) Required:										
Assignments to be Covered:										
Course No.:	Course Title:	Date(s)	Time(s)							
Other:										
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>										
Course No.:	Course Title:	No. of Units								
TA 128	Theatre, Performance, and Culture	3								



<b>4. STUDENTS</b>							
Minimum number of students required to make program:						15	
Minimum number of units:						3	
Maximum number of units:						3	
If this is a repeat program site, what is the average number of units taken per student?							
Other							
<b>5. COSTS</b>							
Student:							
Contracted cost per student:						\$ 3,100.00	
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$ 141.00	
College:							
Additional costs to the District?				Yes:		No:	x
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	TA 128 Historical Site Visit (8-6)	
9 a.m.	↓	↓	↓	↓	↓	↓	
10 a.m.	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	↓	
11 a.m.	↓	↓	↓	↓	↓	↓	
12 Noon	↓	↓	↓	↓	↓	↓	
1 p.m.	Lunch (1-2)	Lunch (1-2)	Lunch (1-2)	Lunch (1-3)	Lunch (1-3)	↓	
2 p.m.	TA 128 Cultural Site Tour (2-6)	TA 128 Cultural Site Tour (2-6)	Instruction Time (2-5)	↓	↓	↓	
3 p.m.	↓	↓	↓	TA 128 Cultural Site Tour (3-6)	TA 128 Cultural Site Tour (3-6)	↓	
4 p.m.	↓	↓	↓	↓	↓	↓	
5 p.m.	↓	↓	↓	↓	↓	↓	
6 p.m.	↓	↓	Dinner (6-8)	Dinner (6-8)	Dinner (6-8)		
7 p.m.	Dinner (7-8)	Dinner (7-8)	↓	↓	↓		
8 p.m.	TA 128 Cultural Site Tour (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)		
9 p.m.	↓	↓	↓	↓	↓		
10 p.m.							
Exceptions to weekly schedule:							
<b>8. ATTACHMENTS</b>							
1. Course Outline							
2. Course Syllabus							
3. Contract Provider							

9. REQUIRED SIGNATURES

	<u>12/5/17</u>		<u>12/7/17</u>
Lead Faculty Member	Date	Department Chair	Date

	<u>12-7-2017</u>		<u>2/13/18</u>
Division/School Dean	Date	Vice President, Instruction	Date

	<u>13-Feb-2017</u>
College President	Date



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY  
TRAVEL CONTRACTOR AGREEMENT

*GENERAL TERMS AND CONDITIONS*

*Spring 2018 Ireland Program*

---

This Agreement is made this 26th day of February, 2018 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Seorianta Ltd T/A Rianta (Travel Contractor) located at 70 Northumblerland Road, Ballsbridge, Dublin 4, Ireland and is for the limited purpose of providing travel arrangements for the Educational Tour / Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

IN CONSIDERATION of the covenants, promises, and agreements of the parties hereinafter contained, DISTRICT and TRAVEL CONTRACTOR hereby covenant, promise and agree as follows:

1. INSTRUCTIONAL SERVICES – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour / Field Study Trip.
2. TRAVEL SERVICES – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour / Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. PROMOTIONAL MATERIAL – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour / Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."





4. PAYMENT BY TRIP PARTICIPANTS – All payments by Educational Tour / Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour / Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour / Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour / Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour / Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour / Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour / Field Study Trip shall be labeled "SPECIFIC DETAILS." Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour / Field Study Trip. In the event an Educational Tour / Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within ten (10) days, any payments received from Educational Tour / Field Study Trip participants provided, however, that if any Educational Tour / Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational

Tour / Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour / Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour / Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR / FIELD STUDY





TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour / Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour / Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour / Field Study Trip.

6. EDUCATIONAL TOUR / FIELD STUDY CORRESPONDENCE - TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour / Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. LIQUIDATED DAMAGES. – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour / Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour / Field Study Trip set forth in SPECIFIC DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour / Field Study Trip participants, such breach may cause hardship to the Educational Tour / Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour / Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour / Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour / Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.



9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour / Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour / Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour / Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC DETAILS. If the Educational Tour / Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour / Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour / Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Vice Chancellor of Business Services at least fifteen (15) working days prior to commencement of the program.

12. TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour / Field Study Trip.

13. TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour / Field Study Trip no later than 45 days prior to the



departure of the Educational Tour / Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour / Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour / Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. NO ASSIGNMENT/TIME OF ESSENCE / HEIRS AND ASSIGNS – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. NO MODIFICATION OF AGREEMENT – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour / Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.

17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour / Field



EXHIBIT C  
Page 6 of 6

Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

TRAVEL CONTRACTOR

DISTRICT

Seorianta Ltd T/A Rianta

South Orange County Community  
College District

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: Seona MacReamoinn  
*Name of authorized agent*

By: \_\_\_\_\_  
Ann-Marie Gabel

Title: Director, Program Development

Title: Vice Chancellor, Business Services

Address: 70, Northumberland Road  
Ballsbridge, Dublin 4 Ireland

Address: 28000 Marguerite Parkway  
Mission Viejo, CA 92692

Phone: Seona.macr@gmail.com  
+353872460157

Phone: (949) 582-4664

**SPECIFIC DETAILS**  
**Seorianta Ltd T/A Rianta**  
**Agreement for Program Services for Saddleback College**  
**Ireland Program June 30<sup>th</sup> – July 21st, 2018**

Seorianta Ltd T/A Rianta acting as a partner/ affiliate organization to Saddleback College agrees as follows

**PROGRAM CONTACTS**

For the purpose of this program only, the contacts will be:

**A. Partner/Affiliate**

Seona MacReamoinn Ltd T/A Rianta  
70, Northumberland Road  
Ballsbridge, Dublin 4  
seona.macr@gmail.com

**University**

**1) Program Details and Students**

Dr. William McGuire  
Dept. of Theatre  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo CA92692  
USA

**PARTNER /AFFILIATE RESPONSIBILITIES**

**A. Pre-Departure Responsibilities**

- Arrange all services, accommodations, and excursions as outlined in schedule and program proposal
- Remain in contact with the Faculty Director about program details
- Provide updated program itinerary
- Provide housing assignments

**B. On-Site Orientation**

Provide orientation that covers health, safety, logistics, information on how to use public transport, etc.

**C. Transportation**

- Transfers to and from airport for students to housing

- Transportation for all excursions included in program

**D. Accommodation**

- 21 nights single accommodation for Program faculty leader in Dublin and Galway
- 21 nights shared housing for students as requested in Dublin and Galway

**E. Meals**

- Welcome and Farewell meals
- Lunch on campus in Trinity during lunch days

**F. Academic Program/Cultural Program**

- As outlined in program itinerary
- Classroom space
- Guest Seminars with local speakers as agreed with faculty
- Theatre and other cultural events in Dublin
- Attendance at Galway Film Festival, Galway Arts Festival performances and screenings

**G. Student Services Support and Student Life**

- Cell phone with local phone number for Program Leader
- 24/7 Emergency Support, as defined by:
  - a. An experienced, affiliate partner member in-country who is reasonably accessible by telephone, by the program leader and students, 24 hours a day/seven days a week in the event of an emergency.
  - b. The partner staff member must be reasonably accessible to provide general information and guidance, crisis intervention, translation as needed and referrals to other professionals as needed.
  - c. In addition, where a student needs to go to a hospital, a student is arrested or an emergency otherwise requires interactions with local authorities/bureaucracies/institutions, the affiliate staff member will be available to appear onsite in-person to assist with negotiations, language and cultural translations.
  - d. Where necessary, the staff person will be available to monitor students who are hospitalized, need to stay behind in housing for the day, etc. while the University program leader will be responsible for the ongoing program.

- e. The partner staff member should be reasonably available to provide on-going monitoring should a student need to remain in-country after the end of the program due to hospitalization, illness that limits travel, etc. In this unlikely situation, the affiliate and University will negotiate any additional costs associated with such service.
- f. In addition to 24/7 emergency support, the affiliate staff member must be available to assume responsibilities of the University program leader should he/she not be able to complete his/her duties for any reason including, but not limited to, illness or emergency. This would be a shortterm solution and it is understood that the affiliate staff member would not necessarily have the academic expertise of the University program leader.

**H. Field Trips and Excursions**

- Excursions as outlined in itinerary
- If an excursion is not possible, an excursion of similar cost and scope will be arranged instead
- All services provided are bonded and insured and a certificate of Rianta's liability insurance is available.

- I. Subcontracting:** Partner/Affiliate will perform the agreed upon services, subcontracting as necessary. Partner /Affiliate takes responsibility for vetting and selecting the most appropriate subcontractors for the services provided including, but not limited to, appropriately bonded, licensed and insured transportation and secure housing. Subcontractors have no direct relationship with the University.

**INSURANCE**

Saddleback or its representative will ensure all program participants have adequate US travel and health insurance as this insurance cannot be provided by partner/affiliate in Ireland due to national insurance regulations

Seorianta Ltd T/A Rianta as Partner/Affiliate agrees to provides proof of company liability insurance in Ireland.

**PAYMENT DETAILS**

Saddleback or its representative agrees to pay for the above agreed upon program as follows:

The fee per student will be agreed and vary according to the number of students (Program leader costs absorbed into the student program fee).

All elements of the program as outlined in the finalized schedule will be included as described.



A program deposit invoice will be issued at the end of March with payment due by mid-April by bank transfer

A balance deposit for the remainder will be issued two months before arrival and needs to be paid in full four weeks before arrival by bank transfer.

A. The College and Faculty Director agree to the following schedule for cancellations and refunds.

- Saddleback or the aforementioned Faculty Director will promptly inform Seorianta Ltd T/A Rianta of any Student cancellations. Notice of Student cancellations must be made in writing.
- Seorianta Ltd T/A Rianta's cancellation and withdrawal policy for Student is as follows:  
Cancellations received within six weeks prior to the start of the Program incur a fee of 10%. Late arrivals will not be refunded for any day or part thereof. No show students will incur a cancellation fee of 50% of total fee and will not be refunded any unrecoverable costs. Participants withdrawing from the program after seven days will forfeit the entirety of the program fee, except in circumstances beyond the participant's control. The cancellation fee incurred in these circumstances will be at the discretion of the District and the Affiliate.

**Fumbally Exchange 5 Dame Lane Dublin 2 Ireland**

**Registered Address: 70 Northumberland Road Ballsbridge Dublin 4 Ireland**

South Orange County Community College District

Saddleback College

Seorianta Ltd T/A Rianta

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Ann-Marie Gabel

Name: Seona MacRéamoinn

Title: Vice Chancellor, Business Services

Title: Director, Program Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## RIANTA IRELAND

ACADEMICS \*ARTS\* CULTURE\* LOGISTICS \*STUDY ABROAD PROGRAMS

SADDLEBACK/CSULB SUMMER PROGRAM

JUNE 30 – JULY 21, 2018

FILM AND PERFORMANCE IN IRELAND

DRAFT BUDGET NOTES

The cost per person based on 23/26 students and one faculty is €2110

The cost per person based on 20/22 students and one faculty is €2220

The cost per person based on 18/19 students and one faculty is €2295

The cost per person based on 16/17 students and one faculty is €2385

The cost per person based on 14/15 students and one faculty is €2500 (\$3100)

All costs include

Housing in shared apartments in Dublin in Trinity College, room only basis

Single apartment for faculty

Housing in shared apartments in Galway

Single apartment for faculty

Welcome Dinner

Farewell group dinner

Lunch on campus during class days

Guest seminars in Dublin

Teaching spaces

Theatre performances in Dublin

Walking Tour of Trinity

Dublin Literary Pub Crawl

Backstage tour of the Abbey Theatre

Archaeologist led field visit to the Boyne Valley

Famine to Facebook city tour with specialist guide

Gaelic Games match at Croke Park, the National Stadium

Transfer to Galway by private coach

Film screenings during the Film Fleadh

Performances during the Galway International Arts Festival

Ferry to and from the Aran Islands

Bike/Van Hire

Tour to Co. Clare and the Cliffs of Moher

Entrances to Kilmainham Jail, St. Patricks Cathedral, Dublin Castle, Book of Kells and the

Old Library, Newgrange, Hill of Tara, Trim Castle, Dun Aengus, Cliffs of Moher

All private coaching for field visits and tours as programmed

**Fumbally Exchange 5 Dame Lane Dublin 2 Ireland**

**Registered Address: 70 Northumberland Road Ballsbridge Dublin 4 Ireland**

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U.S. DEPARTMENT OF STATE — BUREAU OF CONSULAR AFFAIRS

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## Ireland Travel Advisory

Travel Advisory  
January 10, 2018**Ireland — Level 1: Exercise normal  
precautions**

Exercise normal precautions in Ireland.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Ireland:

- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Ireland.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

### Travel Advisory Levels

- 1 [Exercise normal precautions](#)
- 2 [Exercise increased caution](#)
- 3 [Reconsider travel](#)
- 4 [Do not travel](#)

### Assistance for U.S. Citizens

U.S. Embassy Dublin  
42 Elgin Rd  
Ballsbridge  
Dublin 4  
Ireland

Telephone  
+(353) (1) 668-8777

Emergency  
+(353) (1) 668-8777

Fax  
+(353) (1) 668-8056

Email  
[ACSDublin@state.gov](mailto:ACSDublin@state.gov)

Website  
[U.S. Embassy Dublin](#)

[Ireland Map](#)

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Saddleback College: Study Abroad Program to Santander, Spain, from June 29, 2018 to July 30, 2018

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. The college has conducted very successful study abroad programs during the spring semesters in Santander, Spain since 1993. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain, during summer 2018 from June 29, 2018 to July 30, 2018. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$4600, without airfare, per student at a cost of \$143.75 per day for 10 to 15 students, or \$4484, without airfare, per student at a cost of \$140.12 per day for 16 or more students. The details of the program are summarized in the Narrative (EXHIBIT A) and the Study Abroad Program Information Summary (EXHIBIT B). The required Educational Tour/Field Study Contractor Agreement (EXHIBIT C) includes evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in EXHIBIT D. The current travel alerts and warnings list issued by the U.S. Department of State (EXHIBIT E) does not include Spain. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program in Santander, Spain from June 29, 2018 to July 30, 2018 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education for coordinating all travel agreements.

Study Abroad Narrative  
Santander, Spain, Summer 2018

Saddleback College has offered the Santander, Spain Study Abroad Program for twenty-four consecutive years. In summer 2018, a group of 12 or more students will study Spanish language, culture, and history from June 29, 2018 through July 30, 2018. Twenty one students participated in summer 2017. The faculty advisor will accompany the students on their arrival flight, as well as the duration of the program in Santander.

Students will enroll in a minimum of 11 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel Unamuno will teach the courses, adhering to Saddleback's course outlines. The average number of units taken per student in summer 2017 was 9.77 units. The program includes more than 40 weekly hours of instruction in addition to Saturday and Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home-stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and a one bedroom apartment while in Santander and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.





Other:							
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>							
Course No.:	Course Title:	No. of Units					
SPAN 1	Elementary Spanish	5					
SPAN 2	Elementary Spanish	5					
SPAN 3	Intermediate Spanish	5					
SPAN 4	Intermediate Spanish	5					
SPAN 6	Intermediate Spanish Grammar & Composition	3					
SPAN 10	Intermediate Conversational Spanish	3					
SPAN 20A	Civilization of Spain Through 1898	3					
SPAN 20B	Civilization of Spain 1898 to Present	3					
ART 42	Color Theory	3					
<b>4. STUDENTS</b>							
Minimum number of students required to make program:		10					
Minimum number of units:		11					
Maximum number of units:		17					
If this is a repeat program site, what is the average number of units taken per student?		11					
Other							
<b>5. COSTS</b>							
Student:							
Contracted cost per student:		\$	4,484				
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)		\$	140.12				
College:							
Additional costs to the District?		Yes:	No: <input checked="" type="checkbox"/>				
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$	N/A				
Other Costs		\$	0				
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
Optional excursions, field trips, tours, and extra-curricular activities.							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Excursions	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization	Civilization	Civilization	Civilization	Civilization		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra-curricular activities during non-instructional periods.					
<b>8. ATTACHMENTS</b>							

9. REQUIRED SIGNATURES



Lead Faculty Member

4/17/18

Date



Department Chair

4/17/18

Date



Division/School Dean

1-17-18

Date



Vice President, Instruction

2/13/18

Date



College President

13-Feb-2018

Date



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY  
TRAVEL CONTRACTOR AGREEMENT

*GENERAL TERMS AND CONDITIONS*

*Spring 2018 Ireland Program*

---

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4. PAYMENT BY TRIP PARTICIPANTS – All payments by Educational Tour / Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour / Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR’S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour / Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour / Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour / Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour / Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour / Field Study Trip shall be labeled “SPECIFIC DETAILS.” Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour / Field Study Trip. In the event an Educational Tour / Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within ten (10) days, any payments received from Educational Tour / Field Study Trip participants provided, however, that if any Educational Tour / Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational

Tour / Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour / Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour / Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR / FIELD STUDY



TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour / Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour / Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour / Field Study Trip.

6. EDUCATIONAL TOUR / FIELD STUDY CORRESPONDENCE - TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour / Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. LIQUIDATED DAMAGES. – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour / Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour / Field Study Trip set forth in SPECIFIC DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour / Field Study Trip participants, such breach may cause hardship to the Educational Tour / Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour / Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour / Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour / Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.



9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour / Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour / Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour / Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC DETAILS. If the Educational Tour / Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour / Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour / Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Vice Chancellor of Business Services at least fifteen (15) working days prior to commencement of the program.

12. TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour / Field Study Trip.

13. TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour / Field Study Trip no later than 45 days prior to the



departure of the Educational Tour / Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour / Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour / Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. NO ASSIGNMENT/TIME OF ESSENCE / HEIRS AND ASSIGNS – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. NO MODIFICATION OF AGREEMENT – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour / Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.

17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour / Field



EXHIBIT C  
Page 6 of 6

Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

TRAVEL CONTRACTOR

DISTRICT

Seorianta Ltd T/A Rianta

South Orange County Community  
College District

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: Seona MacReamoinn  
*Name of authorized agent*

By: \_\_\_\_\_  
Ann-Marie Gabel

Title: Director, Program Development

Title: Vice Chancellor, Business Services

Address: 70, Northumberland Road  
Ballsbridge, Dublin 4 Ireland

Address: 28000 Marguerite Parkway  
Mission Viejo, CA 92692

Phone: Seona.macr@gmail.com  
+353872460157

Phone: (949) 582-4664



**TRAVEL & EDUCATION**

**GENERAL AGREEMENT with SADDLEBACK COLLEGE - SOCCCD**  
**Four (4) WEEK Immersion Program**  
**T&E Accredited Language and Culture Institute**  
 Date: February 26, 2018

**SANTANDER, Spain**

**PROGRAM DATES:**

*\*Dates can be modified up to application deadline date.*

<b>US Departure:</b>	Friday, June 29, 2018
<b>Arrive in MADRID and overnight</b>	Saturday, June 30, 2018
<b>Transfer to SANTANDER</b>	Sunday, July 1, 2018
<b>Transfer to MADRID</b>	Sunday, July 29, 2018
<b>Transfer to MAD Airport and return to US</b>	Monday, July 30, 2018

**PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:**

- **24 hour / 7 day on-site services of a T&E Coordinator for the duration of the program.** SADDLEBACK COLLEGE - SOCCCD'S assigned point person with presence during all group activities and available 24 hours for all group needs.
- **Group flight reservation for roundtrip from Los Angeles Airport (LAX) to Madrid with one stop and round-trip —\*ONLY AVAILABLE ONCE THE GROUP REACHES 10 PAYING PARTICIPANTS and will be paid for separately. See below.**
- **Two (2) nights in Madrid – one (1) upon arrival and one (1) before departure for US (triple occupancy) with breakfast.**
- **Tapas tour in the evening upon arrival in Madrid**
- **Roundtrip group transfers by private bus: Madrid – Santander -- Madrid**
- **Airport transfers at beginning and end of program: Barajas airport - Madrid hotel - Barajas airport**
- **Accommodation in SANTANDER with Spanish families (2 students per homestay sharing a double room).**
- **Three meals per day, 7 days per week, plus a weekly laundry service (additional washes may be arranged with the homestay family for an extra cost).**
- **An orientation program in SANTANDER consisting of an orientation meeting with a T&E representative, local area information, and a walking tour of SANTANDER.**
- **Reception and Farewell dinners.**
- **Spanish language immersion courses at the Colegio Unamuno. Five (5) hours of immersion daily, 5 days a week (M-F) from 9am to 2pm. TOTAL 100 hours of immersion. Level of proficiency and courses to be determined upon completion of on-site placement test. All course materials included and tutoring if necessary.**
- **All of the necessary class materials (textbooks, photocopies and classroom handouts as well as complementary folder).**
- **Social and cultural program including events such as visits to local museums, tapas tours, Mediterranean style cooking classes, flamenco dance lessons, walking visits to local places of interest, lectures on Spanish culture, art and/or literature, viewing of Spanish films, etc...**



- **Four (4) Excursions** will be included along with group transportation by private bus, hotel accommodations with breakfast (where applicable), and sightseeing tour of the various cities with entrances to relevant historical monuments as listed and the services of a T&E tour manager and a professional English-speaking tour guide. Following are possible locations and inclusions:
  - Santander
  - Santillana del Mar and Comillas
  - Valle del Pas and Bilbao
  - Picos de Europa
- **\$50 non-refundable application fee.**
- **\$80 USD per student** for expenses in Madrid (tapas)
- **Unlimited access to computer lab with free email, printing and internet facilities.**
- **Medical and accident insurance coverage** in Spain during the duration of the program.
- **Local T&E office facilities with classroom space and local staff** available during regular office hours in Spain (9am-2pm and 5pm-8pm)

#### **VALUE ADDED BENEFITS**

- **Phone card with 200 minutes** for calls to the US for each student.
- **US Liability Insurance Policy** under which SADDLEBACK COLLEGE - SOCCCD will be named coinsured for the duration of the program. Certificates sent upon request.
- **Comprehensive Study Abroad Insurance Coverage:** Accident and Sickness, Trip cancellation and interruption, Baggage/Personal effects, Dental, Emergency Medical Reunion, Accidental death and dismemberment, Mobile App/24 hour assist, Compassionate visit, Administrative/Faculty Replacement. Additional fee may apply. See below for details.
- **US Embassy registration** for each student for the program period
- **Accounting / billing services** in the U.S.
- **Pre-departure information services and a TOLL-FREE contact number in the U.S.**
- **24 hour contact number** for emergency or for **after-hours support** for participants in programs outside the EST time zone.
- **Disciplinary and Safety Controls** for under-aged participants through special family assignments, curfew enforcement, zero-tolerance for substance abuse and documented warning protocols.
- **Full color comprehensive "T&E Acceptance and Orientation Packet"** and additional promotional materials including flyers and posters for university wide promotions.
- **Advance planning services** offered by our T&E office in Philadelphia.
- **Promotional digital PDF version of flyer** for reproduction by SADDLEBACK COLLEGE - SOCCCD.
- **Promotional presentations / orientations** at SADDLEBACK COLLEGE - SOCCCD campus or other specified places by T&E local staff on predetermined and mutually agreed upon dates.

#### **FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

Target enrollments below with pro-rated scale pricing will include benefits for one (1) faculty member or administrative visit listed below:

- **Roundtrip flights between Orange County, CA and Madrid** on the scheduled group flight.
- **T&E can arrange air travel for faculty companions** if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by March 23<sup>rd</sup> 2018, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- **T&E will provide the SOCCCD faculty member with housing** in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.
- **A pay-as-you-go mobile phone** will be provided for accompanying faculty with courtesy credit of 100 €
- **Local Medical insurance** for the duration of the program while on Spanish soil.
- **Inclusion in Comprehensive insurance policy** as mentioned above.
- **Use of office space** with internet / phone / fax as well as copy machines.

- **Use of classroom space** for group meetings or for the teaching of predetermined SADDLEBACK COLLEGE - SOCCCD course(s). *Limit two (2) hours a week for this offer. Additional hours negotiable.*
- **Full participation on all activities** scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

*For group participation in summer programs the faculty benefits listed above will be for the entire program period. For long-term group participation faculty benefits will be for a period of one (1) week during the group program period. Faculty benefits are paid in full for an enrollment of specified paying participants as listed below, or pro rata for a lower enrollment.*

*Provided classroom space will be limited to (2) two hours per week. Additional time can be solicited for a supplemental fee. Students need not participate in the same program in order to be included in the minimum number of participants however they must be participating during the same program period with the same or similar dates.*

#### **PROGRAM OPTIONS AND FEES:**

- **\$4600** US Dollars per participant for an enrollment of **10-15** paying student participants with **ONE (1)** faculty administrative visit.
- **\$4484** US Dollars per participant for an enrollment of **16 or more** paying student participants with **ONE (1)** faculty administrative visit.

*These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate.*

**\*TARGET enrollment.**

Students can enroll on an individual basis for participation in any program however for one (1) administrative visit with full benefits as outlined in the previous section, the minimum group participation must be reached.

#### **GROUP FLIGHT COMPONENT**

**IMPORTANT NOTE**—The group flight is not included in the program fee above and must be paid separately:

- **Group flight Reservations:**  
T&E offers the option for group flight reservations to ensure your group will travel together. **SADDLEBACK COLLEGE – SOCCCD** will need to meet a minimum sustained enrollment of **ten (10) paying participants in order to qualify**. If you choose this option,
  - A group of ten (10) must be reached by **April 6<sup>th</sup>, 2018**.
  - Students must apply to the T&E program by **April 6<sup>th</sup>, 2018**.
  - A maximum of 15 seats will be held for this group. Additional seats must be contracted separately and may carry a higher cost.
  - **Once applied, everyone will be supplied with a link for T&E flight portal where they can visit to purchase their individual airline ticket.**
  - **\*Contracted price per ticket will be made available once the group reaches minimum.**
- Students who do not reserve airfare through the suggested student flight option will be responsible for securing their own flight which should arrive before or at the same time as the contracted flight listed in this proposal. It is also their responsibility to check for any possible schedule changes with the T&E contracted itinerary to ensure their arrival coincides with the group. **IMPORTANT NOTE:** ***Transfers to and from the airport will not be provided for students arriving outside of the scheduled transfer time which is based on the T&E contracted flight for the group.***

#### **NOT INCLUDED IN PROGRAM FEES:**

- Airline fees and fuel surcharges
- Mandatory **\$125** refundable damage deposit to be collected from each student and returned to each individual student by T&E Philadelphia office upon completion of program if no damages are reported. If the institution is being invoiced for the entire group there will be a flat charge of \$1000 for groups with up to 15 students.



- Faculty compensation
- Visa and or passport fees.
- Meals other than those indicated on itinerary.
- Personal expenses.
- Additional field trips that have not been specified.
- Usage and upgrades on provided mobile phones.

**OPTIONAL COMPONENTS:**

- **Additional Administrative visits: \$950** per administrative visit for full faculty benefits.
- Single room supplement: \$200 for short term. *This applies only to the homestay component of the academic program.*

**PROPOSED PROGRAM APPLICATION PROCEDURE, BILLING, PROMOTIONS AND FOLLOW-UP**

(This procedure can be modified according to the needs and general practice of at SADDLEBACK COLLEGE - SOCCCD)

- T&E would require SADDLEBACK COLLEGE - SOCCCD to instruct students to apply to the appropriate program via the provided link below.
  - [2018 Online Student Application link for SADDLEBACK COLLEGE - SOCCCD Spain Program](#)
- A total deposit per student of **\$700** (\$450 non-refundable program deposit plus airfare deposit of \$250) must be collected and sent to the T&E office along with a group roster (student names and emails) by **February 23<sup>rd</sup>, 2018**. Penalties apply to changed program bookings after this date.
- Students must purchase the airfare by: **TBA**
- T&E will bill students directly who will then be responsible keeping up with T&E payment schedule as outlined on the T&E invoice. **All T&E invoices are sent via email only.** Please contact T&E if a hard copy invoice is required.
- **Payment Schedule:**

Payment	Date	Amount Due
<b>Deposit</b>	<b>February 23, 2018</b>	<b>\$700</b>
<b>1<sup>st</sup> Installment</b>	<b>March 16, 2018</b>	<b>\$1500</b>
<b>2<sup>nd</sup> Installment</b>	<b>April 13, 2018</b>	<b>\$1500</b>
<b>Final Payment</b>	<b>May 11, 2018</b>	<b>Final payments due</b>

- Students applying after **April 7<sup>th</sup>, 2018** can only be accepted on a space-available basis and will be enrolled in a land-only program. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.
- The assigned SADDLEBACK COLLEGE - SOCCCD accompanying program director must fill out an online form no later than **April 6<sup>th</sup>, 2018**. Administrative will be asked a series of questions regarding preferences on communications with the group and other important items. Use the following link to register: [T&E Accompanying Faculty Application](#). Faculty will then receive a "T&E Welcome Email" which will provide access to their online inscription. **From the online inscription record, faculty will be provided with a link to monitor student enrollment and access student files.**
- The school administration and SADDLEBACK COLLEGE - SOCCCD will promote the program on an appropriate institutional website listing or through the various available institutional outlets in order to ensure student awareness of the program offering at SADDLEBACK COLLEGE - SOCCCD.

- T&E will be invited to present programs to SADDLEBACK COLLEGE - SOCCCD's students and parents on predetermined and agreed upon dates during strategic periods of each academic term and will be provided with dates with sufficient time to plan for attendance. If T&E is unable to attend in person we will offer other options via video conferencing platforms.

#### **REFUND POLICY**

Should an individual participant withdraw from the program they must do so in writing to T&E and the following policy will apply based on the date of withdrawal...

<b>If participant withdrawals in writing...</b>	<b>he / she receives...</b>
on or before <b>April 6<sup>th</sup>, 2018</b>	A refund of all fees paid less \$450 non-refundable application fee plus any additional non-refundable deposits paid by the student or by T&E on behalf of the student
After <b>April 6<sup>th</sup>, 2018</b> but before <b>April 13<sup>th</sup>, 2018</b>	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit as well as any additional non-refundable deposits paid by the student or by T&E on behalf of the student.
After <b>April 13<sup>th</sup> 2018</b> but before <b>April 27<sup>th</sup>, 2018</b> .	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit and \$1000 processing and insurance plus any other fees incurred by T&E on the students behalf.
After <b>April 27<sup>th</sup>, 2018</b>	No refund

- Once the program has begun students withdrawing receive no refund unless T&E suspends the program.
- It is understood that SADDLEBACK COLLEGE - SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **May 4<sup>th</sup>, 2018** for summer group participation.
- **Force Majeure:** The Parties agree that, if by reason of strike or other labor disputes, civil disorders, severe weather, acts of God, acts of terror, war, pandemic, or other unavoidable cause beyond the control of the party seeking to invoke this paragraph, either Party is unable to perform its obligation, such non-performance shall not be considered a breach of this Agreement. In the event a US Department of State travel warning is issued advising against travel to Spain, SADDLEBACK COLLEGE - SOCCCD may refrain from sending students to Spain and in such event shall only pay for actual and documented costs incurred by Travel & Education for the scheduled program.
- In the case of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain or to leave the country if they are already there, T&E will:
  - If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
  - If the program has started, suspend the program and fly the students home. If students are returned home they will receive a prorated rebate of fees paid to T&E for the portion of the program not completed, less the \$200 processing fee, the \$75 insurance premium, the \$95 non-refundable application fee and any costs incurred for flying the student home.
- **Loyalty Clause:** As part of the terms of this agreement, SADDLEBACK COLLEGE - SOCCCD will not actively seek out or accept any offer of a direct relationship with any of the academic institutions or organizations who partner with T&E in Spain to supply academic and/or other services as part of the T&E provided program for the next 3 terms starting from the effective date of this contract.

### **ADDITIONAL CONSIDERATIONS**

If participants are taking immersion courses, each student must take a placement test which will be provided online prior to departure and/or by the host institution at the beginning of the academic program to determine the linguistic ability of the student and they will be placed in accordance to their level. This implies that not all of SADDLEBACK COLLEGE - SOCCCD students will be in the same language classes for the duration of the program. This also implies that if the student is not at the necessary level of proficiency to be accommodated in his/her chosen course options they may not be admitted into those courses and, in turn, be offered appropriate courses for their determined level of proficiency.

Airfare is the responsibility of each individual participant and any accompanying faculty unless otherwise indicated on this contract. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.

The present agreement is subject to all of the policies, terms and conditions set forth in the T&E brochure and T&E Application Contract.

The present agreement will be valid for the 2018 academic term with the mutually implicit understanding that T&E and SADDLEBACK COLLEGE - SOCCCD will continue a relationship for the offering of T&E programs to SADDLEBACK COLLEGE - SOCCCD students for both short and long term study abroad options. The present contract will be reviewed and drawn up on an annual basis and will be negotiated at the start of the promotional period for the following academic term.

### **ACCEPTANCE OF PROPOSAL**

Travel & Education requires written acceptance of this proposal by **February 26<sup>th</sup>, 2018** in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. Once signed, this document can be sent in its entirety via regular mail to **Travel & Education, 1055 Mill Creek Drive, Feasterville-Trevose, PA 19053** or by fax to 215-396-0236. Should a signed agreement not be submitted by the specified due date above and SADDLEBACK COLLEGE - SOCCCD subsequently launches a group program through Travel & Education Corp during term quoted, the formal acceptance of this agreement will be implied and will be binding with the stated terms and conditions.

PROPOSAL ACCEPTED BY \_\_\_\_\_ (please print)

Name of Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

\_\_\_\_\_  
(sign)  
Signature Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

DATE \_\_\_\_\_

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## Spain Travel Advisory

Travel Advisory  
January 10, 2018**Spain – Level 2: Exercise increased  
caution**

Exercise increased caution in Spain due to terrorism.

Terrorist groups continue plotting possible attacks in Spain. Terrorists may attack with little or no warning, targeting tourist locations, transportation hubs, markets/shopping malls, local government facilities, hotels, clubs, restaurants, places of worship, parks, major sporting and cultural events, educational institutions, airports, and other public areas.

Read the Safety and Security section on the [country information page](#).

If you decide to travel to Spain:

- Be aware of your surroundings when traveling to tourist locations and crowded public venues.
- Follow the instructions of local authorities.
- Monitor local media for breaking events and adjust your plans based on new information.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Crime and Safety Report](#) for Spain.
- U.S. citizens who travel abroad should always have a contingency plan for emergency situations. Review the [Traveler's Checklist](#).

### Travel Advisory Levels

- 1 Exercise normal precautions
- 2 Exercise increased caution
- 3 Reconsider travel
- 4 Do not travel

### Assistance for U.S. Citizens

**U.S. Embassy Madrid**  
Calle Serrano, 75  
28006 Madrid, Spain

**Telephone**  
(34) 91-587-2240

**Emergency**  
(34) 91-587-2200  
Ask to speak to the  
duty officer if you  
need emergency  
assistance outside  
business hours

**Fax**  
(34) 91-587-2303

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[U.S. Embassy Madrid](#)

[Spain Map](#)

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education, Summer 2018

**ACTION:** Approval

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### **BACKGROUND**

The South Orange County Community College District is known for offering high-quality, non-credit programs and fee-based classes. Saddleback College and Irvine Valley College perform an important service and fulfill a vital part of their mission by offering these courses and programs through Community Education. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

### **STATUS**

A variety of educational and recreational events have been planned by Saddleback College and Irvine Valley College Community Education to serve the community during the Summer Session 2018. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Saddleback College course offerings, presenters, and compensation. Exhibit B is the Irvine Valley College list of course offerings, presenters, and compensation.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters, and compensation as presented in Exhibits A and B.

Item Submitted By: *Dr. Gregory Anderson, President, Saddleback College*  
*Dr. Glenn R. Roquemore, President, Irvine Valley College*

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
1 of 6

COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acrylic/Oil Painting Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$147
	Associate Certified Electronics Technician (CETa)	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Ballroom and Swing	3/1 - 12/31	Kaylaa Fox (I)	45% Gross	\$45
	Become A Professional Organizer	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Beginning and Intermediate Watercolor Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$168
	Beginning Blues Harmonica	3/1 - 12/31	David Broida (E)	50% Net	\$49
	Beginning Guitar	3/1 - 12/31	Ron Gorman (E)	60% Net	\$99
	Beginning Ukulele	3/1 - 12/31	Ron Gorman (E)	60% Net	\$100
	Blogging for Fun and Profit	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Botanicals Watercolor Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$168
	Bride and Groom's First Dance	3/1 - 12/31	Kaylaa Fox (I)	45% Gross	\$25
	Country Line Dance	3/1 - 12/31	Kaylaa Fox (I)	45% Gross	\$59
	Country Two-Step	3/1 - 12/31	Kaylaa Fox (I)	45% Gross	\$59
	Creative Digital Portrait Photography	3/1 - 12/31	Laura Hoffman (E)	50% Net	\$168
	CTE: Dental Assisting	3/1 - 12/31	College and Carrer Advantage (I)	Grant	Grant
	CTE: Pharmacy Technician	3/1 - 12/31	College and Carrer Advantage (I)	Grant	Grant
	CTE: Surgical Technician	3/1 - 12/31	College and Carrer Advantage (I)	Grant	Grant
	Discover Photography: Part 1	3/1 - 12/31	Laura Hoffman (E)	50% Net	\$135
	Discover Photography: Part 2	3/1 - 12/31	Laura Hoffman (E)	50% Net	\$168
	Drawing Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$147
	Eagles Intermediate Guitar	3/1 - 12/31	Ron Gorman (E)	60% Net	\$99
	Electricity and Electronics Fundamentals	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Eliminate Clutter in Your Home and Office	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	FCC General Radiotelephone Operator's License (GROL) Elements 1 and 3	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Feng Shui Tools for Better Living	3/1 - 12/31	Feng Shui Solutions (I)	50% Net	\$49
	Fiber Optics Installer	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Fingerstyle Guitar	3/1 - 12/31	Ron Gorman (E)	60% Net	\$90
	First Hand French	3/1 - 12/31	Nancy Allah (E)	50% Net	\$85
	Foreign Language Students	3/1 - 12/31	FLS International (I)	Varies	Varies
	Hand And Wheel Ceramics	3/1 - 12/31	Adrian Sandstrom (E)	50% Net	\$150
	Hand and Wheel Ceramics	3/1 - 12/31	Don Ryan (E)	50% Net	\$150
	Healthy Harmonica: Songs and Rhythms	3/1 - 12/31	David Broida (E)	50% Net	\$29
	HiSet Testing	3/1 - 12/31	Javier Corrales (E)	Varies	Varies
	How To Be Published for FREE!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How to Become a Mystery Shopper	3/1 - 12/31	Elaine Moran (E)	50% Net	\$49
	How To Create A Website in 24 Hours for FREE!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Play Piano By Ear	3/1 - 12/31	Craig Coffman (I)	50% Net	\$45
	How To Sell on eBay®	3/1 - 12/31	Frances Greenspan (E)	50% Net	\$65
	How to Sell Your Ideas and Inventions	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	HSE Computer Technology Learning Center	3/1 - 12/31	Adult Education instructor (E)	Grant	Grant
	HSE Math	3/1 - 12/31	Adult Education instructor (E)	Grant	Grant
	HSE Math - Spanish	3/1 - 12/31	Adult Education instructor (E)	Grant	Grant
	HSE Reading/Writing	3/1 - 12/31	Adult Education instructor (E)	Grant	Grant
	HSE Reading/Writing - Spanish	3/1 - 12/31	Adult Education instructor (E)	Grant	Grant
	HVAC - Heating Ventilation Air Conditioning	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Increase Your Income with a Home-Based Business	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Instant Piano for Hopelessly Busy People	3/1 - 12/31	Craig Coffman (I)	50% Net	\$45
	Intermediate Beatles Guitar	3/1 - 12/31	Ron Gorman (E)	60% Net	\$99
	Intermediate Guitar	3/1 - 12/31	Ron Gorman (E)	60% Net	\$99
	Introduction to Digital Photography: "The Camera Class"	3/1 - 12/31	Laura Hoffman (E)	50% Net	\$45
	Introduction to Wine Appreciation	3/1 - 12/31	Michelle Mooney (E)	50% Net	\$85
	Investment Boot Camp	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$39
	Investment Strategies for Growth and income	3/1 - 12/31	Charles Goffin (E)	50% Net	\$39
	iPhones®, iPads®. . . and I'm Lost®	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	iPhones®, iPads®: Beyond the Basics	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Italian Supreme: A Taste of Italy	3/1 - 12/31	Conversa (I)	50% Net	\$153
	Loan Signing Specialist Training	3/1 - 12/31	Masters Notary Academy (I)	\$35 PP	\$70
	Makeup 101	3/1 - 12/31	Michele Godinez (E)	50% Net	\$175
	Marketing Your Business on Facebook and Social Media Sites	3/1 - 12/31	Bob Cohen (I)	50% Net	\$49
	Master Your Investments	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$70
	Networking Security (2020)	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Notary Public Training	3/1 - 12/31	Masters Notary Academy (I)	\$35 PP	\$70
	Online No-Credit Classes	3/1 - 12/31	Education To Go (I)	\$55-\$175pp	\$94-299
	Piano Made Easy Series	3/1 - 12/31	Craig Coffman (I)	50% Net	\$75
	Proctoring Services	3/1 - 12/31	In-House Services (E)	PP	\$50-75
	Residential Care Facility for the Elderly (RCFE)	3/1 - 12/31	Laura Ferral, M.H.A.(E)	50% Net	\$500
	Residential Care Facility for the Elderly (RCFE)	3/1 - 12/31	Michael Ferral, M.A., Ph.D.(E)	50% Net	\$500
	Salsa Dance	3/1 - 12/31	Kaylaa Fox (I)	45% Gross	\$59
	Secrets of Social Media and internet Marketing	3/1 - 12/31	Bob Cohen (I)	50% Net	\$49
	Social Security Strategies and Retirement Planning	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$70
	Sound Retirement Strategies	3/1 - 12/31	David Brown (E)	50% Net	\$39
	Speed Spanish	3/1 - 12/31	Christy Nelson (E)	50% Net	\$59
	SRT - Motorcyclist Safety Program	3/1 - 12/31	Saddleback Rider Training (I)	Varies	\$250
	Stained Glass for Beginners	3/1 - 12/31	Glass Spectrum (I)	50% Gross	\$150
	Surface Decoration: Ceramics	3/1 - 12/31	Don Ryan (E)	\$30/hr+	\$185
	Surface Decoration: Ceramics	3/1 - 12/31	Kathryn Stovall-Dennis (E)	50% Net	\$185

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
2 of 6

COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
CFK	Technical Formatting and Networking (2020)	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Teen Road To Safety	3/1 - 12/31	Teen Road To Safety Inc. (I)	Varies	Varies
	Travel Tours/Multi-Day Trips	3/1 - 12/31	Good Times Travel (I)	PP	PP
	UAVs (Unmanned Aerial Vehicles) Safety & Certification Training	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	Using Your Computer to Make Money	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Veterans Art Project	3/1 - 12/31	TBA	Varies	Varies
	What Were You Born To Do?	3/1 - 12/31	Curtis Adney (E)	50% Net	\$55
	Wireless Communications Specialist	3/1 - 12/31	Ameri-Skills (I)	PP	\$1,200 PP
	XinYi Mandarin Chinese	3/1 - 12/31	Xin Yi Language Institute (I)	50% Net	\$140
	You're Retired! Now What?	3/1 - 12/31	Elaine Moran (E)	50% Net	\$39
	24	3/1 - 12/31	Chris Elliott (E)	30% Net	\$180
	24	3/1 - 12/31	Robert Johnson (E)	30% Net	\$180
	"Mako" Your Way To Kindergarten	3/1 - 12/31	Amy Abbott (E)	30% Net	\$155
	"Mako" Your Way To Kindergarten	3/1 - 12/31	Barbara Stamen (E)	30% Net	\$155
	Academic Bridge	3/1 - 12/31	Academic Bridge Academy (I)	70% Net	\$720
	Academic Chess	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$139
	Academic Chess: Modular and Action Origami	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$139
	Academic Origami: Introduction to Origami	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$112
	Academic Origami: Magic Origami	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$112
	Academic Origami: Modular in Action Origami	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$112
	Academic Origami: Paper Airplanes and Aerodynamics	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$112
	Advanced Robotics	3/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Algebra for Teens - Level 1A	3/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level 1B	3/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level I	3/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level II	3/1 - 12/31	CFK Staff (E)	50% Net	\$99
	App and Game Dev	3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Art Camp	3/1 - 12/31	Art Just Create It (I)	50-60% Net	\$110
	Arts and Crafts	3/1 - 12/31	Ann Berger (E)	60% Net	\$100
	Aspiring Writer: Creating Stories	3/1 - 12/31	Kristin Orloff (E)	60% Net	Varies
	Beginning Guitar & Ukulele Ensemble Class	3/1 - 12/31	Ron Gorman (E)	60% Net	\$99
	Beginning Guitar for Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Net	\$120
	Beginning Robotics	3/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Beginning Ukulele for Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Net	\$95
	Bionerds: From Head to Toes	3/1 - 12/31	Bionerds (I)	60% Net	\$200
	Bionerds: Human Body: We are Super!	3/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bionerds: Insects: Bug Me if You Dare!	3/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bionerds: It's All About Life	3/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bionerds: Marine Animals: Amazing Waterworld!	3/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bionerds: Microscopic World: What You Can't See May Surprise You!	3/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bit Scouts	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Build Your Own Computer	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids, Jr.	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids, Jr. - Storytelling Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Animate with Code	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Basic Game Design	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Computer Art Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Computer Games Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Storytelling and Animation Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Workshop Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Augmented Reality Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$198
	Bit Scouts: Coding for Kids: Building Your Own Role-Playing Games	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Software Development Immersive	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$198
	Bit Scouts: Coding for Kids: Web Development Immersive	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$198
	Bit Scouts: Coding for Kids: Advanced Game Design	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Animation Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Arcade Games Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Artificial Intelligence	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Augmented Reality Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids: Build Your Own Apps Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Building Your Own Role-Playing Games	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Create Role Playing Games (RPG)	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Hackathon	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: intro to Computer Science	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids: Python Programming Immersive	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids: Raspberry Pi	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids: Software Development Immersive	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$198
	Bit Scouts: Coding for Kids: Web Development Immersive	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding I	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Disney Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Harry Potter Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: intro to Artificial Intelligence	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Nintendo Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Pixar Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Pokémon Edition	3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
3 of 6

COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Bit Scouts: Python Development		3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Star Wars Edition		3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Unity Game Development		3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Video Game Edition		3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Web Development		3/1 - 12/31	CodeCampus LLC (I)	50-60% Net	\$136
Brainstorm		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: 3D Game Design		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: App & Game Development		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: App and Game Design		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: App and Inventor Edition		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: Game Development and Design		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: Scratch		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: Scratch & Kodu Programming		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Filmmaking		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Game Development & Minecraft Programming		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: 2D Game Dev		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: 3D Game Design		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: Coders and Creators		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: Game Development with Unity		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Go Think!		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering & Robotics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering: Evolution of Engineering		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering: Jedi Academy		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering: Jedi's and Superheroes		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering: Medieval & Modern Machine		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering: Medieval Machines		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Robotics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Robotics: BattleBots		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: MakerStudio: 3D Printing		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Minecraft University: Programming and Modding		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Minecraft University: Circuits & Electronics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Minecraft University: Circuits and Electronics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Dinocraft		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Java Modding		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$90
Brainstorm: Minecraft University: Minecraft Modding		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Python Modding		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Python Temple		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Revolutions		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Robotics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University: Robotics and Redstones		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$225
Brainstorm: Minecraft University: Rocketry		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: STEAM Studio: CodeFlyers Flight School		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: STEAM Studio: Engineering & Robotics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Young Einsteins: Coding and Robotics		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Young Einsteins: Rocketry		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Young Einsteins: STEM Lab		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Young Einsteins: STEM Lab		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Young Einsteins: STEM Lab Squared (2)!		3/1 - 12/31	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Bricks 4 Kids: Spectacular Sports		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$180
Bricks 4 Kidz: Amazing Animals		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Amazing Animals with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Amazing LEGO® Animals		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Amusement Park Rides		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Amusement Park Rides with LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Construction Craze with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Energy LEGO Models		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: forces of Nature with LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Gadgets & Gizmos with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: interesting inventions		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: interesting inventions with LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Laws of Motion with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: LEGO Robotic Animals		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Mindstorm Robotics		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$185
Bricks 4 Kidz: Minecraft with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Mining and Crafting		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Mining and Crafting 2 with LEGO® Bricks.		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Motorized Air, Land, and Sea LEGO® Vehicles		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Remote Control Models with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Space Adventures		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Space Adventures with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Spectacular LEGO® Sports		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Bricks 4 Kidz: Spectacular Sports		3/1 - 12/31	Bricks 4 Kidz (I)	50-60% Net	\$120
Calling All Detectives: Solve the Mystery of Felix, the Missing Millionaire		3/1 - 12/31	Carrie Gray (E)	60% Net	\$120
Camp Galileo		3/1 - 12/31	Galileo Learning, LLC (I)	TBD	\$379

(E) Employee

(I) Independent Contractor



South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
4 of 6

COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Camp invention	3/1 - 12/31	Camp invention (I)	85% Net	Varies
	Capture the Flag	3/1 - 12/31	Chris Elliott (E)	30% Net	\$120
	Capture the Flag	3/1 - 12/31	Robert Johnson (E)	30% Net	\$120
	Catch a Wave into First Grade	3/1 - 12/31	Carrie Gray (E)	60% Net	\$180
	Catch a Wave into Second Grade	3/1 - 12/31	Carrie Gray (E)	60% Net	\$150
	Ceramics FUNdamentals	3/1 - 12/31	Laura Haight (E)	50% Net+	\$145
	Cheerleading Skills Clinics	3/1 - 12/31	College for Kids Staff (E)	Varies	\$65
	Chess Club	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Chess Day Camp	3/1 - 12/31	Academic Chess (I)	50-60% Net	\$139
	Color Sticks for Young Artists	3/1 - 12/31	Nancy Larragoiti (E)	\$30/hr+	\$98
	Creative Cooks	3/1 - 12/31	Carrie Gray (E)	60% Net	\$230
	Creating with Clay	3/1 - 12/31	Art Just Create It (I)	50-60% Net	\$108
	Creating with Clay - Clay Class for Kids	3/1 - 12/31	Art Just Create It (I)	50-60% Net	\$120
	Creative Writing for Kids	3/1 - 12/31	Nicole Vega (E)	60% Net	\$99
	CSI: introduction To forensic Anthropology	3/1 - 12/31	Renee Garcia (E)	50% Net	\$110
	Cut and Dissect - Level A	3/1 - 12/31	Shaun Burke (E)	\$30/hr+	\$110
	Cut and Dissect - Level B	3/1 - 12/31	Shaun Burke (E)	\$30/hr+	\$110
	Dare to Draw Anything!	3/1 - 12/31	Sarah O'Connor (E)	\$30/hr+	\$98
	Daydreamers Academy: Daydreamers Music Production Madness	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: My Books Come To Life	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: Create Your Own Fairytale/Super Hero Movie	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: DayDreamers Music Production Madness	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: Jelly Time Music Workshop	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: Movie Magic	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: My Books' Come to Life	3/1 - 12/31	Good for Nothing, Inc. (I)	60% Net	\$175
	Developmental Reading for Teens	3/1 - 12/31	CFK Staff (E)	\$30/hr+	\$99
	DKI Acting Academy	3/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drama Kids	3/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drama Kids International	3/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drop-In Aftercare	3/1 - 12/31	College for Kids Staff (E)	Varies	\$10
	Early Morning Art	3/1 - 12/31	Art Just Create It (I)	50-60% Net	\$98
	Emerald Cove Day Camp	3/1 - 12/31	Emerald Cove Camp, Inc.	Varies	Varies
	Engineering with LEGO®: Crazy Contraptions	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Junkyard Challenge	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Race Cars 201	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Robo Olympics	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Super Structures	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Super Stunt Vehicles	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Xtreme Catapults	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	English Composition for Teens	3/1 - 12/31	Tony Garcia (E)	50% Net	\$125
	Entrepreneur School	3/1 - 12/31	Entrepreneur School (I)	60% Net	\$120
	Exploring STEM Using Educational Robotics	3/1 - 12/31	Mathobotix (I)	60-70% Net	\$580
	Fairy Tale Feast	3/1 - 12/31	Ann Berger (E)	60% Net	\$180
	First Grade Head Start	3/1 - 12/31	Chris Saalberg (E)	60% Net	\$350
	Fit Kids	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$180
	Fit Kids: Basketball	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Cheerleading	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Dodgeball	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Field Games	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$180
	Fit Kids: Flag Football	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Hip Hop	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Kindergarten Sports	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Lacrosse	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Soccer	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Tennis	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$120
	Fun in the Sun	3/1 - 12/31	Dawn Trumbo (E)	30% Net	\$180
	Fun in the Sun	3/1 - 12/31	Kristi Martin (E)	30% Net	\$180
	Fun in the Sun	3/1 - 12/31	Toddler Time (E)	60% Net	\$180
	Fun with Cartooning	3/1 - 12/31	Nancy Larragoiti (E)	\$30/hr+	\$98
	Fun with Photoshop	3/1 - 12/31	Laura Hoffman (E)	50% Net	\$149
	Future Millionaires and Junior Entrepreneurs	3/1 - 12/31	Joshua Ballard (I)	50% Net	\$175
	Games Galore	3/1 - 12/31	Heather Carlsen (E)	30% Net	\$104
	Games Galore	3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$104
	Games Galore	3/1 - 12/31	Carrie Gray (E)	60% Net	\$96
	Geometry for Teens	3/1 - 12/31	Doug Hill (E)	\$30/hr+	\$99
	Getting Excited for Kindergarten	3/1 - 12/31	Brandye Iverson (E)	60% Net	\$200
	Golf Skills Clinics Advanced	3/1 - 12/31	SCPGA (I)	60% Net	\$125
	Golf Skills Clinics Beginners	3/1 - 12/31	SCPGA (I)	60% Net	\$125
	Handwriting Heroes	3/1 - 12/31	Carrie Gray (E)	60% Net	\$112
	High School Algebra 1 Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	High School Algebra 2 Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	High School Geometry Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Hip Hop Dance Camp	3/1 - 12/31	Fit Kids America (I)	50-60% Net	\$112
	Holiday Craft-tivities	3/1 - 12/31	Carrie Gray (E)	60% Net	\$120
	Homework Club	3/1 - 12/31	College for Kids Staff (E)	Varies	\$120
	I Love Craft-tivities	3/1 - 12/31	Carrie Gray (E)	60% Net	\$120

(E) Employee

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## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
iD Tech		3/1 - 12/31	iD Tech (I)	PP	Varies
I-ESTEAM 3.14		3/1 - 12/31	Mathobotix (I)	60-70% Net	\$480
Incrediflix		3/1 - 12/31	Incrediflix (I)	PP	\$185
Incrediflix: Action Flix		3/1 - 12/31	Incrediflix (I)	PP	\$175
Incrediflix: Action Movie Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Animation Flix		3/1 - 12/31	Incrediflix (I)	PP	\$185
Incrediflix: Creature Animation Flix		3/1 - 12/31	Incrediflix (I)	PP	\$135
Incrediflix: Filmmaking Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: GoPro Flix		3/1 - 12/31	Incrediflix (I)	PP	\$140
Incrediflix: Green Screen Animation Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Imagination Flix		3/1 - 12/31	Incrediflix (I)	PP	\$175
Incrediflix: Lego Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Live Action Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Minecraft Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Star Wars Live Action		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Star Wars Stop Motion Flix		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Stop Motion Experience		3/1 - 12/31	Incrediflix (I)	PP	\$125
Incrediflix: Stop Motion Tricks and Effects		3/1 - 12/31	Incrediflix (I)	PP	\$155
Incrediflix: Superhero Filmmaking Flix		3/1 - 12/31	Incrediflix (I)	PP	\$185
Incrediflix: Viral Flix		3/1 - 12/31	Incrediflix (I)	60% Net	\$125
Institute of Reading Development		3/1 - 12/31	Inst. of Reading Development (I)	PP	Varies
Interactive Writing Workshop		3/1 - 12/31	Nancy D'Aleo-Russey (E)	\$30/hr+	\$99
Introduction to Middle School Speech and Debate		3/1 - 12/31	New England Academy (I)	60% Net	\$120
Irish Dance		3/1 - 12/31	Liz Lightner (E)	60% Net	\$96
Jewelry Designing for Kids		3/1 - 12/31	Shani Zreik (I)	60% Net	\$250
Jump Start Fifth Grade		3/1 - 12/31	Ann Berger (E)	60% Net	\$180
Jump Start First Grade		3/1 - 12/31	Kim Downing (E)	60% Net	\$150
Jump Start First Grade		3/1 - 12/31	Terri Adams (E)	60% Net	\$180
Jump Start First Grade		3/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
Jump Start Kindergarten		3/1 - 12/31	Amy Clarke (E)	30% Net	\$125
Jump Start Kindergarten		3/1 - 12/31	Kylie Schofield (E)	30% Net	\$125
Jump Start Kindergarten		3/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
Jump Start Second Grade		3/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
Jump Start Third Grade		3/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
Junior Gauchos Fun Club		3/1 - 12/31	College for Kids Staff (E)	Varies	\$80
Keyboarding		3/1 - 12/31	Heather Carlsen (E)	30% Net	\$120
Keyboarding		3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$120
Keyboarding on Personal Computers		3/1 - 12/31	Joyce Quade (E)	50% Net	\$126
Kids Yoga and Mindfulness		3/1 - 12/31	Grace + Zen (I)	60% Net	\$120
Kindergarten Is Cool At Vista Del Mar		3/1 - 12/31	Amy Abbott (E)	30% Net	\$180
Kindergarten Is Cool At Vista Del Mar		3/1 - 12/31	Barbara Stamen (E)	30% Net	\$180
Kindergarten Kickoff		3/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
Landscapes: Whimsical to Abstract Art		3/1 - 12/31	Sarah Jaques (E)	\$30/hr+	\$98
Learning To Dig		3/1 - 12/31	Renee Garcia (E)	50% Net	\$110
LEGO Architecture: Building Through the Ages		3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
LEGO Engineering: Crazy Carnival		3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
LEGO Engineering: Motor Madness		3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
LEGO Simple Machines		3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
LEGO Storytellers		3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
Lets Type		3/1 - 12/31	Amy Clarke (E)	30-60% Net	\$125
Lil' Chef School		3/1 - 12/31	Lil' Chef School (I)	60% Net	\$180
Lions Club		3/1 - 12/31	Andrika Bowen (E)	30% Net	\$192
Lions Club		3/1 - 12/31	Deanna Bleidistel (E)	30% Net	\$192
Mad Science: Chemistry Lab		3/1 - 12/31	Mad Science (I)	50-60% Net	\$215
Mad Science: Crazy Chemworks		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: Exploration Science		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: Inventor's Workshop: Eureka!		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: Molecule Mania		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: NASA		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: Physics Lab		3/1 - 12/31	Mad Science (I)	50-60% Net	\$215
Mad Science: Robotics Lab		3/1 - 12/31	Mad Science (I)	50-60% Net	\$215
Mad Science: Rocketry		3/1 - 12/31	Mad Science (I)	50-60% Net	\$215
Mad Science: Science in Action		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Mad Science: Secret Agent Lab		3/1 - 12/31	Mad Science (I)	50-60% Net	\$215
Mad Science: STEMulating Science		3/1 - 12/31	Mad Science (I)	50-60% Net	\$120
Magic Origami		3/1 - 12/31	Academic Chess (I)	50-60% Net	\$139
MainStage Kids		3/1 - 12/31	CFK Staff (E)	\$25/hr	\$395
Mako Milers		3/1 - 12/31	Amy Abbott (E)	30% Net	\$120
Mako Milers		3/1 - 12/31	Barbara Stamen (E)	30% Net	\$120
Mako Milers Running Club		3/1 - 12/31	Amy Abbott (E)	30% Net	\$120
Mako Milers Running Club		3/1 - 12/31	Barbara Stamen (E)	30% Net	\$120
Manners Made Fun		3/1 - 12/31	Laura Little (E)	50% Net	\$100
Math		3/1 - 12/31	Darren Gibson (E)	\$30/hr+	\$99
Math 6 Critical Concepts		3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
Math 6/7		3/1 - 12/31	Michael Hale (E)	60% Net	\$180
Math 7 Critical Concepts		3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169

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## SADDLEBACK COLLEGE

## COMMUNITY EDUCATION NON-CREDIT PROGRAM - Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Math 7 Plus Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Math 8 Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Math Tutoring By Experienced Math Teachers	3/1 - 12/31	wikiTHINK (I)	Varies	\$269
	Mathobotix	3/1 - 12/31	Mathobotix (I)	60-70% Net	\$259
	Mathobotix STEM Robotics Camp	3/1 - 12/31	Mathobotix (I)	60-70% Net	\$259
	Middle School Algebra 1 Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Middle School Boot Camp	3/1 - 12/31	Deanna Bleidistel (E)	30% Net	\$120
	Middle School Boot Camp	3/1 - 12/31	Stephanie Avera (E)	30% Net	\$120
	Middle School Geometry Critical Concepts	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Middle School Math Prep	3/1 - 12/31	Michael Hale (E)	60% Net	\$160
	Mini-Kindergarten	3/1 - 12/31	Lori Walker (E)	60% Net	\$325
	Modeling and Style	3/1 - 12/31	Tara Meyer (E)	50% Net	\$120
	Mommy/Daddy and Me Preschool!	3/1 - 12/31	Kris McCartney (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	3/1 - 12/31	Patti Peviani (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	3/1 - 12/31	Wendy Marcot (E)	60% Net	\$250
	Musical theater	3/1 - 12/31	Heather Carlsen (E)	30% Net	\$180
	Musical theater	3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$180
	Natural A's	3/1 - 12/31	Curtis Adney (E)	50% Net	\$49
	Natural A's: Parent/Adult Registration	3/1 - 12/31	Curtis Adney (E)	50% Net	\$49
	Ocean Animals	3/1 - 12/31	Sarah O'Connor (E)	\$30/hr+	\$98
	Pen and Ink Art Magic	3/1 - 12/31	CFK Staff (E)	\$30/hr+	\$98
	Pen and ink Art Magic	3/1 - 12/31	Nancy Larragoiti (E)	\$30/hr+	\$98
	Photography	3/1 - 12/31	Laura Hoffman (E)	60% Net	Varies
	Pre-Algebra	3/1 - 12/31	Fernando Quintino (E)	\$30/hr+	\$99
	Pre-Algebra	3/1 - 12/31	Lindsey Peck (E)	\$30/hr+	\$99
	Pre-Geometry	3/1 - 12/31	Darren Gibson (E)	\$30/hr+	\$120
	Private Swim Lessons	3/1 - 12/31	Pete Cosmakos, LLC (I)	60% Net	\$180
	Reading Comprehension Essentials I	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Reading Comprehension Essentials II	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Reading Fun with Jr Great Books and More	3/1 - 12/31	Lori Walker (E)	60% Net	\$110
	SCPGA Golf and S.T.E.A.M. Summer Camp	3/1 - 12/31	SCPGA (I)	60% Net	\$179
	Second Grade Common Core Camp	3/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
	Second Grade Common Core Camp	3/1 - 12/31	Kim Downing (E)	60% Net	\$180
	Second Grade Head Start	3/1 - 12/31	Valerie Robbins-Meyers (E)	60% Net	\$350
	Semi-Private Swim Lessons	3/1 - 12/31	Pete Cosmakos, LLC (I)	60% Net	\$105
	So You Want To Be A Teacher?	3/1 - 12/31	Lori Walker (E)	60% Net	\$125
	Softball Clinics	3/1 - 12/31	Nick Trani (E)	50% Net	\$120
	Spanish for Children	3/1 - 12/31	Conversa (I)	60% Net	\$145
	Spanish for Children: Levels 1 and 2	3/1 - 12/31	Conversa (I)	60% Net	\$120
	Spanish for Preschoolers	3/1 - 12/31	Conversa (I)	60% Net	\$145
	Star Wars LEGO: Jedi Storytellers	3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
	STEM Lab Air Propulsion	3/1 - 12/31	Brain Builders (I)	70% Net	\$120
	STEM Lab: Forensics	3/1 - 12/31	Brain Builders (I)	70% Net	\$120
	Strategic Kids: Strategic Magic	3/1 - 12/31	Strategic Kids (I)	50-60% Net	\$112
	Study Strategies for Teens	3/1 - 12/31	Jason Turney (E)	\$30/hr+	\$56
	Successful Study Strategies for Kids	3/1 - 12/31	Jason Turney (E)	\$30/hr+	\$56
	Summer Arts and Crafts	3/1 - 12/31	Ann Berger (E)	60% Net	\$100
	Tee It Up with TGA	3/1 - 12/31	SCPGA (I)	60% Net	\$136
	Tennis Skills Clinics	3/1 - 12/31	Nick Trani (E)	50% Net	\$149
	Tennis Skills Clinics	3/1 - 12/31	Nick Trani (E)	50% Net	\$149
	The Great Clay Adventure	3/1 - 12/31	Sahar Tehrani (E)	50% Net	\$39
	The Photography Club	3/1 - 12/31	Excel Education Programs (I)	60% Net	\$120
	The Power of Exploring Art	3/1 - 12/31	Nancy Larragoiti (E)	\$30/hr+	\$46
	Theatre Fun with Improvisation	3/1 - 12/31	Tara Meyer (E)	50% Net	\$120
	Third Grade Common Core Camp	3/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
	Third Grade Head Start	3/1 - 12/31	Julie Hansen (E)	60% Net	\$350
	Toddler Time	3/1 - 12/31	Dawn Trumbo (E)	30% Net	\$250
	Toddler Time	3/1 - 12/31	Kristi Martin (E)	30% Net	\$250
	Toddler Time	3/1 - 12/31	Toddler Time (E)	60% Net	\$250
	UCI Writing Project	3/1 - 12/31	UCI Summer Youth Programs (I)	Varies	\$690
	Volleyball	3/1 - 12/31	Heather Carlsen (E)	30% Net	\$180
	Volleyball	3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$180
	Water Polo Skills Clinics	3/1 - 12/31	Pete Cosmakos, LLC (I)	50% Net	\$126
	Weight Training	3/1 - 12/31	Judd Binley (E)	60% Net	\$198
	Writing Skills Development for High School Composition	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Writing Skills Development I	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Writing Skills Development II	3/1 - 12/31	CFK Staff (E)	\$38/hr+	\$169
	Yoga: Health and Wellness for Kids	3/1 - 12/31	Heather Carlsen (E)	30% Net	\$105
	Yoga: Health and Wellness for Kids	3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$105
	Young Artists and Authors Studio	3/1 - 12/31	Carrie Gray (E)	60% Net	\$180
	Young Artist's Workshop	3/1 - 12/31	Nancy Larragoiti (E)	\$30/hr+	\$98
	Young Illustrators	3/1 - 12/31	CFK Staff (E)	\$30/hr+	\$98
	Young Rembrandts	3/1 - 12/31	Dustin Panian dba Young Rembrandts (I)	60% Net	\$180
	Young Rembrandts Cartooning	3/1 - 12/31	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts Draw Amazing Things	3/1 - 12/31	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120
	Youth Aquatics	3/1 - 12/31	Pete Cosmakos, LLC (I)	60% Net	\$75

(E) Employee

(I) Independent Contractor

<i>South Orange County Community College District</i>				
<i>IRVINE VALLEY COLLEGE</i>				
<i>COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2018</i>				
<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
Algebra Classes	5/29-8/11/18	Kathy Song	50% gross	\$80
Aquatic Fitness	5/29-8/11/18	Barbara Stockler	70% gross	\$20
Art Courses	5/29-8/11/18	Pam Schader	70% gross	\$26-\$38
Art Courses	5/29-8/11/18	Thinh Nguyen	70% gross	\$60
Choral Music	5/29-8/11/18	Cecilia Kim	70% gross	\$20
Country Line Dancing	5/29-8/11/18	Ida Stuart	70% gross	\$20
Dance Courses	5/29-8/11/18	Marge Forehan	70% gross	\$10
Educational Courses for Kids	5/29-8/11/18	Amanda Click	60% gross	\$110-\$120
Financial Management Workshop	5/29-8/11/18	Charla Sue Riley	50% gross	\$29-\$49
Fitness Courses	5/29-8/11/18	Eugenia Lane	70% gross	\$20-\$25
Fitness Courses	5/29-8/11/18	Lisa Messenger	70% gross	\$25
Fitness Courses	5/29-8/11/18	Joanna Schoon	70% gross	\$25-\$74
Fitness Courses	5/29-8/11/18	Judith Shields	70% gross	\$30
Fitness Courses	5/29-8/11/18	Kathryn Burns	70% gross	\$25
Fitness Courses	5/29-8/11/18	Mikki Michele	70% gross	\$30
Fitness Courses	5/29-8/11/18	Jackie Ovadia	70% gross	\$25
Fitness Courses	5/29-8/11/18	Sebastian Caramagno	70% gross	\$25
Fitness Courses	5/29-8/11/18	Jada Robitaille	70% gross	\$25-\$30
Ham Radio	5/29-8/11/18	Robert Maller	50% gross	\$60
Incrediflix: Computer Animations	5/29-8/11/18	Incrediflix Staff	65% gross	\$180-\$320
Mad Science: Learn About Science	5/29-8/11/18	Mark Loos	70% gross	\$179
Medical Billing Classes	5/29-8/11/18	Kris G. Hall-Patterson	50% gross	\$25-\$150
Mystery Shopping Class	5/29-8/11/18	Jennifer Schutza	50% gross	\$30
Nike Summer Camp	5/29-8/11/18	Ross Duncan	20% net	\$180-\$320
Notary Classes	5/29-8/11/18	Carrie Christensen	50% gross	\$55-\$99
Personal Enrichment Courses	5/29-8/11/18	LeeAnne Krusemark	50% gross	\$20-\$39
Personal Enrichment Courses	5/29-8/11/18	Richard Katz	50% gross	\$65
Personal Enrichment Courses	5/29-8/11/18	Rounds, Miller & Associates	50% gross	\$39
Piano Courses	5/29-8/11/18	Carol Lippert	70% gross	\$30
Retirement Planning Courses	5/29-8/11/18	Rod Kamps	50% gross	\$59
Retirement Planning Courses	5/29-8/11/18	Ronald Gable	50% gross	\$49-\$69
Screenwriting Courses	5/29-8/11/18	Mark Sevi	50% gross	\$75-\$150
Social Badminton Classes	5/29-8/11/18	Helen Tung	70% gross	\$70
Spanish for Kids	5/29-8/11/18	Cristina Vesteeagh	50% gross	\$349
Strategic Kids - Junior Magician	5/29-8/11/18	Seaver Sizemore	50% gross	\$135
Summer Knights Chess Camp	5/29-8/11/18	Adam Brody	50% gross	\$150-\$260
Voice Over Courses	5/29-8/11/18	Andrea Aubin	50% gross	\$49
The Complete Financial Management	5/29-8/11/18	David Deutsch	50% gross	\$49

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim 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 Interim Chancellor recommends that the Board of Trustees approve the general fund honoraria as shown in Exhibit A.

Item Submitted By: *Dr. Gregory Anderson, President, Saddleback College*  
*Dr. Glenn R. Roquemore, President, Irvine Valley College*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
3/2/2018 10:30am SM 313	Science Lecture Series 2018	Dr. Greg Pauly	Invasive Species in Southern California	\$1,500.00 ASG Funds Honorarium
3/16/2018 10:30am SM 313	Science Lecture Series 2018	Dr. Samantha Butler	Stem Cells for Pressure Sensation and Proprioception	\$1,500.00 ASG Funds Honorarium
4/27/2018 11:00am – 12:00pm	Martin Welc & Brock Schermerhorn	Dr. Robert Eyler, Ph.D.	Economic Report	\$1500.00 Grant Funded

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
5/24/19 5pm	Commencement 2019	Dr. Daniele Struppa	Keynote Speaker for IVC Commencement 2019	\$2,000 ASIVC Honorarium

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

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

**ACTION:** Approval

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### **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 social, educational, cultural, athletic, or college music activities and/or performances. Student travel shall follow the guidelines as listed in the board policy BP-6125 Student Travel: Field Trips and Excursions.

### **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 number of faculty and staff advisors traveling with students is provided along with the college trip dates, location, costs and funding source related to the travel. For course related travel, the course name and catalog number are included along with course credit values.

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 Interim Chancellor recommends that the Board of Trustees approve the colleges' student out of state travel for the participants, dates, locations, courses and costs as listed in EXHIBIT A.

Item Submitted By: *Dr. Glenn R. Roquemore, President, Irvine Valley College*  
*Dr. Gregory Anderson, President, Saddleback College*  
*Ann-Marie Gabel, Vice Chancellor, Business Services*

Out of State Student Travel  
February 26, 2018  
Board of Trustees Meeting

**Student Group Travel**

Description of Trip, Location	Trip Dates Inclusive, to/from	Group, Club	No. of student s	No. of faculty	Cost Per Student	College Cost	Total Cost (student plus college)	Funding Source(s)	College
Speech and Debate Team CCCFA State Championship Tournament Sacramento, CA	March 7-11, 2018	Speech and Debate Team	12	3	\$634	\$1,902 General Fund	\$9,510	General Fund ASIVC Foundation	IVC
Speech and Debate Team Phi Rho Pi National Championship Tournament Daytona Beach, FL	April 6-15, 2018	Speech and Debate Team	6	2	\$2,342.50	\$5,254 General Fund	\$18,740	General Fund ASIVC Foundation	IVC
Phi Theta Kappa International Convention Kansas City Kansas City, MO	April 18-22, 2018	Phi Theta Kappa Honor Society	10	2	\$1,895	\$3,790 General Fund	\$22,740	General Fund ASIVC PTK Foundation	IVC
Phi Theta Kappa International Convention Kansas City, MO	April 18-22, 2018	Phi Theta Kappa Honor Society	5	1	\$1193 x 5 students = \$5965.00	\$1000.0 0 (faculty)	\$6965.00	Club Foundation Funds students General Fund faculty	SC



Out of State Student Travel  
February 26, 2018  
Board of Trustees Meeting

**Student Course Travel** (Board approved curriculum)

Course Name and Catalog Number	Trip Dates Inclusive, to/from	Location of travel	Course fee per student (if appropriate)	Enrollment Capacity	Number of Units for course	Total Cost (Course Fee plus number of units)	College
Geography Field Studies GEOG 106	June 8-16, 2018	Various locations in California, Nevada and Oregon	\$215	18	2	\$307	IVC

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Transfer of Budget Appropriations  
**ACTION:** Ratification

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58199 requires the Board of Trustees to 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 current reporting period ending January 31, 2018 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

**RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period ended January 31, 2018**

**General Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$57,030
2000	Classified Salaries	\$48,660	
3000	Fringe Benefits	\$6,289	
4000	Books and Supplies	\$37,908	
5000	Other Operating Expenses & Services		\$86,495
6000	Capital Outlay		\$9,917
7000	Other Outgo	\$60,585	
<b>Total Transfers - General Fund</b>		<b>\$153,442</b>	<b>\$153,442</b>

**Capital Outlay Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$50,000
6000	Capital Outlay		\$350,000
7000	Other Outgo	\$400,000	
<b>Total Transfers - Capital Outlay Fund</b>		<b>\$400,000</b>	<b>\$400,000</b>

**Self-Insurance Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$50,000
7000	Other Outgo	\$50,000	
<b>Total Transfers - Self-Insurance Fund</b>		<b>\$50,000</b>	<b>\$50,000</b>

**Associated Student Government - Saddleback College**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$3,500	
5000	Other Operating Expenses & Services		\$3,500
<b>Total Transfers - Associated Student Gov't. - SC</b>		<b>\$3,500</b>	<b>\$3,500</b>

**Associated Student Government - Irvine Valley College**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$2,500
5000	Other Operating Expenses & Services	\$2,500	
<b>Total Transfers - Associated Student Gov't. - IVC</b>		<b>\$2,500</b>	<b>\$2,500</b>

<b>Total Transfers</b>		<b>\$609,442</b>	<b>\$609,442</b>
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**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 18-03 to Amend FY 2017-2018 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 2017-2018 Adopted Budget.

#### **General Fund**

CalWORKs - SC	\$13,599
Disabled Student Programs & Services (DSPS) SC	\$212,491
Adult Education Block Grant - SC	(\$360,000)
Adult Education Block Grant, Fiscal Agent - SC	\$360,000
Teacher Preparation Pipeline Education for Future Mini-Grant 2017 - SC	\$5,000
College Work Study - SC	\$30
Student Success & Support Program Credit - SC	\$878,289
Cooperative Agencies Resources for Education (CARE) - SC	\$2,114
Temporary Assistance for Needy Families (TANF) - SC	(\$3)
Board Financial Assistance Program (BFAP) - IVC	\$22,729
Student Success & Support Program Non-Credit - SC	\$100,134
Full-time Student Success Grant (FTSSG) - SC	\$141,251
Strong Workforce Regional - SC	(\$621,648)
Total Increase to the General Fund	<u>\$753,986</u>
<b>Total Budget Amendment</b>	<b><u>\$753,986</u></b>

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 18-03 to amend the FY 2017-2018 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION NO. 18-03**

February 26, 2018

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$753,986 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2017-2018 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 excess funds are to be appropriated according to the following schedule:

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8100	Federal Revenue	\$ 27
8600	State Revenue	\$ 393,959
8900	Other Financing Sources	360,000
		<b>\$ 753,986</b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$ 926,323
2000	Classified Salaries	\$ 190,152
3000	Fringe Benefits	43,098
4000	Books and Supplies	24,427
5000	Other Operating Expenses & Services	(917,265)
6000	Capital Outlay	(14,000)
7000	Other Outgoing	501,251
		<b>\$ 753,986</b>

<b>Total Budget Amendment</b>	<b>\$ 753,986</b>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2017-2018

GENERAL FUND

**RESOLUTION NO. 18-03**

February 26, 2018

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Thomas Fallo, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$753,986 duly and regularly adopted by the said Board at a regular meeting thereof held on February 26, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 27th day of February, 2018.

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Thomas Fallo  
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Thomas M. Fallo, Interim Chancellor

RE: SOCCCD: January – February 2018 Change Orders/ Amendments

ACTION: Ratification

**BACKGROUND**

On October 26, 2015, the board authorized the Chancellor/designee to execute change orders/amendments up to \$100,000 for board ratification. The following change orders/amendments were reviewed and approved by the Acting Vice Chancellor of Business Services or designee, following review by legal counsel, when appropriate.

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A.	<u>Patriot Contracting &amp; Engineering, Inc.</u> Saddleback College Landscape and Marquees Project – Change Order No.1. - To extend agreement from 75 to 80 days. SOCCCD	\$0	\$1,939,000.00
B.	<u>Patriot Contracting &amp; Engineering, Inc.</u> Saddleback College Bleacher Replacement Project – Construction Services Change Order No. 3 – For additional construction services. SOCCCD	\$19,574.00	\$1,411,662.00
C.	<u>Painting &amp; Décor, Inc.</u> Irvine Valley College Performing Arts Center Waterproofing Project – Construction Services Change Order No. 2 – For deduction of unused project allowance. SOCCCD	(\$12,910.00)	\$344,990.00
D.	<u>SS&amp;K Contractors</u> Irvine Valley College Monument Signs Replacement Project – Construction Services Change Order No. 4 – To extend agreement through February 13, 2018. SOCCCD	\$0	\$344,500.00

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
E.	<u>AMTEK Construction</u> Irvine Valley College LSB First Year Discovery – Construction Services Change Order No. 1 – To extend agreement through March 20, 2018. SOCCCD	\$0	\$218,251.00
F.	<u>Richard Berliner Architect, Inc. dba</u> <u>Berliner Architects</u> ATEP Design Guidelines – Architectural Services – Amendment No. 1 – To extend agreement through March 16, 2018. SOCCCD	\$0	\$195,000.00

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



South Orange County Community College District  
Saddleback College Landscape and Marquees Project  
Bid No. 2069  
Board Change Order No. 1

February 9, 2018

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
2069	General Contractor	Patriot Contracting & Engineering, Inc.		\$1,939,000.00	\$0.00	\$0.00	\$1,939,000.00	0
		22601 La Palma Avenue, Suite 100 Yorba Linda, CA 92887	<b>TOTAL</b>	<b>1,939,000.00</b>			<b>1,939,000.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	2/26/2018	Revised contract duration from 75 to 80 days	College	Approved	\$0.00	45 days
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	45 days

South Orange County Community College District  
Saddleback College Bleacher Replacement Project  
Bid No. 2066  
Board Change Order No. 3

February 9, 2018

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
2066	General Contractor	Patriot Contracting		\$1,293,000.00	\$99,088	\$19,574.00	\$1,411,662.00	31 days
		22601 La Palma Avenue, Suite 100 Yorba Linda, CA 92887	<b>TOTAL</b>	<b>\$1,293,000.00</b>			<b>1,411,662.00</b>	<b>31 days</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
15	2.26.2018	Repair electrical conduit/ wire	College	Approved	\$3,187	0 days
18R	2.26.2018	Repair broken water main	College	Approved	\$1,438	0 days
19	2.26.2018	Reconfigure concrete walkway	Contractor	Approved	\$1,017	0 days
20	2.26.2018	Provide conduit and wire to press box	College	Approved	\$4,495	0 days
22	2.26.2018	Replace fencing	College	Approved	\$10,605	0 days
23	2.26.2018	Replace 400 amp breaker	Contractor	Approved	\$2,744	0 days
26	2.26.2018	Lower manholes	Contractor	Approved	-\$4,402	0 days
27	2.26.2018	Install railing	Contractor	Approved	\$429	0 days
28	2.26.2018	Install grass seed	College	Approved	-\$660	0 days
29	2.26.2018	Reinstall fire alarm devices	College	Approved	\$721	0 days
TOTAL THIS CHANGE ORDER REQUEST					\$19,574	0 days

\*Revised from last months CO No. 2 to reflect accurate contract amount.

South Orange County Community College District  
Irvine Valley College Performing Arts Center Waterproofing Project  
Bid No. 336  
Board Change Order No. 2

February 7, 2018

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
336	General Contractor	Painting & Décor, Inc.		\$357,900.00	\$0.00	-\$12,910.00	\$344,990.00	14
		PO Box 5926, Orange, CA 92863	<b>TOTAL</b>	<b>357,900.00</b>			<b>344,990.00</b>	<b>14</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	1/16/2018	Deduction of unused Project Allowance	By District	Approved	(\$12,910.00)	0
		TOTAL THIS CHANGE ORDER REQUEST			-\$12,910.00	0

South Orange County Community College District  
Monument Signs Replacement Project  
at Irvine Valley College  
Bid No. 337  
Board Change Order No. 4  
February 7, 2018

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
337	General Contractor	SS&K Contractors		\$344,500.00	\$0.00	\$0.00	\$344,500.00	105
		21437 Rios St. Woodland Hills, CA 91364	<b>TOTAL</b>	<b>344,500.00</b>			<b>344,500.00</b>	<b>105</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
4	2/26/2018	No cost time extension to avoid scheduling conflicts with start of Spring 2018 semester.	College	Approved	\$0.00	45
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	45

South Orange County Community College District  
IVC Life Sciences Building First Year Discovery  
Bid No. 334  
Board Change Order No. 1

February 9, 2018

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
334	General Contractor	AMTEK Construction		\$218,251.00	\$0.00	\$0.00	\$218,251.00	0
		12409 E Slauson Ave., Ste I, Whittier, CA	<b>TOTAL</b>	<b>218,251.00</b>			<b>218,251.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	2/3/2018	Time Extension	By District	Approved	\$0.00	45 days
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	45 days

**AMENDMENT No. 1 TO THE ARCHITECTURAL CONSULTANT  
SERVICES AGREEMENT  
FOR ATEP DESIGN GUIDELINES**

**January 9, 2018**

**THIS AMENDMENT** shall modify the original agreement dated July 10, 2017 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Richard Berliner Architect, Inc. dba Berliner Architects 5976 Washington Blvd. Culver City, CA 90232 hereinafter referred to as "ARCHITECT."

**WHEREAS**, Article 11, paragraph 15 of the original agreement provides that this agreement may be amended or modified only by an agreement in writing; and

**WHEREAS**, the project has extended longer than originally anticipated necessitating the extension of the overall duration of the agreement; and

**WHEREAS**, the agreement is extended by 65 calendar days for a completion of March 16, 2018.

**NOW, THEREFORE**, the Parties agree to modify the original contract as follows:

Original Contract Amount:	\$ 195,000
Amendment No. 1:	\$ <u>0</u>
Revised Contract Amount:	\$ 195,000

**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

**"DISTRICT"**

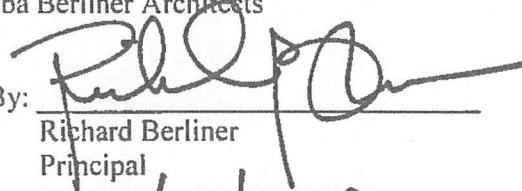
South Orange County Community College District

By:   
DR. JIM BUYSSE

Date: 1/16/18  
*Acting Vice Chancellor, Business Services*

**"ARCHITECT"**

Richard Berliner Architect, Inc.  
dba Berliner Architects

By:   
Richard Berliner  
Principal

Date: 1/10/2018

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Purchase Orders and Checks

**ACTION:** Approval

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**BACKGROUND**

In accordance with the provisions of Article 4 of Chapter 8 of the California Education Code, commencing with Sections 85230, purchase orders and checks are submitted for ratification by the Board of Trustees.

**STATUS**

Purchase orders \$5,000 and above amounting to \$1,218,097.15 and an additional 510 purchase orders below \$5,000 amounting to \$288,929.22 for a combined total of \$1,507,026.37 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B.)

The district processed 1,423 checks in the amount of \$25,159,469.30 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C.)

**RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees ratify the purchase orders and checks in EXHIBIT A through EXHIBIT C.



# South Orange County Community College District

EXHIBIT A  
Page 1 of 1

## Purchase Order Ratification (Supplier)

January 4, 2018 through February 7, 2018

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P184295	Austin Orange County Hardwoods, Inc.	Components for dust collection unit for SC Fine Arts	15,803.48
P184127	B & H Photo	Ink Cartridges for SC Photography courses	8,875.15
P183927	Boathouse Sports	Uniform Supplies SC Athletics	9,422.84
P184105	Boundless Network	Survival Kits for SC Student Equity Spring 2018	8,966.59
P184290	CDW Government	Laptop kits for SC Student Equity	11,168.29
P184146	College and Career Advantage	Pass-Through funds for SC Adult Ed Block Grant	360,000.00
P184138	Division of the State Architect	DSA Plan Review Fees for IVC Health Center/Concessions	57,150.00
P184402	Fisher Scientific Company	Stirring Hotplates for IVC Biology Program	16,108.89
P184148	Fisher Scientific Company	Classroom equipment for SC Biology	5,614.94
P184228	Interior Office Solutions	Furniture for ATEP	59,161.75
P184229	Interior Office Solutions	Furniture for ATEP	24,253.39
P184154	Klein Educational Systems	Equipment for IVC Electrical Tech Program	20,705.52
P184273	Matco Tools Corporation	Tool boxes for SC Automotive NATEF accreditation	14,132.06
P184418	Medco Supply Company	Equipment for IVC Athletics training room	6,931.92
P184142	Motorola Solutions	SC Police Radios	34,110.21
P184044	Repro Xpress	Printing for SC ATAS Building project documents	10,000.00
P184189	Saddleback Bookstore	Fall 2017 SC EOPS Book Voucher Program	77,184.91
P184428	Saddleback Bookstore	Spring 2018 SC Student Equity Plan Book Grant Program	75,000.00
P183929	Saddleback Bookstore	Textbook gift cards for SC Student Equity Program	11,500.00
P184410	Sartorius Stedim North America	Replacement equipment for SC Chemistry	8,197.97
P184150	Sea-Bird Electronic	Equipment for SC Biology	10,228.69
P184277	Southwest Offset Printing Company	Spring & Summer 2018 SC Comm. Ed. Gaucho Guides	40,000.00
P184215	Spectrum Chemical Mfg. Corporation	Heating Mantels for SC Chemistry	6,303.38
P184467	Spectrum Chemical Mfg. Corporation	Protective equipment for SC Chemistry	5,885.74
P184140	Systems Source	Furniture for ATEP	16,366.97
P184139	Systems Source	Furniture for ATEP	6,296.58
P184102	Takach Press Corporation	Printmaking supplies for IVC Theater Arts	5,013.36
P184049	Tangram Interiors	Furniture for ATEP	265,922.29
P184185	Tangram Interiors	Furniture for ATEP	9,220.43
P184349	Xerox Corporation	Printer for ATEP	9,415.20
P184369	Xerox Corporation	Xerox Copier for ATEP	9,156.60
<b>Total Purchase Orders \$5,000 and above</b>			<b>1,218,097.15</b>
<b>510 Purchase Orders Under \$5,000</b>			<b>288,929.22</b>
<b>Total Purchase Orders</b>			<b>1,507,026.37</b>





# South Orange County Community College District

EXHIBIT B  
Page 1 of 1

## Purchase Order Ratification (Amount)

January 4, 2018 through February 7, 2018

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P184146	College and Career Advantage	Pass-Through funds for SC Adult Ed Block Grant	360,000.00
P184049	Tangram Interiors	Furniture for ATEP	265,922.29
P184189	Saddleback Bookstore	Fall 2017 SC EOPS Book Voucher Program	77,184.91
P184428	Saddleback Bookstore	Spring 2018 SC Student Equity Plan Book Grant Program	75,000.00
P184228	Interior Office Solutions	Furniture for ATEP	59,161.75
P184138	Division of the State Architect	DSA Plan Review Fees for IVC Health Center/Concessions	57,150.00
P184277	Southwest Offset Printing Company	Spring & Summer 2018 SC Comm. Ed. Gaucho Guides	40,000.00
P184142	Motorola Solutions	SC Police Radios	34,110.21
P184229	Interior Office Solutions	Furniture for ATEP	24,253.39
P184154	Klein Educational Systems	Equipment for IVC Electrical Tech Program	20,705.52
P184140	Systems Source	Furniture for ATEP	16,366.97
P184402	Fisher Scientific Company	Stirring Hotplates for IVC Biology Program	16,108.89
P184295	Austin Orange County Hardwoods, Inc.	Components for dust collection unit for SC Fine Arts	15,803.48
P184273	Matco Tools Corporation	Tool boxes for SC Automotive NATEF accreditation	14,132.06
P183929	Saddleback Bookstore	Textbook gift cards for SC Student Equity Program	11,500.00
P184290	CDW Government	Laptop kits for SC Student Equity	11,168.29
P184150	Sea-Bird Electronic	Equipment for SC Biology	10,228.69
P184044	Repro Xpress	Printing for SC ATAS Building project documents	10,000.00
P183927	Boathouse Sports	Uniform Supplies SC Athletics	9,422.84
P184349	Xerox Corporation	Printer for ATEP	9,415.20
P184185	Tangram Interiors	Furniture for ATEP	9,220.43
P184369	Xerox Corporation	Xerox Copier for ATEP	9,156.60
P184105	Boundless Network	Survival Kits for SC Student Equity Spring 2018	8,966.59
P184127	B & H Photo	Ink Cartridges for SC Photography courses	8,875.15
P184410	Sartorius Stedim North America	Replacement equipment for SC Chemistry	8,197.97
P184418	Medco Supply Company	Equipment for IVC Athletics training room	6,931.92
P184215	Spectrum Chemical Mfg. Corporation	Heating Mantels for SC Chemistry	6,303.38
P184139	Systems Source	Furniture for ATEP	6,296.58
P184467	Spectrum Chemical Mfg. Corporation	Protective equipment for SC Chemistry	5,885.74
P184148	Fisher Scientific Company	Classroom equipment for SC Biology	5,614.94
P184102	Takach Press Corporation	Printmaking supplies for IVC Theater Arts	5,013.36
<b>Total Purchase Orders \$5,000 and above</b>			<b>1,218,097.15</b>
<b>510 Purchase Orders Under \$5,000</b>			<b>288,929.22</b>
<b>Total Purchase Orders</b>			<b>1,507,026.37</b>



## South Orange County Community College District

EXHIBIT C

Page 1 of 1

### Check Ratification

January 4, 2018 through February 7, 2018

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,203	20,136,406.33
07 IVC Community Education	1	45.00
09 SC Community Education	32	182,621.22
12 Child Development	10	69,244.34
40 Capital Outlay	115	4,173,463.63
68 Self Insurance	11	20,102.90
71 Retiree Benefit	3	507,719.40
95 SC Associated Student Government	12	25,645.91
96 IVC Associated Student Government	36	44,220.57
Total	1,423	25,159,469.30

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: January 2018 Contracts

**ACTION:** Ratification

---

### **BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$90,200 for equipment, supplies and maintenance projects.

### **STATUS**

During January 2018, the Acting Vice Chancellor of Business Services, or appropriate designee, reviewed and approved a total of 146 total contracts, following review by legal counsel, when appropriate.

Contract summaries have been provided for 52 contracts between \$5,000 and \$100,000 (EXHIBIT A), amounting to \$1,288,114.82. For contract values under \$5,000, an additional 80 contracts were processed amounting to \$132,022.62. The contracts combined total value of \$1,420,137.44 are submitted to the Board of Trustees for ratification, along with an additional 14 contracts with zero dollar value (EXHIBIT B).

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees ratify the contracts as presented in EXHIBIT A through EXHIBIT B.



**January 2018**  
**Contracts with Values between \$5,000 and \$100,000**

**CONTRACTOR NAME****CONTRACT AMOUNT**

<u>Dougherty Architects</u> Architectural Services Agreement – To provide services for the B200 Chemistry Labs Project from 12/11/2017 to 12/11/2018. Irvine Valley College	\$95,000.00
<u>SVC Architects, Inc.</u> Architectural Services Agreement – To provide services for the Classroom Technology and Audio Video Refresh, Phase 1, Project from 12/4/2017 to 12/8/2018. Irvine Valley College	\$92,940.00
<u>Gregg D. Ander</u> Professional Services Agreement (Amend No 1) - For additional services for the Energy Construction Utilities Project of \$3,000 for a revised contract value of \$91,000 from 7/1/2017 to 6/30/2018. Irvine Valley College	\$91,000.00
<u>Taylor Tennis Courts, Inc.</u> Construction Agreement – To resurface tennis courts between 12/18/2017 and 2/9/2018. Irvine Valley College	\$67,999.50
<u>Foundation for California Community Colleges</u> Software License Agreement – To provide Blackboard Student Services, a help desk feature to assist students from 2/1/2018 to 12/31/2018. Saddleback College	\$54,654.22
<u>Growth Sector</u> Grant Subcontract Agreement (Amend No 1) – To provide additional professional development and technical assistance as designated by the National Science Foundation STEM Core initiative of \$5,000 for a revised contract total of \$50,000 from 10/1/2016 to 9/30/2018. Saddleback College	\$50,000.00
<u>Campuslogic, Inc.</u> Software Subscription Agreement – To provide automation of financial aid application processes from 11/1/2017 to 10/31/2018. Irvine Valley College	\$50,000.00
<u>Meridian IT, Inc.</u> Software Licensing Agreement- For maintenance support of VMware Horizon Enterprise, a virtualization platform, from 3/18/2018 to 3/17/2019. Saddleback College	\$44,516.24

<u>GKK Works</u> Architectural Services Agreement (Amend No 1) – To extend the service term for the Library and SSC Design Concept Development Project by 11 months to 12/3/2018 at no additional cost. Irvine Valley College	\$40,340.00
<u>Blackboard, Inc.</u> Software Agreement- For Blackboard Archive which will give access to current and old course content from 7/1/2018 to 6/30/2019. Irvine Valley College	\$38,000.00
<u>Penn Movers</u> Consultant Services Agreement- For storage rental and relocation services for Stadium and Site Improvement Project from 12/19/2017 to 4/30/2019. District Services	\$36,919.00
<u>Empower Analytics, Inc.</u> Professional Services Agreement (Amend 4) – To extend the service term for production support and configuration assistance for Tidemark, a budget management software system, from 9/31/2017 to 1/31/2018 at no additional cost. District Services	\$35,875.00
<u>CDW Government</u> Software License Subscription – To renew VMWare VSphere License Agreement to run virtual servers from 1/12/2018 to 1/11/2019. Irvine Valley College	\$31,886.40
<u>ProSurface</u> Professional Services Agreement – To resurface tennis courts between 1/15/2018 and 4/15/2018. Saddleback College	\$31,000.00
<u>Academic Chess</u> Education Services Agreement – For community education presenter to offer chess classes from 1/29/2018 to 6/30/2018. Saddleback College	\$30,000.00
<u>Blue Tiger, Inc.</u> Independent Contractor Agreement – To provide data collection and evaluation services for the Adult Education Block Grant from 1/1/2018 to 6/30/2018. Saddleback College	\$30,000.00
<u>T and D Communication, Inc.</u> Professional Services Agreement (Amend No 1) – To provide additional audio/visual electrical data connection services of \$1,207 for a revised contract total of \$29,207. Term of service 9/25/2017 to 12/25/2017. Saddleback College	\$29,207.00
<u>Howard E. Nyhart Company, Inc.</u> Professional Services Agreement (Amend No 1) – To provide actuarial services for required accounting reports for \$4,550 for a revised contract total of \$27,950 from 12/1/2015 to 6/30/2018. District Services	\$27,950.00

<u>Coast Community College District</u> Professional Services Agreement – To provide career planning for the energy, construction and utility sector from 10/1/2017 to 6/30/2018. Irvine Valley College	\$25,000.00
<u>The Regents of the University of California</u> Affiliation Agreement (Amend No 1) - For additional support services for C-STEM Program of \$3,000 for a revised contract total of \$25,000 from 1/1/2017 to 12/31/2017. Irvine Valley College	\$25,000.00
<u>Emcor Services/Mesa Energy Systems, Inc.</u> Field Services Agreement (Amend No. 1) – To provide additional HVAC repairs for \$10,000 for the revised contract total of \$23,000 from 7/1/2017 to 6/30/2018. Irvine Valley College	\$23,000.00
<u>Emerald Cove Camp, Inc.</u> Educational Services Agreement- To provide creative learning classes from 6/21/2018 to 8/10/2018. Saddleback College	\$20,000.00 (Revenue)
<u>CareerBuilder Government Solutions, LLC</u> Advertising Agreement– For advertising services for job postings from 1/12/2018 to 1/11/2019. District Services	\$18,000.00
<u>ThreeForks, Inc.</u> Professional Services Agreement – To provide technical support for Financial Aid software system from 12/1/2017 to 6/30/2018. Saddleback College	\$17,850.00
<u>Curvature, Inc.</u> Maintenance Service Agreement – To provide annual maintenance service for the data center hardware from 2/1/2018 to 1/31/2019. Irvine Valley College	\$17,283.00
<u>Educational Testing Service</u> Memorandum of Understanding (Amend No 2) – To be a test center for the high school equivalency exams from 1/1/2018 to 12/30/2018. Saddleback College	\$16,000.00 (Revenue)
<u>Shaw HR Consulting, Inc.</u> Independent Contractor Agreement- To provide human resource consulting and training services from 12/04/2017 to 6/30/2018. District Services	\$15,000.00
<u>C.R.I. Electric, Inc.</u> Field Service Agreement – To provide electrical maintenance and repair services from 1/30/2018 to 1/30/2019. Saddleback College	\$14,999.00

<u>Edu Business Solutions</u> Software License Subscription – For Print Shop Pro, a design editing software, to be used by Marketing and Communications department from 7/1/2017 to 6/30/2018. Saddleback College	\$14,785.00
<u>Pyro-Comm Systems, Inc.</u> Field Service Agreement- For the replacement of fire panels at BGS building from 1/15/2018 to 3/15/2018. Saddleback College	\$14,415.92
<u>White Mechanical, Inc.</u> Field Service Agreement – To update HVAC to the third floor lobby of the Health and Science Building from 12/11/2017 to 3/1/2018. Saddleback College	\$13,483.00
<u>Infobase Learning</u> Software License Agreement- Software subscription to Master Academic Collection, a film on demand database, from 3/31/2018 to 3/30/2019. Saddleback College	\$13,120.90
<u>Goodwill Industries of Orange County</u> Professional Services Agreement (Amend No 1) – For additional interpreting services of \$6,000 for a revised contract total of \$13,000 from 9/11/2017 to 6/30/2018. Saddleback College	\$13,000.00
<u>Brandow &amp; Johnston, Inc.</u> Engineering Services Agreement- For design services for the A400 Building Reclaimed Water Project from 1/26/2018 to 1/25/2019. Irvine Valley College	\$12,000.00
<u>GWGG, LLC (Great Wolf Lodge)</u> Group Sales Agreement – To provide lodging and catering services for Spring 2018 Student Leadership Retreat from 1/27/2018 to 1/28/2018. Irvine Valley College - ASIVC	\$10,501.00
<u>Traffic Management, Inc.</u> Field Service Agreement – To provide installation services of signage from 1/2/2018 to 6/30/2018. Irvine Valley College	\$10,400.00
<u>iHeartMedia, Inc.</u> Advertisement Agreement- An advertisement campaign of course offerings from 2/19/2018 to 3/18/2018. Saddleback College	\$10,000.00
<u>Southland Instruments, Inc.</u> Independent Contractor Agreement – To provide maintenance and repair services of microscopes for the Life Sciences and Technologies department from 1/4/2018 to 6/30/2018. Irvine Valley College	\$9,600.00

<u>VFO</u> Software License Agreement – To provide an accessibility tool for DSPS students with vision impairment, from 1/1/2018 to 12/31/2018. Saddleback College	\$9,050.00
<u>Kurzwell Education, Inc.</u> Software Subscription License – To provide text to speech application software for the DSPS department from 3/5/2018 to 3/5/2021. Saddleback College	\$9,000.00
<u>PRO-MEDIA</u> Independent Contractor Agreement – For the rental of LED and video equipment from 5/22/2018 to 5/24/2018. Saddleback College	\$9,000.00
<u>At Last Window Coverings</u> Independent Contractor Agreement (Amend No 1) – To provide additional window coverings repairs and replacements for \$2,000 for a revised contract total of \$8,000 from 2/29/2016 to 6/30/2018. Saddleback College	\$8,000.00
<u>Town and Country Glass, Inc.</u> Field Services Agreement (Amend No 1) – To provide additional glass repair services of \$2,500 for a revised contract total of \$7,500 from 9/1/2017 to 6/30/2018. Saddleback College	\$7,500.00
<u>Pasquarelli Enterprises</u> Independent Contractor Agreement – To provide event planning services for 2018 Commencement ceremony from 1/2/2018 to 9/1/2018. Saddleback College	\$7,500.00
<u>In-N-Out Burger</u> Catering Agreement – To provide catering services for the 2018 Senior Day campus event on 3/15/2018. Saddleback College	\$7,000.00
<u>Freedom Scientific, Inc.</u> Software License Agreement – For professional screen reader software to accommodate alternate media needs for students, from 1/15/2018 to 1/14/2019. Irvine Valley College	\$6,995.00
<u>JAMF Software, LLC</u> Software License Agreement – For imaging and mobile device management software, used by Technology Services from 4/9/2018 to 4/8/2019. Saddleback College	\$6,912.00
<u>Dougherty Architects</u> Architectural Services Agreement – To provide services for the renovation of the Life Sciences building from 11/1/2017 to 3/31/2018. Irvine Valley College	\$5,900.00



<u>DocuSign</u> Subscription Agreement- For DocuSign, an electronic signature application, from 2/1/2018 to 1/31/2019. District Services	\$5,500.00
<u>Blackbaud, Inc.</u> Subscription Agreement – For credit card processing services from 12/4/2017 to 12/3/2018. Saddleback College Foundation	\$5,032.64
<u>Nancy P. Davis</u> Professional Services Agreement – For auditing services for Return of Title IV Funds (R2T4) processing from 12/19/2017 to 6/30/2018. Irvine Valley College	\$5,000.00
<u>Commercial Door of Orange County, Inc.</u> Field Service Agreement- For annual repair services of campus doors and gates from 7/15/2017 to 6/30/2018. Saddleback College	\$5,000.00



**January 2018**  
**Contracts with Values of \$0**

<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT AMOUNT</u></b>
<u>Sunset Recovery Center</u> Clinical Affiliation Agreement – To provide internships opportunities for students in the Alcohol & Drug Program from 1/16/2018 to 1/15/2023. Saddleback College	\$0.00
<u>San Clemente Baha'i Center</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Palisade United Methodist Church</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Laguna Country United Methodist Church</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Da Vinci Paint Company</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Irvine Unified School District</u> Instructional Services Agreement – College to provide instruction and award credit for courses provided in the College Readiness Pilot Program from 1/16/2018 to 5/24/2018. Irvine Valley College	\$0.00
<u>Laguna Niguel Presbyterian Church</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Lutheran Church of the Cross and Preschool</u> Facility Use Agreement – To provide a location for Emeritus classes from 2/8/2018 to 5/24/2018. Saddleback College	\$0.00
<u>National Electrical Manufacturers Association</u> License Agreement – For Education Express, an online education program in lighting controls from 1/31/2018 to 1/30/2023. Irvine Valley College	\$0.00

<u>City of Rancho Santa Margarita</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/26/2018. Saddleback College	\$0.00
<u>Palmia Recreation Center</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>St. Kilian Catholic Church</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/16/2018 to 5/23/2018. Saddleback College	\$0.00
<u>Southern California Edison (SCE)</u> Renewable Electrical Generating Facility Interconnection Agreement- To provide electric distribution services to ATEP site on a month to month basis. District Services	\$0.00
<u>B. Braun Medical, Inc.</u> Mutual Nondisclosure Agreement – A confidentiality agreement from 12/6/2017 to 12/5/2027. Saddleback College	\$0.00

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Agreement for Software Development Services, Neudesic, LLC

**ACTION:** Approval

---

### **BACKGROUND**

On November 17, 2014 the Board of Trustees approved the Neudesic, LLC agreement for the Information Technology Consultant Services for the period of January 1, 2015 to December 31, 2019. Specific scopes of work and associated amounts will be identified on a project by project basis.

The Student Information System (SIS) is a core mission critical system, providing direct services to students and faculty as well as administrators, managers, and staff at the colleges. In order to support current SIS-related software projects, the District is in need of expertise in the area of software development and business analysis.

### **STATUS**

District IT is recommending Neudesic, LLC assist by providing software development services for the My Academic Plan (MAP) upgrade and eTranscript integration projects. The MAP upgrade will improve the performance of MAP while under heavy load and provide a more intuitive student experience. The eTranscript integration project will import transcripts students have from other colleges into the uAchieve degree audit system. The work order with Neudesic, LLC (EXHIBIT A) will not exceed \$385,000 for the term of February 27, 2018 through December 31, 2018.

Funding for these software development services is provided by the Saddleback College Level Up grant in the amount of \$1,500,000.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the work order with Neudesic, LLC (EXHIBIT A) for software development services in an amount not to exceed \$385,000 for the term of February 27, 2018 through December 31, 2018.

Item Submitted by: *Ann-Marie Gabel, Vice Chancellor, Business Services*  
*Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
WORK ORDER FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES**

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To:

Neudesic, LLC  
8105 Irvine Center Drive, Suite 1200  
Irvine, CA 92618

Supplier Contract Number(s):

A contract between IT Consultant and South Orange County Community College District for IT Services was approved on November 17th, 2014. Based on that contract, IT Consultant shall complete the following projects, at the rates specified in the contract as described below. Services will consist of: project management, business analysis, database management, software development, and testing/quality assurance.

Item	Description	Start Date	End Date	Not to Exceed Amt.
1	Upgrade the My Academic Plan (MAP) system to include an improved student experience and refine the architecture to improve performance under load.	2/27/18	12/31/18	\$285,000
2	Complete work on the eTranscripts project that will import transcripts students have from other colleges into the uAchieve degree audit system.	2/27/18	12/31/18	\$100,000

Work order approved by:  
DISTRICT

Accepted by:  
IT CONSULTANT

South Orange County Community College District

Neudesic, LLC

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Ann-Marie Gabel  
Vice Chancellor, Business Services

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Parsa Rohani  
Chief Executive Officer

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(Date)

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(Date)

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Dr. Robert Bramucci  
Vice Chancellor, Technology and Learning Services

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(Date)

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-3002 Audits, BP-3206 Security for District Property, BP-4081 Payroll Deductions, BP-5150 Extended Opportunity Program and Services, BP-5240 Associated Students Organization, BP-5401 Student Conduct

**ACTION:** Review and Study

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### **BACKGROUND**

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

### **STATUS**

Six board policies are presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by 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 throughout the review process. The proposed policies were presented to the Chancellor's Council on February 15, 2018 for review and recommendation to the Interim Chancellor.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees accept for review and study the board policies as shown in EXHIBITS A through F.

# BOARD POLICY

# 3002

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## AUDITS

There shall be an annual ~~outside~~-external audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor or his/her designee shall assure that an annual ~~outside~~-external audit is completed. The Chancellor or his/her designee shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit. The Chancellor or his/her designee will select a certified public accountancy firm not to exceed a five (~~5~~) year period.

### *Reference:*

*Education Code Section 84040(b)*

*Title 5, Sections 59102, 59106*

*ACCJC Accreditation Standard III.D.7*

# BOARD POLICY

# 3206

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## SECURITY FOR DISTRICT PROPERTY

The Chancellor or designee shall maintain, ~~a Property Control Manual to~~ manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage using the District's financial software system.

*Reference:*

*Education Code Section 81600 et seq.*



# BOARD POLICY

# 4081

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PAYROLL DEDUCTIONS

The Chancellor or designee is authorized to process only those payroll deductions required by state and federal laws and those that are part of a collective bargaining agreement. Voluntary deductions are at the discretion of the employee. All other deduction requests must receive the approval of the Board of Trustees.

Adopted: 3-10-69  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 5-24-04  
Revised: 1-31-05  
Revised: 8-29-11

# BOARD POLICY

# 5150

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The District shall comply with all requirements established by the relevant law and regulations.

### *References:*

*Education Code Section 69640-69656*

*Title 5 Sections 56200 et seq.*

# BOARD POLICY

5240

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ASSOCIATED STUDENTS' ORGANIZATION

The students of the district are authorized to organize Associated Students organizations. The Board hereby recognizes those associations as the Associated Students Irvine Valley College (ASIVC) and the Associated Students Government (ASG), Saddleback College.

The college Vice President of Student Services and/or designee shall be responsible for the conduct and activities of the Associated Students' organization, affiliated groups, and organizations in accordance with state laws and regulations and Board Policies and Administrative Regulations established by the district.

The Associated Students' organization is recognized as the official voice for the students in the College consultation process. It may conduct other activities as approved by the Chancellor or designee. The Associated Students' activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students' organization shall be granted the use of district premises subject to such administrative regulations as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises.

Student activities, including Associated Students' organizations, are an integral part of every student's college experience. At the colleges they shall be planned with sufficient variety and frequency to provide an opportunity for all students to participate. Careful consideration, however, shall be given to developing programs so that they do not interfere with the instructional program. Students may develop additional co-curricular activities under the direction of the appropriate college administrator when there is a need for them. All student clubs and organizations shall operate under the auspices of the college's Associated Students' organization.

The Associated Students' organizations, affiliated groups, and organizations must comply with the currently approved Associated Students' organization's constitution and by-laws.

### *Reference:*

*Education Code Section 76060*

# BOARD POLICY

# 5401

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STANDARDS OF STUDENT CONDUCT

Students shall respect the right of all members of the college community to teach and learn in a safe and academically stimulating environment. The Board of Trustees or District's Administration shall hold students responsible for observing the student conduct rules and regulations of this policy. The Student Code of Conduct shall be published in both College catalogs and other publications and websites. Violation of such rules shall constitute good cause for imposition of disciplinary action as provided in rules and regulations.

### *Reference:*

*California Education Code, Section 66300, 66301  
Accreditation Standard I,C.8 and 10.*

Adopted: 3-21-88

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 3-28-11

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: OCSBA Marian Bergeson Award Nomination

**ACTION:** Approval

---

### **BACKGROUND**

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

### **STATUS**

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Friday, March 16, 2018. The award will be presented on Wednesday, May 16, 2018 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE as shown in Exhibit A.



# Orange County School Boards Association

200 Kalmus Drive • Costa Mesa, CA 92628-9050 • [ocsba@ocde.us](mailto:ocsba@ocde.us)

February 13, 2018

TO: Board Members of Orange County School Districts, Community Colleges, and Regional Occupational Programs

FROM: Francine Scinto, Chair, Marian Bergeson Award Committee

SUBJECT: **2018 Marian Bergeson Award Nominations**

In 1974, the Orange County School Boards Association (OCSBA) created the Marian Bergeson Award to recognize those trustees who best exemplify the spirit of exceptional boardmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

This letter is an invitation for your Board to nominate a worthy trustee for the 2018 Marian Bergeson Award. Nominees can be submitted by individual trustees or boards of education. Past recipients should abstain from the nominating process. However, that member may vote as a member of a board of trustees making a nomination. Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Friday, March 16, 2018**. The Marian Bergeson Award will be presented on Wednesday, May 16, 2018, during the OCSBA Annual Dinner meeting at the Orange County Hilton Hotel in Costa Mesa. All nominations should be submitted to [ocsba@ocde.us](mailto:ocsba@ocde.us). If you have any questions, please contact Rosalee Hormuth at (714)708-4980 or Thea Savas at (714)966-4336.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents and Chancellors

**OCSBA Marian Bergeson Award*****Past Recipients***

<b><u>Honoree</u></b>	<b><u>District</u></b>	<b><u>Year</u></b>
Marian Bergeson*	Newport-Mesa Unified School District	1974
Sheila Meyers O'Neal*	Fountain Valley School District	1978
Bert Skiles*	Orange Unified School District	1978
Marian P. Aguierre	Westminster School District	1979
Worth Keene	Coast Community College District	1979
Lawrence W. Taylor*	South Orange County Community College	1979
J. Franklin Sullivan*	Fullerton Joint Union High School District	1980
Dean McCormick*	Tustin Unified School District	1981
Robert Lindsay*	Centralia School District	1981
Barbara Benson*	Tustin Unified School District	1982
Joan Begovich *	Fullerton Joint Union High School District	1982
Lee Sicoli*	Irvine Unified School District	1983
Ruth Evans	Orange Unified School District	1984
Herb Warren*	North Orange County Community College	1985
Joyce Canfield*	Lowell Joint Unified School District	1986
Felix LeMarinel*	North Orange County Community College	1987
Roger Belgen*	Fountain Valley School District	1987
Richard Shimeall	Magnolia School District	1988
Joan Wilkinson*	Santa Ana Unified School District	1988
Jan Overton*	Capistrano Unified School District	1988
Albert Peraza	Anaheim City School District	1989
Joanne Stanton*	Anaheim Union High School District	1990
Maureen DiMarco*	Garden Grove Unified School District	1991
Roderick MacMillian	Newport Mesa Unified School District	1991
Sherry Loofbourrow	Newport Mesa Unified School District	1992
Mary Ellen Hadley	Irvine Unified School District	1993
Harriet Walther	South Orange County Community College	1994
Jan Averill	Lowell Joint Unified School District	1995
Annette Gude	Capistrano Unified School District	1995
Virginia Wilson	Los Alamitos Unified School District	1996
Marilyn Buchi	Fullerton Joint Union High School District	1997
Crystal Kochendorfer	Capistrano Unified School District	1998
Margie Wakeham	Irvine Unified School District	1998
Esther H. Wallace	Magnolia School District	1999
Robert C. Fisler*	Fullerton School District	2000
Donna Artukovic	Los Alamitos Unified School District	2000
Sheila Benecke	Capistrano Unified School District	2001
Elizabeth Parker	Orange County Board of Education	2002
Judy Franco	Newport-Mesa Unified School District	2003
Antonio Valle, Jr.*	La Habra City School District	2003
Shirley Carey*	Huntington Beach City School District	2004
Karin Freeman	Placentia-Yorba Linda Unified School District	2005
Mary Fuhrman	Buena Park School District	2006
Donna McDougall	Cypress School District	2006
Susie Sokol	Brea Olinda Unified School District	2007
Elizabeth Swift	Buena Park School District	2008
Judy Edwards	Fountain Valley School District	2009
Suzie Swartz	Saddleback Valley Unified School District	2009
John "Jack" W. Bedell	Orange County Board of Education	2010
Meg Cutuli	Los Alamitos Unified School District	2011
Sharon Wallin	Irvine Unified School District	2011
Hilda Sugarman	Fullerton School District	2012
Bonnie Castrey	Huntington Beach Union High School District	2013
Bob Singer	Fullerton Joint Union High School District	2013
Martha Fluor	Newport-Mesa Unified School District	2014
Susan Henry	Huntington Beach Union High School District	2015
Marcia Milchiker	South Orange County Community College	2017

\*DECEASED



Orange County School Boards Association  
2018 Marian Bergeson Award  
Nomination Form



**Due: Friday, March 16, 2018**

**Submit the completed nomination form and attachments to:**

Orange County Department of Education  
c/o Rosalee Hormuth  
200 Kalmus Drive, P.O. Box 9050, Room A-1154  
Costa Mesa, CA 92628-9050  
or via email: [ocsba@ocde.us](mailto:ocsba@ocde.us)

Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School District \_\_\_\_\_

Length of Service as a Board Member \_\_\_\_\_

Name of Nominator (Individual or District) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Is the nominee a current board member \_\_\_\_\_ If not, when did he/she go out of office \_\_\_\_\_

**Please explain in detail the nominee's contribution(s) and service to your local board, community, and public education through county, state, and national service. Clearly identify professional, compensated experience, whether volunteer or elected. Please attach a maximum of two pages, single-sided, and a two-paragraph description of the nominee to be used for publicity purposes. Nominee's detailed information should provide substantiation for the nomination. In addition, you may include a single page resume. Should the application exceed the above length it will not be considered; additionally no other supporting documentation will be considered.**

Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as compensated.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Initial Proposal from California School Employees Association (CSEA) Chapter 586

**ACTION:** Review and Study

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### **BACKGROUND**

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

### **STATUS**

The district has received an initial proposal from CSEA Chapter 586 (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the March 2018 Board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the CSEA proposal for review and study, and set a public hearing on the proposal at the regularly scheduled March 2018 Board meeting.

**Initial Successor Agreement Proposal of  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Chapter 586  
to the South Orange County Community College District**

**January 2018**

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Please accept the following letter as the California School Employee Association and its Chapter 586 initial Successor Proposal for the expiring Collective Bargaining Term 2015-2018.

**Article 1: Recognition**

**CSEA has an interest** in clarifying language as it pertains to short-term and substitute employees.

**Article 3: CSEA Rights**

**CSEA has an interest** in updating language regarding association rights as it pertains to conference costs, release time for stewards, release time for members on alternate shifts; and establishing parity with other groups as it pertains to office space and equipment.

**Article 5: Evaluations**

**CSEA has an interest** in clarifying language related to response time on evaluations how often evaluations are to occur.

**Article 7: Hours and Overtime**

**CSEA has an interest** in crafting language regarding flexible work schedules and summer 4/10 alternative work schedules, adjustments of assigned time as it relates to seniority and additional shift differentials.

**Article 8: Pay and Allowances**

**CSEA has an interest** in establishing career increments and service recognition awards, creating persistent COLA language, crafting language for professional growth and development funding, clarifying information regarding reclassification, setting future dates to conduct a comprehensive salary study beyond benchmark, and setting the salary increases for the Collective Bargaining Agreement.

**Article 9: Health and Welfare Benefits**

**CSEA has an interest** in establishing parity with other constituency groups as it pertains to retiree health, establishing generic language for carriers as it pertains to LTD and Life, establishing preemptive group identity theft protection and rolling over agreed upon MOU regarding the addition of Kaiser Permanente.

**Article 11: Vacations**

**CSEA has an interest** in clarifying language regarding vacation accruals, vacation request process and updating the language in regards to combining vacation with differential pay, and updating the language on industrial leave by rolling in previously presented MOU striking language regarding out-of-state travel.

### Article 12: Leaves

**CSEA has an interest** in clarifying all leave requests under the district electronic procedure, to be in conformance with District communication, and establishing a standard for all members on notification.

**CSEA has an interest** in citing appropriate language pertaining to parental bonding, catastrophic leave and its impact on convenience leave and updating personal necessity and Family leave in accordance with the Family School Partnership Act.

### Article 16: Safety

**CSEA has an interest** in assuring workplaces are safe and free from abuse and that members be afforded equal opportunity to attend CERT Training.

### Article 18: Employee expenses

**CSEA has an interest** in establishing a uniform allowance as it pertains to the care and replacement of required attire and updating language pertaining to medical exams.

### Article 21: Negotiations

**CSEA has an interest** in release time for negotiations of representatives in accordance with law.

### Article 22: Duration

**CSEA has an interest** in a new three (3)-year agreement and an option for reopeners.

### Article 23: Definitions

**CSEA has an interest** in defining "operational reasons" and clarifying language on new positions, the retitling of positions, probationary employees and anniversary dates.

The Association reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.

Should you have any questions or concerns please don't hesitate to contact us. Please feel free to proceed with any requirements for posting prior to negotiations.

Sincerely,

CSEA, Chapter 586

Scott Ferguson Greene, President - 2018

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: District Initial Proposal to California School Employees Association (CSEA) Chapter 586

**ACTION:** Review and Study

---

### **BACKGROUND**

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

### **STATUS**

The South Orange County Community College District received an initial proposal from the California School Employees Association (CSEA) Chapter 586 at the February 26, 2018 Board meeting. In preparation for contract negotiations, the District has prepared its initial proposal (see Exhibit A) for Board acceptance for review and study to modify, amend, or terminate the Master Agreement and to begin negotiations.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the District's initial proposal for review and study for the purpose of negotiations with CSEA Chapter 586 and set a public hearing on the proposal at the regularly scheduled March 2018 Board meeting.

**INITIAL  
PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE CHAPTER 586, CSEA**

**February 26, 2018**

The collective bargaining proposals submitted by the South Orange County Community College District are expressly pursuant to the Educational Employment Relations Act and the parties' collective bargaining agreement. It is the intention of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement. All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**ARTICLE 3  
CSEA RIGHTS**

The District expects to submit proposals bringing the parties into compliance with the recently enacted requirements of AB-119.

**ARTICLE 5  
EVALUATIONS**

The District expects to submit proposals to clarify the evaluation process for probationary employees to make the process more efficient and enhance its performance evaluation system reflecting the District's focus on professional development.

**ARTICLE 6  
PERSONNEL FILE**

The District expects to submit proposals to clarify the entitlement and release time available for the review and response to derogatory information.

**ARTICLE 7  
HOURS AND OVERTIME**

The District expects to submit proposals to clarify a unit member's right to refuse overtime and the District's options when all unit members in a department refuse overtime.

**ARTICLE 8  
PAY AND ALLOWANCES**

The District expects to make economic proposals that will allow it to continue to attract and retain the best quality employees, yet allow the District to remain solvent and sustain resources of the District. It is expected that these proposals may include proposals regarding salaries, stipends, and placement or movement on the salary schedule. The District also expects to submit proposals making the initial and annual step increments more efficient and clarifying and

bringing the language relating out-of-class pay into legal compliance.

## **ARTICLE 9 HEALTH AND WELFARE BENEFITS**

The District is concerned about its ability to fund educational programs and services within the State's operating budget, as well as the negative impact that will be had on the finances, programs and services that are offered by the District. In the context of this unstable and unknown fiscal environment, the District intends to embrace a conservative approach to the management and allocation of its finite fiscal resources while offering competitive compensation and benefits.

Further, as costs for insurance programs continue to escalate, the District will submit proposals seeking to control the escalating costs of medical insurance through various approaches, including changes in plan design, cost containment/sharing, and other strategies.

The District also intends to submit proposals regarding benefits offered to future retirees.

## **ARTICLE 12 LEAVES**

The District expects to propose changes to ensure compliance with recently enacted state and federal legislation. The District also intends to submit proposals that allows for limited light duty assignments for individuals with functional limitations.

## **ARTICLE 13 TRANSFERS**

The District expects to propose changes to ensure maximum flexibility of its work force in accordance with applicable legal provisions.

## **ARTICLE 15 DISCIPLINARY ACTIONS**

The District expects to propose changes to its disciplinary policy to clarify the reasons and standards for disciplinary action.

## **ARTICLE 22 DURATION**

The District intends to secure an agreement that will remain in effect for three (3) years from the effective date of its execution.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Initial Proposal from SOCCCD Police Officers Association

**ACTION:** Review and Study

---

### **BACKGROUND**

Government Code 3547 requires that all initial proposals from an exclusive representative of public school employees shall be presented at a public meeting of the Board of Trustees and shall thereafter be a matter of public record. In addition, before collective bargaining may take place, both the initial proposal of the exclusive representative and the community college district shall be made public for a reasonable time so that members of the public have the opportunity to express themselves regarding either of the initial proposals to the Board of Trustees.

### **STATUS**

The district has received an initial proposal from the SOCCCD Police Officers Association (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the March 26, 2018 Board meeting.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept the SOCCCD Police Officer Association proposal for review and study, and set a public hearing on the proposal at the regularly scheduled March Board meeting.

## **SUNSHINE PROPOSAL**

**JANUARY 23, 2018**

Proposal to Amend and Modify the South Orange County Community College District Police Officers Association Master Agreement as submitted by the South Orange County Community College District Police Officers Association.

Presently, the Association desires to negotiate changes to the following items:

1. Article 3, Check-off and Organizational Security – revise and update release time for association president by increasing release time by 4 hours per month.
2. Article 4(A), Personnel Files – revise and update language, to bring in line with current statute.
3. Article 5, Hours and Overtime – revise and update language to include 4/10 schedule as option as well as 9/80 alternative schedule (for future use if needed) for IVCPD officers.
4. Article 6, Pay and Allowances – Negotiate compensation packages and increase compensation, with any increases retroactive to July 1, 2018. Add education incentives for advanced education, including bachelor's degree, and POST advanced certificate.
5. Article 8, Health and Welfare Benefits – Negotiate health benefits to include increases in the benefits provided. Modify retirement benefits provided to commence at the age at which the member becomes eligible for retirement.
6. Article 9, Holidays – revise, clarify and update language to make consistent with current policy and practice, i.e., outline that members receive eight hours of pay for each holiday and clarify that officers working weekends are entitled to holiday benefit.



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Academic Employees and Classified Administrators  
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 meeting the needs of students.

Those academic employees and classified administrators personnel actions shown in Exhibit A and Exhibit B are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibits.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the academic employees and classified administrators personnel actions as shown in Exhibit A and Exhibit B.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL  
ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)

- a. GRAVIS, ESTHER, ID #018676, is to be employed as Interim Assistant Dean, Health Sciences & Human Services/Director of Nursing, Pos # P0013086, Division of Health Sciences & Human Services, Saddleback College. Approximate Salary Placement: Academic & Classified Administrators/Classified Managers Salary Range 20, Step 1 (\$130,992), from Feb. 5, 2018 to August 6, 2018, or sooner. **Education:** M.S.N. and B.S.N. (Nursing), University of Phoenix. This is a temporary replacement until the permanent position is filled.
- b. STORTI, RICHARD is to be employed as Vice President for College Administrative Services, Pos. #P0004523, Saddleback College, Academic & Classified Administrators/Classified Managers Salary Range 25, Step 6 (\$213,372), effective February 27, 2018. **Education:** Ed.D. (Education), University of Southern California; M.S. & B.S. (Business Administration-Accountancy), California State University, Fullerton. (Exhibit B, Employment Contract, Pages 1-4)

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Cipriano, Anthony	MA/Molecular Biology	Biology/SC	2	01/16/18
<sup>1</sup> Forouzesh, Jennifer	MS/Nursing	Nursing/SC	5	01/16/18
Frizler, Karla	MA/English-TESOL	ESL/SC	3	08/20/18
<sup>2</sup> Handa, Stephen	MA/Counseling	Counseling/SC	4	02/05/18
Kunze-Thibeau, Lori	MS/Education	Adult Education/SC	2	01/16/18

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2017/2018 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Bailey, Cheryl	SLO Facilitator 2	\$2,732.00	01/09/18-05/24/18
Donavan, Keith	SLO Facilitator 1	\$4,098.00	01/09/18-05/24/18
Garcia, Jennifer	ESL 301 Trainer 3	\$500.00	08/21/17-12/20/17
Long, Lewis	Co-Chair, English 2	\$5,122.50	01/09/18-05/24/18
Melendez, Robert	Student Success & Dept. Coordinator	\$2,732.00	01/09/18-05/25/18
Melendez, Robert	Early College Facilitator Counseling	\$5,464.00	01/09/18-05/25/18
Rossiter, John	ECP Facilitation 6	\$100.00	01/09/18-05/24/18

<sup>1</sup> CalSTRS Retiree

<sup>2</sup> CalSTRS Retiree; Related to Emily Cramer, Development Assistant 1, Saddleback College

**B. ADDITIONAL COMPENSATION: GENERAL FUND continued**

Rudmann, Jerry	ECP Facilitation 9	\$100.00	01/09/18-05/24/18
Sahani, Shirin	ECP Facilitation 2	\$100.00	01/09/18-05/24/18
Vaught, Karen	ECP Facilitation 11	\$100.00	01/09/18-05/24/18
Webber, Jonathan	ECP Facilitation 3	\$100.00	01/09/18-05/24/18
Whitmore, Desiré	Oakley, Inc., Lens Measurements	\$493.92	08/16/17-08/18/17
<b>Total for Month: Non-General Fund/Irvine Valley College</b>		<b>\$21,642.42</b>	
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$372,666.82</b>	

2. It is recommended that the following Saddleback College faculty members be compensated as indicated below for the 2017/2018 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Brei, Todd	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Burokas, Nina	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
Burokas, Nina	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Camelot, Allison	OER Online Course- Open WA	\$150.00	10/01/17-10/31-17
Camelot, Allison	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Cesareo, Claire	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
Cesareo, Claire	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Chapman, Tamy	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Freshwater-Morris, L	Online Educator Program	\$833.20	02/01/18-02/25/18
Freshwater-Morris, L	Online Educator Program	\$833.20	02/26/18-03/19/18
Gee, Caroline	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
Gee, Caroline	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
George, Sarah	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Gronnerud, Kathleen	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
Gronnerud, Kathleen	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Hoida-Mulholland, B	OER Online Course- Adopting	\$500.00	01/16/18-01/31/18
Hoida-Mulholland, B	Online Educator Program	\$833.20	02/01/18-02/25/18
Hoida-Mulholland, B	Online Educator Program	\$833.20	02/26/18-03/16/18
Myhren, Brett	Online Educator Program	\$833.20	02/01/18-02/25/18
Myhren, Brett	Online Educator Program	\$833.20	02/26/18-03/16/18
Scharlotta, Ian	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
Stachenfeld, Marilyn	OER Online Course- Open WA	\$150.00	10/01/17-10/31/17
<b>Total for Month: General Fund/Saddleback College</b>		<b>\$10,549.20</b>	
<b>2017-2018 SC FISCAL YEAR TOTAL TO DATE</b>		<b>\$252,983.98</b>	

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for 2017/2018 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Beasley, James	ESL Assessment Reader (SSSP)	\$164.64	08/21/17-12/20/17
Beck, Rebecca	ESL Assessment Reader (SSSP)	\$329.28	08/21/17-12/20/17
Cayanan, Nathan	ESL Assessment Reader (SSSP)	\$82.32	08/21/17-12/20/17
Chatkupt, Terry	ELEVATE AAPI@IVC Proj Supprt	\$500.00	01/09/18-05/24/18
Coleman, Catherine	ESL Assessment Reader (SSSP)	\$411.60	08/21/17-12/20/17

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND cont.**

Evans, Julie	Writing Sample Reader (SSSP)	\$21.00	08/21/17-12/20/17
Haeri, Melanie	Writing Sample Reader (SSSP)	\$21.00	08/21/17-12/20/17
Jaquino, Alicia	ESL Assessment Reader (SSSP)	\$329.28	08/21/17-12/20/17
Johnson, Jeffrey	WR Co-req Fast Track Training	\$246.96	01/16/18-05/23/18
Kane, Christopher	ESL Assessment Reader (SSSP)	\$82.32	08/21/17-12/20/17
Nguyen, Tuan	Multiple Measures Work Group	\$1,366.00	01/16/18-05/23/18
Perlman, Randi	ESL Assessment Reader (SSSP)	\$576.24	08/21/17-12/20/17
Scherger, Deanna	Writing Sample Reader (SSSP)	\$35.00	08/21/17-12/20/17
Warner, Brent	ESL Assessment Reader (SSSP)	\$576.24	08/21/17-12/20/17
Wilson, Jeff	SSSP ESL Assessment Reader	\$246.96	08/21/17-12/20/17
<b>Total for Month: Non-General Fund/Irvine Valley College</b>		<b>\$4,988.84</b>	
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$570,440.41</b>	

2. It is recommended that the following Saddleback College faculty members be compensated as indicated below for 2017/2018 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Abbas, Sam	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Barlow, Daniel	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Beckham, Jack	Eng. Dept. Faculty Retreat Presenter	\$144.06	09/22/17-09/22/17
Binder, Gerald	Guest Lecture Series Speaker	\$100.00	01/19/18-01/19/18
Brady, Ken	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Budica, Jessica	BSI English PLC Prezi, F17	\$411.60	11/05/17-12/05/17
Chatham, Lynne	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Chu, Hencelyn	Program Coord. – Medical Lab Tech.	\$10,290.00	01/16/18-05/30/18
Cooper, Karin	BSI English 390, S18	\$288.12	01/12/18-03/23/18
DeAngelis, Gail	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Eaton, George	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Engels, Michael	AHE Counseling Participation- F17	\$411.60	11/17/17-12/20/17
Fisher, Marni	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Fisher, Suki	Eng. Dept. Faculty Retreat Presenter	\$144.06	09/22/17-09/22/17
Frazier, Vanessa	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Friedrich, Monica	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Gates, Alana	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Giordano, David	M-PAC Program's Outreach Liaison	\$1,646.40	01/29/18-05/15/18
Gonsowski, Steven	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Gonzalez, Frank	BSI Embedded Math Tutor F17	\$250.00	08/17/17-12/20/17
Gonzalez, Sara	BSI Teaching Dev. Writers, S18	\$658.56	01/09/18-02/23/18
Goss, Debbie	AHE Peer Academy Facilitator	\$189.34	11/17/17-11/17/17
Goulding, Carrie	BSI Eng. 390 Facilitator, S18	\$288.12	01/12/18-03/23/18
Gronnerud, Kathleen	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Gross, Jacqueline	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Gutierrez, Adrienne	Adult Education CTE Curriculum	\$2,675.40	01/16/18-05/23/18
Hayter, Catherine	FA17 One Book, One College	\$500.00	08/10/17-12/21/17
Hayter, Catherine	Eng. Dept. Faculty Retreat Presenter	\$144.06	09/22/17-09/22/17
Hedgecock, Jennifer	Week of Workshops Facilitator	\$200.00	08/15/17-08/18/17
Heffner, Jessica	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Homma, Mary	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Horlings, Jane	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND cont.**

Huft, Justin	Week of Workshops Facilitator	\$200.00	08/15/17-08/18/17
Huggins, Barbara	Managing Psych. Patients Course	\$1,152.48	01/16/18-02/28/18
Jenkins, Tina	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Jenkins, Tina	BSI AHE Practicum Lead, S18	\$1,132.00	01/09/18-04/06/18
Johnson, Elaine	M-PAC Program's Outreach Liaison	\$1,029.00	01/16/18-05/15/18
Kelsey, David	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Kihyet, Connie	AHE Peer Academy Facilitator	\$189.34	11/17/17-11/17/17
Knapp, Rebecca	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Kohl, Colin	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Kouritas, Georgios	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Kuang, Shilong	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Luque, Jonathan	BSI Embedded Math Tutor F17	\$250.00	08/17/17-12/20/17
Major, Nicole	BSI OER Lead, Spring 2018	\$1,750.00	01/09/18-04/13/18
McCleave, Sumaya	BSI Embedded Math Tutor F17	\$250.00	08/17/17-12/20/17
McMurtrey, Megan	BSI Teaching Dev. Writers, S18	\$658.56	01/09/18-02/23/18
Medling, Jane	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Medling, Jane	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Murray, Peter	AHE Peer Academy Facilitator	\$377.44	11/17/17-11/17/17
Murray, Peter	BSI AHE Practicum Lead, S18	\$1,132.00	01/09/18-04/06/18
Myhren, Brett	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Pakula, Jennifer	BSI OER Lead, Spring 2018	\$1,750.00	01/09/18-04/13/18
Pangborn, Lori	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Plascencia Carriz, B.	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Plascencia Carriz, B.	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Roman, Selene	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Schantz, Doris	BSI Embedded Math Tutor F17	\$250.00	08/17/17-12/20/17
Schmidt, Eric	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Seaman, Carolyn	BSI OER Librarian, S18	\$411.60	01/09/18-04/13/18
Sexton, Karen	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Shaffer, Gina	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Shaw, Kat	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Stachenfeld, Marilyn	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Stachenfeld, Marilyn	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Taylor, Karen	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Troy, Edward	BSI English 390, S18	\$288.12	01/12/18-03/23/18
TuominenLenney, K	SSSP Assessment for Prior Learning	\$3,292.80	08/10/17-12/21/17
Vogel, Jeff	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Weaver, Chris	BSI English 390, S18	\$288.12	01/12/18-03/23/18
Wheelahan, Melissa	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Williams, Jacob	BSI English PLC Lead, S18	\$1,852.20	01/09/18-04/15/18
Wilson, Steve	AHE Peer Academy	\$82.32	11/17/17-11/17/17
Wolff, Michele	Week of Workshops Facilitator	\$200.00	01/09/18-01/12/18
Zach, Alicia	BSI OER Librarian, S18	\$411.60	01/09/18-04/13/18
Zemanek, Erika	BSI Teaching Dev. Writers, S18	\$658.56	01/09/18-02/23/18
Zimmerman, Ray	SSSP Assessment Reader & Trainer	\$319.68	05/30/17-08/18/17

**Total for Month: Non-General Fund/Saddleback College \$43,630.10**  
**2017-2018 SC FISCAL YEAR TOTAL TO DATE \$292,301.52**

**D. APPROVAL OF CONTRACT OF EMPLOYMENT FOR VICE PRESIDENT, COLLEGE ADMINISTRATIVE SERVICES, A CLASSIFIED ADMINISTRATOR**

1. KHACHATRYAN, DAVIT, who has been employed as Vice President for College Administrative Services, Pos. # P0005007, Office of the President, Irvine Valley College, since May 20, 2014, and whose position was reclassified to Academic Administrators and Classified Administrators/Managers Salary Schedule Range 25, Step 7 (\$224,028)<sup>3</sup>, 40 hours per week, 12 months per year, will now have a contract effective February 27, 2018 through June 30, 2021. (Exhibit B, Employment Contract, Pages 5-8)

**E. EXTENSION OF ADMINISTRATIVE TEMPORARY ASSIGNMENT** (Ratified – Pursuant to Board Policy 4002.1)

1. KELLY, WILLIAM, ID #001233, Acting Board Policies and Administrative Regulations Program Director, Pos #P0004649, Office of Administrative and Business Services, District, Academic & Classified Administrators/Classified Managers Salary, Range 19, Step 6, 27.48 percent of full time (11 hours per week), temporary assignment is to be extended effective January 1, 2018 through June 30, 2018, or sooner.

**F. AUTHORIZATION TO ELIMINATE ACADEMIC POSITIONS AND/OR POSITION NUMBERS**

1. ADULT EDUCATION ESL FACULTY COORDINATOR/ESL INSTRUCTOR (Categorical), Pos. #P0008094, Office of the President, Saddleback College, seeks authorization to eliminate this full time faculty position from its staff complement, effective August 14, 2017. Annie Gilbert, who filled this temporary, categorical full time faculty position, has been hired into the permanent, Adult Education English as a Second Language Faculty Coordinator/ESL Instructor position, Pos. #P0010625.

**G. REORGANIZATION**

IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Academic Administrator position, within its organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.

1. **ELIMINATE** DIRECTOR, NONCREDIT, ADULT AND COMMUNITY EDUCATION (CATEGORICAL), a Classified Manager, Pos. #0009855, Office of Instruction, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 14, full-time, 40 hour per week, 12 months per year; and **CREATE** ASSISTANT DEAN OF NONCREDIT, ADULT AND COMMUNITY EDUCATION AND AEBG (CATEGORICAL), an Academic Administrator, Office of Instruction, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 20, full-time, 40 hour per week, 12 months per year position to its staff complement, effective March 1, 2018.
  - a. **PROMOTE** DEBBIE VANSCHOELANDT, ID #022866, DIRECTOR, NON CREDIT, ADULT AND COMMUNITY EDUCATION (CATEGORICAL), Pos. #0009855, Office of Instruction, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 14, Step 3 at \$8,980.00 per month, full-time, 40 hour per week, 12 months per year; to ASSISTANT DEAN,

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<sup>3</sup> Please note – Salary Range on 11/13/17 B/A was misstated at Range 25/Step 8

**G. REORGANIZATION Continued**

NONCREDIT, ADULT AND COMMUNITY EDUCATION AND AEBG (CATEGORICAL), Office of Instruction, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 1 at \$10,916.00 per month, full-time, 40 hour per week, 12 months per year, effective March 1, 2018. (See Pages 7-11)

2. **RECLASSIFY DIRECTOR OF HEALTH AND WELLNESS CENTER AND VETERANS SERVICE CENTER**, Pos. #P0004869, Student Health Center, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 19, full-time, 40 hours per week, 12 months per year; **TO ASSISTANT DEAN OF HEALTH AND WELLNESS AND VETERANS SERVICES**, Division of Student Services, Academic Administrators and Classified Administrators/Managers Salary Range 20, full-time, 40 hours per week, 12 months per year position effective March 1, 2018. This position was approved by the Interim Chancellor on February 26, 2018.

- a. **PROMOTE NANCY MONTGOMERY**, ID #019913, from **DIRECTOR OF HEALTH AND WELLNESS CENTER AND VETERANS SERVICE CENTER**, Pos. #P0004869, Student Health Center, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 19, Step 8, full-time, 40 hours per week, 12 months per year; to **ASSISTANT DEAN OF HEALTH AND WELLNESS AND VETERANS SERVICES**, Division of Student Services, Academic Administrators and Classified Administrators/Managers Salary Range 20, Step 8 (\$184,296), full-time, 40 hours per week, 12 months per year, effective March 1, 2018.

**H. REPORTING STRUCTURE CHANGES:** IRVINE VALLEY COLLEGE seeks authorization to change the reporting structure for the following administrator and staff positions within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.

1. **SCHOOL OF BUSINESS SCIENCES** will now report to the Dean, Social & Behavioral, and Business Sciences, Office of Instruction.
2. **SCHOOL OF LIBRARY AND ONLINE EDUCATION** will now report to the Dean of The Arts, Library and Online Education, Office of Instruction.
3. **COUNSELOR (Veterans)**, Pos. #P0007312 (Appointed to Eric Garcia, ID#016868) will now report to the Assistant Dean of Health and Wellness and Veterans Services, Division of Student Services.

South Orange County Community College District

**ASSISTANT DEAN OF NONCREDIT AND COMMUNITY EDUCATION**

Irvine Valley College  
(Academic Administration)

Academic Administration and Classified Management Salary Schedule Range - 20

**DEFINITION**

Provide primary leadership and administration for the Testing Center, the Adult Education Block Grant, noncredit instruction, programming for fee-based instruction, Community Education, the Emeritus Institute, and other relevant categorical programs; conduct needs assessments and develop relevant noncredit programs that meet identified needs; select, train, supervise, and evaluate program instructors and office staff.

Serve as secondary site administrator in the leadership, supervision, guidance, growth and direction for local, regional, and State initiatives associated with the School of Integrated Design, Engineering and Automation and provide the Vice President for Instruction with other assistance as directed and needed.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Vice President for Instruction or presidential designee.

Exercises functional and technical supervision over contracted instructional staff and permanent support personnel.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to, the following:

1. Develop, implement, manage and evaluate noncredit academic and community outreach programs and related services within the Emeritus Institute, including managing student recruitment funnels, enrollment management KPIs, resource development partnerships, community involvement, and teaching site attainment; secure and schedule the use of on and off-campus facilities for classes while ensuring compliance with standards, rules and regulations of leased facilities; provide classroom sites of sufficient size to accommodate unique needs of student populations.
2. Provide strategic and operational leadership in the development, assessment and delivery of high quality, innovative courses to a diverse group through enhanced noncredit-certificates, courses, workshops, lifelong learning and other educational events and related activities, as determined by the needs of the workplace and the community; oversee course scheduling and development activities, overall deployment of faculty and staff assignments; conduct evaluations, orientation, coaching and professional development to faculty and staff; closely manage instructional delivery for courses within assigned noncredit areas of instruction; and serve as primary contact with assigned department chairs, directors and coordinators.



3. Assist in the development of marketing strategies leading to the growth, enhancement and recognition of the departments as State-wide leaders; provide leadership and management, and maintain accountability for assigned departments' faculty, staff, and operations; hold regularly scheduled meetings with direct reports; promote and support the professional development of faculty and staff; provide administrative support to the VPI and provide direction to faculty chairs and staff as directed; work with faculty chairs in assignment of faculty, in the preparation of the multiple course catalogs/schedule of classes and appropriate budgets pertaining to course offerings.
4. Enhance and create a widespread culture of inquiry in which thoughtful interpretation of assessment information by faculty and staff is used to improve teaching and learning; ensure the creation, distribution and evaluation of Student Learning Outcomes; utilize data informed decision-making processes to make recommendations to the VPI for program adjustments; and respond to the evolving needs of current and future students.
5. Maintain current expertise in all local, regional, and State legislation and initiatives pertaining to disproportionately-impacted student groups and educational programs to meet the academic needs of determined groups; and attend campus, local, regional, and State meetings/conferences pertaining to areas of supervision.
6. Monitor program, manage campus enrollments in coordination with the VPI/Deans Council; attend meetings to provide and engage in cohesive dialog and collaboration with multiple college divisions; and ensure compliance with College policies and procedures and external accrediting requirements.
7. Supervise staff by assigning and delegating tasks, providing direction, resolving work problems, communicating job expectations, and training employees; chair selection committees; serve as initial administrator for student conflicts and coordinate with Deans and Vice Presidents in the resolution of student judicial matters.
8. Recommend and develop new and/or current curriculum modifications as required; support the VPI in planning, developing, coordinating, and administering academic and career programs and related academic affairs to maintain noncredit educational integrity; enable the college to develop strategies to meet emerging needs of future learners within assigned areas; research, obtain and deploy innovative technological tools across supervised areas pertaining to staff and faculty assessment, course assessment, communication with on and off-campus teaching sites and office efficiency.
9. Develop budget recommendations; manage approved and assigned budgets; monitor and oversee equipment/inventories for assigned programs; provide materials, equipment, supplies, and expenditures within the annual budget guidelines; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials, and supplies; implement mid-year budget adjustments and authorize expenditures according to District policies and applicable regulations.
10. Manage and direct the preparation of short and long-range plans and strategic plans of assigned areas in support of college goals and objectives related to the educational master plan, AUR, and PRs; author AURs for assigned areas and closely collaborate with program faculty in the writing of PRs for each department.
11. Communicate college activities, plans, decisions and events to faculty, staff, and students; establish operating procedures and liaison with other divisions and departments of the college on matters relating to academic programs, physical assets and facilities.

12. Plan, develop, organize, staff, direct and evaluate administrative processes including: student registration, scheduling, fee collection, special events, payroll, accounting, purchasing, printing, and other support for departments, classes, and programs; select, hire, evaluate and train subject matter instructors and consultants to coordinate and develop activities and programs; respond to inquiries and concerns from the general public.
13. Interact with community and local industry representatives and outside agencies to determine needs for existing and additional programs; and coordinate the attainment and maintenance of off-campus teaching locations throughout college service area.
14. Participate in professional and community activities which promote and extend the benefits, brand and awareness of assigned programs; develop and participate in internal and external physical and human resource development in conjunction with the college's resource allocation request process; and increase accountability of both internal and external constituents.
15. Ensure compliance with District policies and procedures and State and federal laws related to assigned program; and review and certify the accuracy of data concerning program participation.
16. Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; and coordinate and respond to periodic audits.
17. Communicate with instructional and student services program personnel, college and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities and increase student enrollment and community involvement.
18. Maintain current knowledge of regulations, policies and application requirements and eligibility criteria for assigned program, including computer hardware and software enhancements.
19. Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding the Emeritus Institute and related student services; and develop and direct the distribution of brochures, flyers and other materials to publicize opportunities for students.
20. Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
21. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Master's degree from an accredited college or university with major course work in education, gerontology, public administration, human services or closely related field.

Experience:

At least three years of increasingly responsible teaching, counseling, student services or other directly-related work experience, preferably in an administrative capacity, at an institution of higher education, including experience in working with older adults and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

Desirable Experience:

Evidence of an understanding of and experience with the principles of participatory governance and the ability to develop and implement technology-based solutions to curriculum and instructional issues is preferred.

Licenses or Other

Requirements:

Valid California  
driver's license.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.  
Budget preparation and administration.  
Community college curriculum development processes for noncredit courses.  
Community demographics and consumer trends.  
Computer systems and software applications related to area of assignment, including capabilities and limitations.  
Correct English composition, grammar, spelling and vocabulary.  
Curriculum content of non-credit, tuition-free and fee-based courses.  
Development and coordination of educational programs associated with older adults at a community college.  
District and College organization, operations and objectives.  
Interpersonal skills including tact, patience and diplomacy.  
Marketing, promotion and public relations techniques.  
Modern office practices, procedures, methods, and equipment.  
Modern principles, practices, methods and techniques of administration.  
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.  
Oral and written communication skills.  
Planning and organizational skills.  
Preparation, publication and distribution of informational and promotional materials.  
Principles and practices of financial record-keeping and reporting.  
Principles and practices of training, supervision and performance evaluation. Statistical procedures and mathematical concepts.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Assess the needs and trends of the adult and senior community and develop appropriate programs.  
Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop, implement and evaluate the delivery of instruction to adults, including older adults.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.

Maintain current knowledge of noncredit educational programs for adults, including older adults.

Maintain the security of confidential materials.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Plan and organize work.

Plan, organize, coordinate and direct a comprehensive Emeritus Institute program.

Prepare and administer budgets for assigned program areas.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Respond to requests and inquiries from the public.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals including student recruitment and retention. Work independently with minimum administrative direction.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

##### Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
VICE PRESIDENT FOR COLLEGE ADMINISTRATIVE SERVICES  
SADDLEBACK COLLEGE  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DR. RICHARD STORTI**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 26th day of February, 2018, 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. Richard Storti (hereinafter "Dr. Storti").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Vice President for College Administrative Services. Dr. Storti is hereby employed as Vice President for College Administrative Services at the District's Saddleback College campus for a period of time commencing on February 27, 2018, and ending on June 30, 2020. The Vice President for College Administrative Services is a classified administrator position as defined in Education Code Sections 72411 and 87002(a), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. 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. Powers and Duties. Dr. Storti shall perform all of the powers and duties of the position of Vice President for College Administrative Services at Saddleback College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Storti 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. Salary. Salary paid to the Vice President for College Administrative Services shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 25, Step 6, \$213,372 per annum. The salary shall be paid in equal monthly installments for the duration of the Agreement. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Vice President for College Administrative Services' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Storti shall be required to render 12 months of service of full and regular service (approximately 243 days, depending on the calendar year) to the District during each annual period covered by this Agreement, or any successor. Dr. Storti 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. Storti may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Storti reaches this maximum amount he will cease to accrue additional vacation benefits until his balance falls below the maximum amount. Upon termination or expiration of this Agreement, Dr. Storti 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 College President.

6. Performance Evaluations:

6.1 The President will provide Dr. Storti with periodic opportunities to discuss the President/Vice President relationship.

6.2 The President will set Dr. Storti's goals for the each 12-month period by June 20. Dr. Storti's performance in achieving those goals and carrying out his other duties will be evaluated by the President by October 20 of that academic year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. Storti, 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. Storti in the performance of the duties of Vice President for College Administrative Services.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. Storti for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Storti with a monthly stipend of \$475 to cover use of a personal automobile within Orange County.

8. Fringe Benefits. The District shall provide to Dr. Storti, 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. Storti, 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, no later than December 31, 2019, or no later than December 31<sup>st</sup> of any final year of any extension of this contract, the Board shall advise Dr. Storti in writing of its decision not to renew this

Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Dr. Storti, this Agreement will terminate effective at the close of business on June 30, 2020. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for three additional years under the same terms and conditions as are set forth herein.

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 Vice President for College Administrative Services with a written statement which includes notice of the proposed action and a reasonably detailed statement of the reasons for the action. Reasons for early termination may include the grounds set forth in Education Code Section 87732, or other conduct constituting a material breach of the terms of this Agreement. However, the procedures for dismissal set forth in Education Code Sections 87660 et. seq. and Sections 87732 et. seq. shall not apply to termination of this Agreement. The Vice President for College Administrative Services shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Vice President for College Administrative Services may, at his own expense, be represented at this meeting by counsel of his choice. If the Board determines to terminate this Agreement pursuant to this Section, the Board shall, after meeting with the Vice President for College Administrative Services, provide the Vice President for College Administrative Services with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Vice President for College Administrative Services shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Vice President for College Administrative Services shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Vice President for College Administrative Services with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Vice President for College Administrative Services shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Dr. Storti's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

10. Entire Agreement. 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. Headings. 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. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California. This Agreement incorporates by reference and is

subject to the provisions of California Government Code Sections 53243, 53243.1, 53243.2, 53243.3, and 53243.4.

13. Savings Clause. 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 \_\_\_\_\_  
Thomas M. Fallo  
Interim Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

by \_\_\_\_\_  
Richard Storti  
Vice President for College Administrative Services  
Saddleback College

Dated \_\_\_\_\_





Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
VICE PRESIDENT FOR COLLEGE ADMINISTRATIVE SERVICES  
IRVINE VALLEY COLLEGE  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DAVIT KHACHATRYAN**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 26th day of February, 2018, 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 Davit Khachatryan (hereinafter "Mr. Khachatryan").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Vice President for College Administrative Services. Mr. Khachatryan is hereby employed as Vice President for College Administrative Services at the District's Irvine Valley College campus for a period of time commencing on February 27, 2018, and ending on June 30, 2021. The Vice President for College Administrative Services is a classified administrator position as defined in Education Code Sections 72411 and 87002(a), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. 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. Powers and Duties. Mr. Khachatryan shall perform all of the powers and duties of the position of Vice President for College Administrative Services at Irvine Valley College College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Mr. Khachatryan 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. Salary. Salary paid to the Vice President for College Administrative Services shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 25, Step 7, \$224,028 per annum. The salary shall be paid in equal monthly installments for the duration of the Agreement. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Vice President for College Administrative Services' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Mr. Khachatryan shall be required to render 12 months of service of full and regular service (approximately 243 days, depending on the calendar year) to the

District during each annual period covered by this Agreement, or any successor. Mr. Khachatryan 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. Mr. Khachatryan may accrue vacation days up to a maximum of forty-eight (48) days. Once Mr. Khachatryan reaches this maximum amount he will cease to accrue additional vacation benefits until his balance falls below the maximum amount. Upon termination or expiration of this Agreement, Mr. Khachatryan 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 College President.

6. Performance Evaluations:

6.1 The President will provide Mr. Khachatryan with periodic opportunities to discuss the President/Vice President relationship.

6.2 The President will set Mr. Khachatryan's goals for the each 12-month period by June 20. Mr. Khachatryan's performance in achieving those goals and carrying out his other duties will be evaluated by the President by October 20 of that academic year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Mr. Khachatryan, 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 Mr. Khachatryan in the performance of the duties of Vice President for College Administrative Services.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Mr. Khachatryan for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Mr. Khachatryan with a monthly stipend of \$475 to cover use of a personal automobile within Orange County.

8. Fringe Benefits. The District shall provide to Mr. Khachatryan, 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, Mr. Khachatryan, 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, no later than December 31, 2020, or no later than December 31<sup>st</sup> of any final year of any extension of this contract, the Board shall advise Mr. Khachatryan in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Mr. Khachatryan, this Agreement will terminate effective at the close of business on June 30, 2021. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for three additional years under the same terms and conditions as are set forth herein.

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 Vice President for College Administrative Services with a written statement which includes notice of the proposed action and a reasonably detailed statement of the reasons for the action. Reasons for early termination may include the grounds set forth in Education Code Section 87732, or other conduct constituting a material breach of the terms of this Agreement. However, the procedures for dismissal set forth in Education Code Sections 87660 et. seq. and Sections 87732 et. seq. shall not apply to termination of this Agreement. The Vice President for College Administrative Services shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Vice President for College Administrative Services may, at his own expense, be represented at this meeting by counsel of his choice. If the Board determines to terminate this Agreement pursuant to this Section, the Board shall, after meeting with the Vice President for College Administrative Services, provide the Vice President for College Administrative Services with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Vice President for College Administrative Services shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Vice President for College Administrative Services shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Vice President for College Administrative Services with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Vice President for College Administrative Services shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Mr. Khachatryan's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

10. Entire Agreement. 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. Headings. 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. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53243, 53243.1, 53243.2, 53243.3, and 53243.4.

13. Savings Clause. 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 \_\_\_\_\_  
Thomas M. Fallo  
Interim Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

by \_\_\_\_\_  
Davit Khachatryan  
Vice President for College Administrative Services  
Irvine Valley College

Dated \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Classified Personnel Actions – Regular Items

**ACTION:** Ratification

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### **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 meeting the needs of students.

### **RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. AUSTIN, JOAN is to be employed as Senior Accounting Specialist, Pos. #P0004074, Accounting, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 131, Step 1, 40 hours per week, 12 months per year, effective February 5, 2018. This is a replacement for Brian Bui.
- b. CAREY, STEPHEN is to be employed as Warehouse Worker/Delivery Driver, Pos. #P0003451, Central Services, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 114, Step 1, 40 hours per week, 12 months per year, effective January 29, 2018. This is a replacement for Julio Bernacci.
- c. D'ANTONIO, ANGELICA is to be employed as Laboratory Technician, Photography and Art, Pos. #P0007614, Art, School of the Arts, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Step 1, 20 hours per week, 12 months per year, effective February 5, 2018. This position was ratified by the Board of Trustees on February 22, 2016.
- d. MCCONNELL, TRACY is to be employed as Program Technician, Special Funded, Pos. #P0012539, Division of Pathways and Dual Enrollment, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 12 months per year, effective February 5, 2018, in accordance with Article 17 of the C.S.E.A. contract. Employment in this special funded position is contingent upon funding by the Strong Workforce Local Allocation (FS436). This position was ratified by the Board of Trustees on November 13, 2017.
- e. VANNORMAN, TIMOTHY is to be employed as Instructional Technologist, Pos. #P0005027, Innovation Technology Center, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 142, Step 1, 40 hours per week, 12 months per year, effective January 24, 2018. This is a replacement for Joseph San Juan.
- f. WIDDES, KIM is to be employed as Executive Director of Human Resources and Employee/Employer Relations, Pos. #P0004572, Human Resources, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, Step 4, 40 hours per week, 12 months per year, effective March 19, 2018. This is a replacement for Teddi Lorch.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

2. 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>Name</u>	<u>Classification</u>	<u>Range/ Step</u>	<u>Start Date</u>
Andres, Dexter	Graphic Designer/Product.Tech/IVC	26.57	02/05/18-06/30/18
Arce, Amelia	Graphic Designer/Product.Tech/IVC	26.57	02/05/18-06/30/18
Carralejo, Caitlyn	Outreach Specialist/IVC	30.05	01/21/18-06/30/18
Case, Pamela	Counseling Office Assistant/SC	20.24	12/15/17-06/30/18
Connolly, Monika	Exec. Sec., Chancellor/Trustee Services/DS	28.35	01/10/18-06/30/18
Dao, Ngan	Senior Administrative Assistant/SC	27.23	01/02/18-06/30/18
Dau, Binh	Accounting Specialist/IVC	27.23	01/17/18-06/30/18
Davi, John	Custodian/SC	19.27	01/02/18-06/30/18
Dehmoobad, Atria	Extended Opportunity Program Specialist/SC	23.48	01/03/18-06/30/18
Frey, Connie	Senior Administrative Assistant/IVC	27.23	01/08/18-06/30/18
Fuentes Arce, Blanca	Custodian/SC	19.27	12/18/17-06/30/18
Gil, Chantelle	Outreach Assistant/SC	21.27	01/24/18-06/30/18
Hernandez, Michelle	Custodian/IVC	19.27	02/01/18-06/30/18
Kilduff, Cindy	Senior Child Development Spec/SC	27.91	01/02/18-06/30/18
Matthews, Brenda	Custodian/IVC	19.27	01/09/18-06/30/18
Nicklin, Tamra	Senior Administrative Assistant/SC	27.23	01/02/18-06/30/18
Oyama, Janice	Administrative Assistant/DS	23.48	01/02/18-06/30/18
Rosiak, Katrina	Administrative Assistant/SC	23.48	02/15/18-06/30/18
Rubio, Maria	Senior Administrative Assistant/SC	27.23	01/02/18-06/30/18
Santiago, Abraham	Program Assistant (Cat. Fund)/SC	21.80	01/12/18-06/30/18
Shea, Christopher	Payroll Specialist/DS	27.23	01/04/18-06/30/18

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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>Name</u>	<u>Position</u>	<u>Hourly Rate \$)</u>	<u>Start/End Date</u>
Alles, Amanda	Coaching Aide/IVC	25.00	01/12/18-06/30/18
Avila, Jacob	Project Specialist/SC	14.00	01/21/18-06/30/18
Bright, Kathleen	Project Specialist/DS	25.00	01/15/18-06/30/18
Calabrese, Daniel	Project Specialist/SC	20.00	02/05/18-06/30/18
Carlisle, Marilouise	Project Specialist/IVC	100.00	12/18/17-06/30/18
Carlson, Amber	Clerk/SC	16.00	02/05/18-06/30/18
Criss, Silas	Project Specialist/IVC	21.00	01/24/18-06/30/18
Curley, Daniel	Clerk/SC	16.00	01/23/18-06/30/18
Darby, Lucy	TMD Aide/SC	15.00	12/15/17-06/30/18
Devaul, Derek	Project Specialist/SC	11.50	12/18/17-06/30/18
Dubovyk, Yuliy	Project Specialist/SC	12.00	01/04/18-06/30/18
Duenas, Rosalia	Project Specialist/SC	20.00	02/01/18-06/30/18
Gore, Lisa	TMD Aide/IVC	20.00	01/10/18-06/30/18

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 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)

Gustin, Christopher	Coaching Aide/IVC	25.00	01/25/18-06/30/18
Hefter, Lori	Project Specialist/SC	20.00	01/09/18-06/30/18
Hillawi, Hamsa	Project Specialist/SC	11.50	01/17/18-06/30/18
Ivory, Lauren	Project Specialist/IVC	15.00	01/19/18-06/30/18
Jones, Christine	Project Specialist/SC	55.00	01/17/18-06/30/18
Juan, Allan	Project Specialist/IVC	12.00	01/02/18-06/30/18
King, Katelyn	Project Specialist/SC	16.50	12/16/17-06/30/18
Lewis, Diane	TMD Aide/IVC	20.00	01/10/18-06/30/18
Long, Jason	Project Specialist/SC	14.00	01/05/18-06/30/18
Lyles Reed, LaMaiyah	Project Specialist/IVC	21.00	01/15/18-06/30/18
Murray, Colton	Coaching Aide/IVC	25.00	01/25/18-06/30/18
Nicklin, Tamra	Project Specialist/SC	12.50	01/02/18-06/30/18
Osbon, Nicole	TMD Aide/IVC	15.00	01/29/18-06/30/18
Razo, Jorge	Project Specialist/SC	50.00	01/10/18-06/30/18
Rodriguez Evangelista, Rosa	Project Specialist/IVC	12.00	01/08/18-06/30/18
Salgado, Clever	Outreach Aide/SC	13.50	01/02/18-06/30/18
Saur, Barbara	Project Specialist/SC	32.50	12/16/17-06/30/18
Semanik, Erika	Project Specialist/SC	25.00	01/08/18-06/30/18
<sup>1</sup> Sessler, Madison	Project Specialist/SC	19.00	12/18/17-06/30/18
Silva, Clark	Clerk/SC	16.00	02/01/18-06/30/18
Varela, Marcus	Adapted Kinesiology Aide/SC	14.00	01/16/18-06/30/18
Vigueras, Carla	TMD Aide/IVC	20.00	12/11/17-06/30/18
Williams, Jeremy	Clerk/IVC	11.50	01/08/18-06/30/18

4. 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 **2017/2018 academic year**.

<u>Name</u>	<u>Start/End Date</u>
Fadaei Forghan, Amir	12/19/17-06/30/18
Ferris, Nickolas	01/19/18-06/30/18
Hamedein, Parsa	01/19/18-06/30/18
Miramontes, Alexandria	01/19/18-06/30/18
Pinzon, Sandra	01/19/18-06/30/18
Sinclair, Michael	01/17/18-06/30/18

<sup>1</sup> Related to Louis Sessler, Facilities Maintenance/Energy Project Manager, Saddleback College.



**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. 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 **2017/2018** 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)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Amirkhalili, Mohammad	Tutor/IVC	11.50	01/02/18-06/30/18
Blaska, Eric	Clinical Skills Specialist/SC	20.00	01/17/18-06/30/18
Brown, Jasen	Clinical Skills Specialist/SC	20.00	01/08/18-06/30/18
Carter, Amber	Model/SC	25.00	01/24/18-06/30/18
Charara, Fatima	Tutor/IVC	11.50	12/15/17-06/30/18
El-Hage, Wadad	Tutor/IVC	11.50	01/02/18-06/30/18
Erickson, Ryan	Tutor/IVC	11.50	01/02/18-06/30/18
Etekal, Sasha	Tutor/IVC	12.00	02/07/18-06/30/18
Fugate, Adam	Clinical Skills Specialist/SC	20.00	01/12/18-06/30/18
Gutierrez, Adrienne	Community Education Presenter/SC	11.50	01/18/18-06/30/18
Hejrani, Reyhaneh	Tutor/IVC	11.50	12/15/17-06/30/18
Hollrigel, Dylan	Tutor/SC	12.00	01/19/18-06/30/18
Jamasebnejad, Niloofar	Tutor/IVC	12.00	01/16/18-06/30/18
Janey, Andrew	Tutor/IVC	11.50	02/01/18-06/30/18
Kibria, Samiha	Tutor/IVC	12.00	01/17/18-06/30/18
Miller, Nancy	Community Education Presenter/SC	11.50	01/02/18-06/30/18
Mirjafarifiroozabadi, Seyed Arshia	Tutor/IVC	11.50	12/15/17-06/30/18
Molina Gallardo, Karla	Community Education Presenter/SC	11.50	01/02/18-06/30/18
Morgan, Taylor	Tutor/SC	15.00	01/15/18-06/30/18
Orozco, Belinda	Tutor/SC	15.00	01/15/18-06/30/18
Padden, Thomas	Clinical Skills Specialist/SC	20.00	07/01/17-06/30/18
Patel, Chandni	Tutor/IVC	11.50	02/05/18-06/30/18
Ray, Kerry	Model/SC	25.00	01/19/18-06/30/18
Razaghi Rafsenjani, Seyedeh Tannaz	Tutor/IVC	11.50	02/01/18-06/30/18
Roberts, Rachael	Tutor/IVC	13.00	01/16/18-06/30/18
Wang, Chia-Hsin	Tutor/IVC	12.00	01/19/18-06/30/18
Wang, Chloe	Tutor/IVC	11.50	02/01/18-06/30/18
Weatherholt, Branden	Clinical Skills Specialist/SC	15.00	02/05/18-06/30/18
Woo, Kendall	Tutor/SC	12.00	01/15/18-06/30/18
Zohoori, Khashayar	Tutor/SC	12.00	02/01/18-06/30/18

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #P0005148, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Division of Advanced Technology and Applied Sciences, Saddleback College, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective February 26, 2018. (Position approved: January 26, 2015, funded by Project 270, Orange County Career Pathway Partnership Trust)

**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. VETERANS SERVICES CENTER MANAGER, a classified manager, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 5, Veterans Service Center, Irvine Valley College, seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 26, 2018.

**D. REORGANIZATION**

1. DISTRICT SERVICES seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** BUYER, Pos. #P0003263, Purchasing, Classified Bargaining Unit Salary Schedule Range 126, full-time, 40 hours per week, 12 months per year;  
**TO** SENIOR BUYER, Pos. #P0013119, Purchasing, Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position, effective February 12, 2018. This position was approved by the Interim Chancellor on February 12, 2018.
  - b. **RECLASSIFY** LEAD PAYROLL PROCESS SPECIALIST, Pos. #P0005004, Payroll, Classified Bargaining Unit Salary Schedule Range 137, full-time, 40 hours per week, 12 months per year;  
**TO** BENEFITS SPECIALIST, Pos. #P0013100, Payroll, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year position, effective February 8, 2018. This position was approved by the Interim Chancellor on February 8, 2018.

**D. REORGANIZATION - Continued**

2. <sup>2</sup>DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff position within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Director of Technology Services and Broadcast Systems, to begin reporting to the Director of Information Technology – Academic Systems.
  - a. Programmer Analyst, Pos. #P0004976 (Appointed to Jolex Delpilar, ID #021461)
3. <sup>2</sup>DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff position within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Director of Technology Services, to begin reporting to the Director of Information Technology – Academic Systems.
  - a. Programmer Analyst, Pos. #P0004504 (Appointed to Young Kim, ID #018640)
4. DISTRICT SERVICES seeks authorization to change the reporting structure for the following staff position within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Director of Information Technology – Administrative Systems, to begin reporting to the Director of Information Technology – Academic Systems.
  - a. Senior Administrative Assistant, Pos. #P0003551 (Appointed to Shawn Shreeves, ID #013598)
5. IRVINE VALLEY COLLEGE seeks authorization to change the reporting structure for the following staff positions within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Executive Director of Marketing and Creative Services, to begin reporting to the Assistant Director of Marketing and Creative Services.
  - a. Webmaster, Pos. #P0004118 (Appointed to Dewey Nathaniel Quach, ID #017269)
  - b. Creative Services Lead, Pos. #P0009410 (Appointed to Brenda Constantino, ID #013744)
  - c. Senior Graphic Designer/Publications Editor, Pos. #P0003258 (Appointed to Candice Yacono, ID #019194)
  - d. Graphic Designer, Pos. #P0005237 (Appointed to Melinda Wilhelm, ID #019144)
  - e. Graphic Designer/Production Technician, Pos. #P0004840 (Appointed to Lindsey Sweeney, ID #021515)
  - f. New Media Marketing Specialist, Pos. #P0004169 (Vacant)
  - g. Media Production Specialist, Pos. #P0004986 (Vacant)

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<sup>2</sup> Correction: Reporting structure from December 11, 2017 Board Agenda corrected from “reporting to the Vice Chancellor of Technology and Learning Services” to “reporting to the Director of Information Technology – Academic Systems.”

**D. REORGANIZATION - Continued**

6. IRVINE VALLEY COLLEGE seeks authorization to change the reporting structure for the following staff position within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Director of Health and Wellness Center and Veterans Service Center, to begin reporting to the Veterans Services Center Manager.

a. Senior Veterans Specialist, Pos. #P0004462 (Appointed to Ezekiel Hall, ID #013567)

**E. CHANGE OF STATUS**

1. IRVINE VALLEY COLLEGE (IVC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment Departed</u>	<u>Assignment Promotion</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Scholl, Julie	P0004928, Senior Administrative Assistant	P0012410, Program Coordinator, Categorical	134/4	40	01/02/2018

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Meyer, John	P0012696, Interim Chief of Police	P0004595, Police Operations Lieutenant	12/3	40	10/23/2017

2. DISTRICT SERVICES (DS): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment Departed</u>	<u>Assignment Promotion</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Myers, Anne	P0004076, Accounting Specialist	P0007016, Senior Accounting Specialist	131/3	40	02/05/2018

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Peebles, La Nell	P0005094, HR/Employer/ Employee Relations Office Manager	P0012514, Interim Executive Assistant to the Office of the Vice Chancellor	10/8	40	01/08/2018

## **F. OUT OF CLASS ASSIGNMENTS**

1. SADDLEBACK COLLEGE **placed** the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Baldwin II, James	P0003290, Administrative Assistant	P0012951, Senior Administrative Assistant	127/4	40	01/02/2018
Lao, Albert	P0004070, Network Systems Technician I	P0012824, Applications Specialist II	138/3	40	01/02/2018

2. IRVINE VALLEY COLLEGE **placed** the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Akers, Anne	P0003140, Outreach Specialist	P00112808, Interim Director of Outreach and Recruitment	8/4	40	01/02/2018
Anaya, Tanya	P0005014, Office Assistant	P0012712, Disabled Student Program Specialist	123/1	40	12/01/2017
Bong, Won	P0004794, Curriculum Specialist	P0012770, Scheduling and Enrollment Planning Analyst	138/1	40	12/07/2017
Kennedy, Scott	P0004403, Police Sergeant	P0012756, Acting Police Operations Lieutenant	12/1	40	01/01/2018
Marmolejo, Jennifer	P0003542, Disabled Student Program Specialist	P0012713, Senior Administrative Assistant	127/2	40	12/01/2017
Saket, Aida	P0004459, Admissions and Records Specialist II	P0012741, Senior Admissions and Records Specialist	126/1	40	01/08/2018
Tibbo, Kristy	P0005150, Administrative Assistant	P0012787, Senior Administrative Assistant	127/2	40	01/01/2018

## **G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>
Bui, Brian	Senior Accounting Specialist/DS	01/05/2018	N/A
Dautel, Deborah	Child Development Specialist/SC	02/02/2018	02/05/2018
<sup>3</sup> Smith, Jason	Lab. Tech., Physical Edu. and Athletics/IVC	01/03/2018	N/A

## **H. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2017/2018 academic years.

<u>Business Sciences, Irvine Valley College</u>		
Eng, Kenton		
<u>Community Education, Emeritus and K-12 Partnership, Saddleback College</u>		
Gee, John		
<u>Advanced Technology &amp; Applied Sciences, Saddleback College</u>		
Baugh, Sophie	Carrillo, Victoria	Christner, Sydney
Dalmann, Stephen	Delis, Michael	Derman, Steven
Fallon, Patrick	Ferrari, Briana	Fottrell, Alex
Girndt, Jaimie	Gonzales, German	Gray, Julia
Gushulak, Login	Holden, Sara	Huntley, Kristen
Kafoul, Dima	Layral, Mikayla	Leacock, Jayden
Lewis, Lauren	Lilly, Jenaie	LoBasso, Mikayla
Lopez, Dustin	Mersereau, Summer	Ortega, Lorin
Perez, Delaney	Pimsaguan, Collin	Pitt, Lucas
Sadeghi, Saman	Sanchez, Juan	Schnepf, Kaleb
Thais, Sarah	Tolero, Jerome	Torres, Jerry
Trad, Christen	Tuscano, Jan Di Carlo	Wagener, Spencer
Webster, James	Yancey, Dean	
<u>Fine Arts &amp; Media Technology, Saddleback College</u>		
Bagdasarian, Nancy	Beckett-Frank, Tod	Bickford, Greg
Chueva, Alina	Espinoza, Eric	Fiori, Kay
Greeninger, Michael	Haroutunian, Kenji	Jones, Lonnie
Kovaleva, Lyuba	Love, Robert	Milliken, John
Vela, Sebastian	Walberg, Josephine	Zuill, Danny
<u>Guidance and Counseling, Irvine Valley College</u>		
Bravo, Jimmy	Brito, Bertha	Chatterfield, Talia
Flores, Ruby	Garcia, Armando	Hahm, Aryun
Henley, Paige	Hoffman, Christian	McKnight, Jewel
Nguyen, Emily	O'Neil, Breanna	

<sup>3</sup> Position title from January 22, 2018 Board Agenda corrected from "Laboratory Assistant/SC" to "Lab. Tech., Physical Edu. and Athletics/IVC."

## H. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2017/2018 academic years.

<u>Student Equity and Special Programs, Saddleback College</u>		
Benavides, Natalie	Cox, Anna Maria	Lerman, Charlene
Torres, Cesar		
<u>Office of Institutional Effectiveness, Saddleback College</u>		
Morgan, Taylor	<sup>4</sup> Rosenberg, Clara	
<u>Humanities and Languages, Irvine Valley College</u>		
Makino, Sumi		
<u>Kinesiology, Health and Athletics, Irvine Valley College</u>		
Chan, Kinngai	Lee, Eva	Tenius, Guilherme
<u>Kinesiology and Athletics, Saddleback College</u>		
Ali, Atham	Bencomo, Cathleen	Cozzoli, Markayla
Freeman, Connie	Gonzalez, Genevieve	<sup>5</sup> Goodsell, Teri
Hernandez, Roxanne	Hoel, Caitlin	Howell, Brian
Kleinfeld, Julia	Marbury, Uniqua	Michinock, Charles
Montes, Joshua	Nazarkhan, Abdullah	Nazarzai, Laila
Stone, Carissa	Ventura, Louis	Whitworth, Chris
<u>Liberal Arts, Saddleback College</u>		
Quinn, Jean	Rosenkrantz, Michael	
<u>Mathematics, Computer Science &amp; Engineering, Irvine Valley College</u>		
Yu, Fei		
<u>Online Education and Learning Resources, Saddleback College.</u>		
Quinn, Jean	Tavakoli, Sonia	
<u>Social and Behavioral Sciences, Irvine Valley College</u>		
Savinelli, K.J		
<u>Social and Behavioral Sciences, Saddleback College</u>		
Machado, Ronald	Mercurio, Michael	

<sup>4</sup> Related to Alannah Rosenberg, Economics Instructor, Saddleback College.

<sup>5</sup> Related to Daniel Vernazza, English Instructor, Irvine Valley College.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Annual Report on First Year Probationary Faculty  
Recommended for Continuation of Tenure-Track Status

**ACTION:** Ratification

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next academic year.

### **STATUS**

The twenty-one (21) employees listed in Exhibit A have satisfactorily completed their first year as tenure-track faculty members and are recommended for and approved by Interim Chancellor Fallo for a one-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify a second one-year contract for the full-time faculty members listed in Exhibit A.



South Orange County Community College District  
**Annual Report on First Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their first year as tenure-track employees and are recommended for a one-year contract renewal:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Daniel Barlow	English Composition Instructor	SC
Jeffrey Barnett	Computer Science Instructor	SC
Jessica Budica	English Composition Instructor	SC
Maria Castellanos	CalWORKS Counselor (Categorical)	SC
Hencelyn Chu	Medical Lab Technician Instructor	SC
Breanna Daniels	DSPS Counselor	IVC
Annie Gilbert	Adult ESL Faculty Coordinator (80% Cat/20% Gen)	SC
Barbara Holmes	Art Instructor	SC
Jill Ibbotson	Adult ESL Coordinator (Categorical)	SC
Tracey Magrann	Health Information Technology Instructor	SC
Paris Peck	Counselor (Generalist)	SC
Jennifer Rachman	Counselor (Generalist)	SC
Jonathan Rossiter	Geography Instructor	IVC
Navneet Sahani	Political Science Instructor	IVC
Eufemia Scarfone	ESL Instructor	SC
Tina Shaffie	DSPS Counselor	SC
Laura Toscano	Counselor (Generalist)	SC
Kathy Tuominen-	Counselor (Generalist)	SC
Lenny		
Javier Valdez	EOPS/CARE Counselor	IVC
Daniel Vernazza	English Composition Instructor	IVC
Alicia Zach	Online Learning Librarian	SC

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Annual Report on Second Year Probationary Faculty  
Recommended for Continuation of Tenure-Track Status

**ACTION:** Ratification

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next two academic years.

### **STATUS**

The thirty-five (35) employees listed in Exhibit A have satisfactorily completed their second year as tenure-track faculty members and are recommended for and approved by Interim Chancellor Fallo for a two-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify a contract for a term of two years, for each of the full-time faculty members listed on Exhibit A.

South Orange County Community College District  
**Annual Report on Second Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their second year as tenure-track employees and are recommended for a two-year contract renewal:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Sam Abbas	Chemistry Instructor	SC
Sang Choi	Mathematics Instructor	SC
Thomas Cullen	Chemistry Instructor	IVC
RJ Dolbin	Mathematics Instructor	IVC
Nancy Duong	Mathematics Instructor	SC
Catherine Famiglietti	Mathematics Instructor	IVC
Dalal Farsakh	Counselor	IVC
Mark Franco	Counselor (Basic Skills)	IVC
Eric Garcia	Counselor	IVC
Patricia Gleed	Paramedic Instructor	SC
Laura Haight	Art Instructor	SC
Angel Hernandez	Counseling	IVC
Bridget Hoida Mulholland	English Instructor	SC
Lori Hoolihan	Foods and Nutrition Instructor	SC
Elizabeth Jennison	Accounting Instructor	SC
Jeffrey Johnson	English Instructor	IVC
Emiko Kiyochi	Japanese Instructor	IVC
Jennifer La Curan	Dance Instructor	IVC
Emily Liu	English Instructor	IVC
Nicole Major	Sociology Instructor	SC
Vanessa Marquez	Learning Disabilities Spec./DSPS Counselor	IVC
Jane Medling	Accounting Instructor	SC
Nahid Meshkin	Nursing Instructor	SC
Massimo Mitolo	Electrical Technology Instructor	IVC
Bill Neesen	Speech and Forensics Instructor	IVC
Terence Nelson	VETS Coordinator/Counselor	SC
Pierre Nguyen	Biological Sciences Instructor	IVC
Tuan Nguyen	Counselor (STEM)	IVC
Jacqueline Novak	Nursing Instructor	SC
Jennifer Pakula	Economics Instructor	SC
John Richards	Environmental Studies Instructor	SC
Kat Shaw	Biological Sciences Instructor	SC
Brent Warner	English as a Second Language Instructor	IVC
Susan White-Alcover	Medical Assisting Instructor	SC
Desire Whitmore	Laser Technology Instructor	IVC

**TO:** Board of Trustees

**FROM:** Thomas Fallo, Interim Chancellor

**RE:** SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure

**ACTION:** Ratification

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee prior to March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee.

### **STATUS**

Exhibit A lists those employees who have satisfactorily completed the four-year tenure process. These thirty (30) full-time faculty members are recommended for and approved by Interim Chancellor Fallo for tenure to be effective on the first day of service of their fifth year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify for tenure the full-time faculty members listed in Exhibit A, effective the first day of service of their fifth year.

South Orange County Community College District  
**Annual Report on Fourth Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their fourth year as tenure-track employees and are recommended for tenure to be effective on the first day of service of their fifth year:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Ann Marie Breslin	Learning Disability Spec./DSPS Counselor	SC
Carlo Chan	Mathematics	IVC
Joshua Danufsky	Mathematics	IVC
Keith Donovan	Chemistry	IVC
Meredith Dorner	Biology	IVC
Keith Gamache	Sign Language	IVC
Christina Ghanbarpour	History	SC
Cindy Gross	Nursing	SC
Catherine Hayter	English Composition	SC
Kenn Huber	Mathematics	IVC
Rebecca Kaminsky	English (Basic Skills)	IVC
Justin Komine	Physics	IVC
Melissa Knoll	English (Basic Skills)	IVC
Celina Lee	Librarian (Instructional)	IVC
Amy McWhorter	Biology (Anatomy)	IVC
Benjamin Mis	Psychology	IVC
Zahra Noroozi	Engineering	IVC
Sean Osborn	Human Services	SC
Sean Pheasant	Chemistry	IVC
Brenda Plascencia-Carrizosa	Child Development	SC
Emily Quinlan	Business Law	SC
<sup>1</sup> Efren Rangel	EOPS Coordinator	SC
Amanda Romero	Counselor (CTE)	IVC
John Russo	Entrepreneurship/Management	IVC
Brockton Schermerhorn	Real Estate	SC
Carolyn Seaman	Librarian (Instructional)	SC
Bennet Tchaikovsky	Accounting	IVC
Jacob Tracy	Mathematics	SC
Erica Vogel	Anthropology	SC
Jake Williams	English Composition	SC

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<sup>1</sup> Voluntary transfer from Counselor (Generalist) to EOPS Coordinator position, Board Approved 7/20/2015.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Annual Report on Third Year Probationary Faculty  
Continuation of Tenure-Track

**ACTION:** Information

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for subsequent academic years.

### **STATUS**

For informational purposes, Exhibit A lists sixteen (16) full-time employees who have satisfactorily completed the first year of a two-year contract as tenure-track faculty members. The two-year contract was previously approved by the Board of Trustees on February 27, 2017.

South Orange County Community College District  
**Annual Report on Third Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed the first year of a two-year contract previously approved by the Board on February 22, 2016, completing a total of three years as tenure-track faculty members:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Rick Boone	Business/Real Estate	IVC
Henry Carnie	History	IVC
Hollis Casey	Counselor (Generalist)	SC
Sheryl Christensen	Counselor (Generalist)	SC
Adam Ghuloum	Economics	IVC
Michelle Gustafson	Counselor (Generalist)	SC
Kathleen Lunetto	Culinary Arts	SC
Jonathan Luque	Mathematics	SC
Julie McGirr	English as a Second Language	SC
Chau Aimee Tran	Counselor (Articulation & Generalist)	SC
Pete Murray	Humanities	SC
Timothy Posada	Journalism	SC
Michael Salviani	Computer Information Management	IVC
Deanna Scherger	English Composition	IVC
Lisa Tran	Counselor (Generalist)	SC
Justin Wright	Biology	IVC

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** |SOCCCD: Saddleback College and Irvine Valley College Foundations  
Annual Report |

**ACTION:** Information

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**BACKGROUND**

Both Saddleback College and Irvine Valley College Foundations provide an annual foundation report to the Board of Trustees.

**STATUS**

Winifred Johnson, Acting Executive Director of Saddleback College Foundation and Elissa Oransky, Executive Director of Irvine Valley College Foundation will provide a financial summary and a summary of accomplishments for FY 2016-2017 (EXHIBIT A).



**Irvine Valley College  
Foundation**

**Saddleback College  
Foundation**

**Annual Foundation Report to the Board of Trustees**

South Orange County Community College District

February 26, 2018

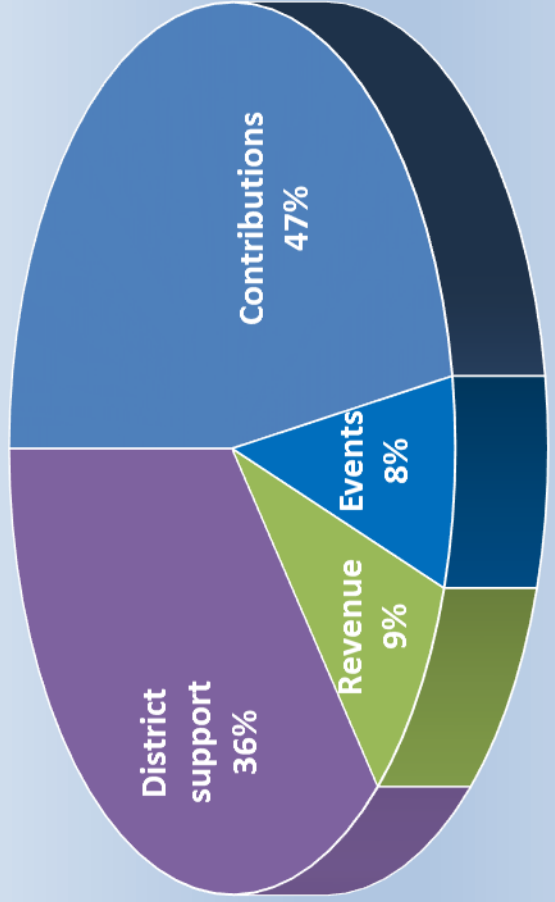
EXHIBIT A  
Page 1 of 21

Presenters: Elisa Oransky, Executive Director IVC Foundation and

Winnie Johnson, Interim Executive Director, Saddleback College Foundation

# 2016-2017 Income

Contributions	\$	864,233
Events	\$	139,499
Revenue	\$	156,929
District support	\$	662,394
Total	\$	1,823,055



# Financial Position

	Income 2016-2017
<b>Support and Revenue</b>	
Contributions	\$864,233
Events	\$139,499
Revenue	\$156,929
District support	\$662,394
<b>Total</b>	<b>\$1,823,055</b>
<b>Expenses</b>	
Program Support to IVC	\$1,057,367
General and Administrative	\$343,415
Fundraising	\$93,944
<b>Total</b>	<b>\$1,494,725</b>
<b>Change in net assets</b>	<b>\$310,676</b>
<b>Net Assets</b>	
<b>Beginning July 1, 2016</b>	<b>\$2,427,612</b>
<b>Ending June 30, 2017</b>	<b>\$2,738,288</b>
<b>Includes Investments of \$2,470,197</b>	

# Dollars Raised



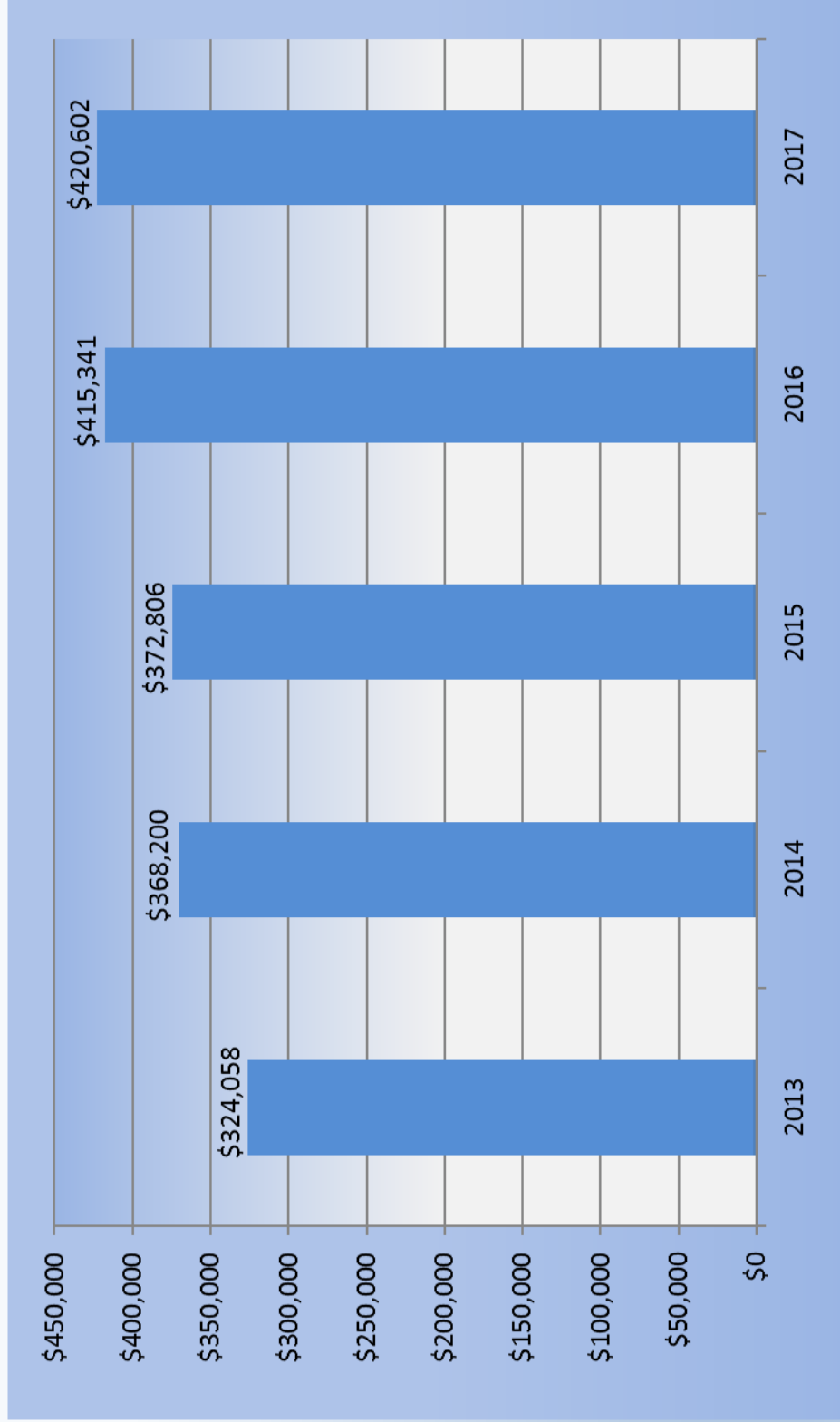
Includes all donations and dollars raised through events



“Over 25 years I have supported students at IVC in a variety of ways, including occasional donations to the scholarship program. As a former scholarship student myself, I know how life-changing such support can be. But as a donor, I also know how vital it is for the foundation to be sound and smart, to grow strong relationships across the campus community and especially beyond. Under its new leadership, the IVC Foundation has done just that and I am pleased to deepen my own involvement and commitment at this time.”

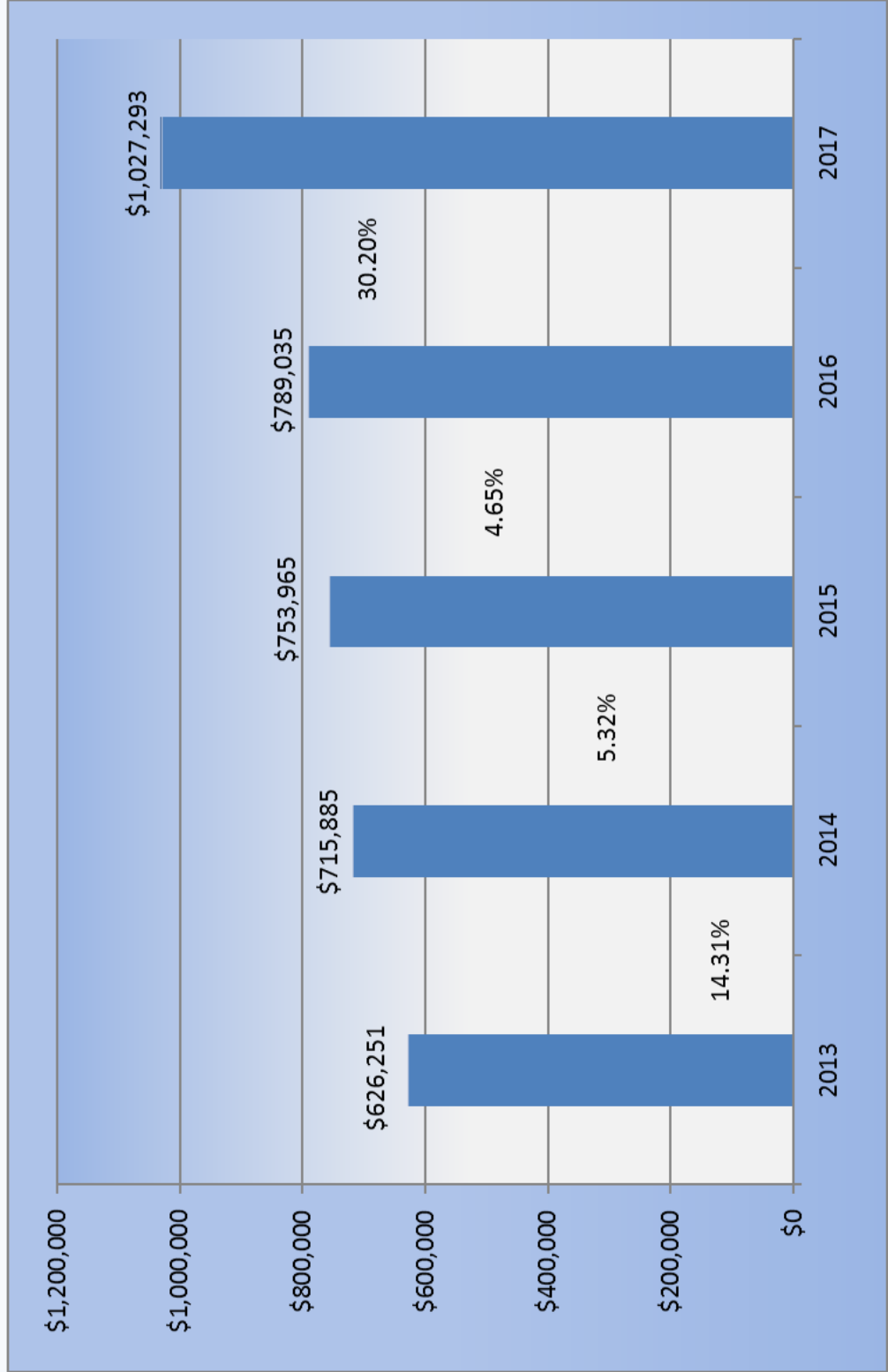
-Lisa Alvarez, IVC English Professor

# Scholarship Support



## Scholarship Growth

# Endowment Growth





“Working with IVC’s Foundation Executive Director and staff reminds me that I both serve and am served by a larger community. Whether helping me fundraise and process checks, thank donors and congratulate student scholarship recipients, or bring the community to our college and our college to the community, Elissa, the Karens, Julie, and every other member of the Foundation team always handle everything with utmost professionalism and friendliness. They play a vital role in bringing administration, faculty, staff, students, and members of our larger community together. They are a foundation for much of our best shared work.”

-Kurt Meyer, IVC Professor of English and Phi Theta Kappa Honors Society Advisor



# Significant Accomplishments

- **New significant revenue:**
  - \$50,000 to support the veteran's initiative
  - \$75,000 to establish the Maxwell Family Scholarship Endowment
  - \$13,950 for equipment for the testing center
- **Significantly increased faculty and staff participation in fundraising through PRO IVC challenges and through the creation and distribution of blue piggy banks**
- **Sponsorships for the FAD increased by 18% (\$67,625 to \$79,500)**
- **The 30<sup>th</sup> Annual Astounding Inventions saw increased participation by IVC faculty and programs**
- **Established 7 new endowments**



FOUNDATION

# Significant Accomplishments

	2013-2014	2016-2017	Increase
Number of Donors	646	1,029	59.3%
Number of Gifts	1,479	2,387	61.4%
New Donors	429	724	68.8%
5 Year Consecutive Givers	38	85	123.7%
Money Raised	\$626,251	\$1,027,293	64%

# Raised \$1 million!!!

Endowment and investment accounts surpassed the \$1 million mark



“IVC is enjoying an exciting Renaissance of the Foundation due to leadership, staffing, a restructured Board of Governors, clarity of Mission and most critically, professional and friendly interactions with the college and public. Interactions that have resulted in positive feelings, a belief in and energetic support and participation from each of the college's constituent groups.”

-Dr. Stephen Rochford, Professor Emeritus, Member Foundation BOG

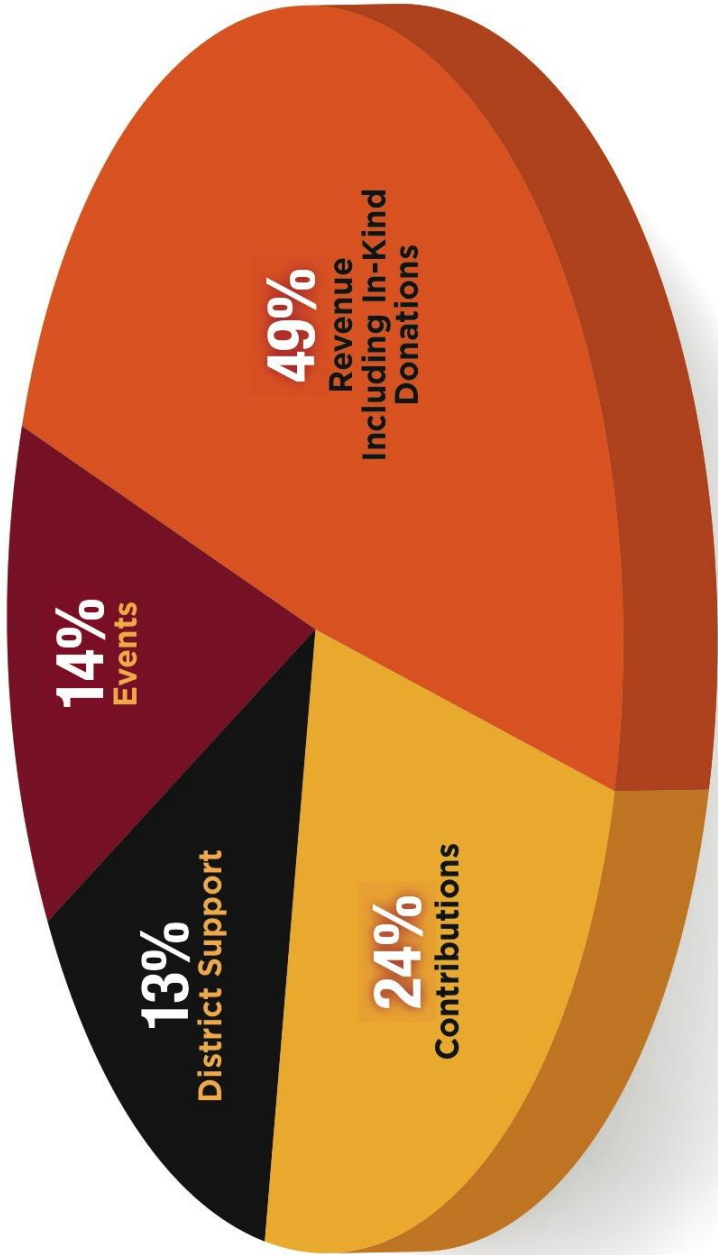
# **Saddleback College Foundation**

## **2016-2017 Report**



# 2016-2017 Income

Contributions	\$	794,914
Events	\$	454,582
Revenue	\$	1,611,353
District support	\$	437,872
Total	\$	3,298,721



# Financial Position

Support and Revenue	Income 2016-2017
Contributions	\$794,914
Events	\$454,582
Revenue	\$1,611,353
District support	\$437,872
Total	\$3,298,721
Expenses	
Program Support to SC	\$1,927,101
General and Administrative	\$303,583
Fundraising	\$346,585
Total	\$2,577,269
Change in net assets	\$721,452
Net Assets	
Beginning July 1, 2016	\$9,008,566
Ending June 30, 2017	\$9,730,018
Includes Investments of \$2,470,197	

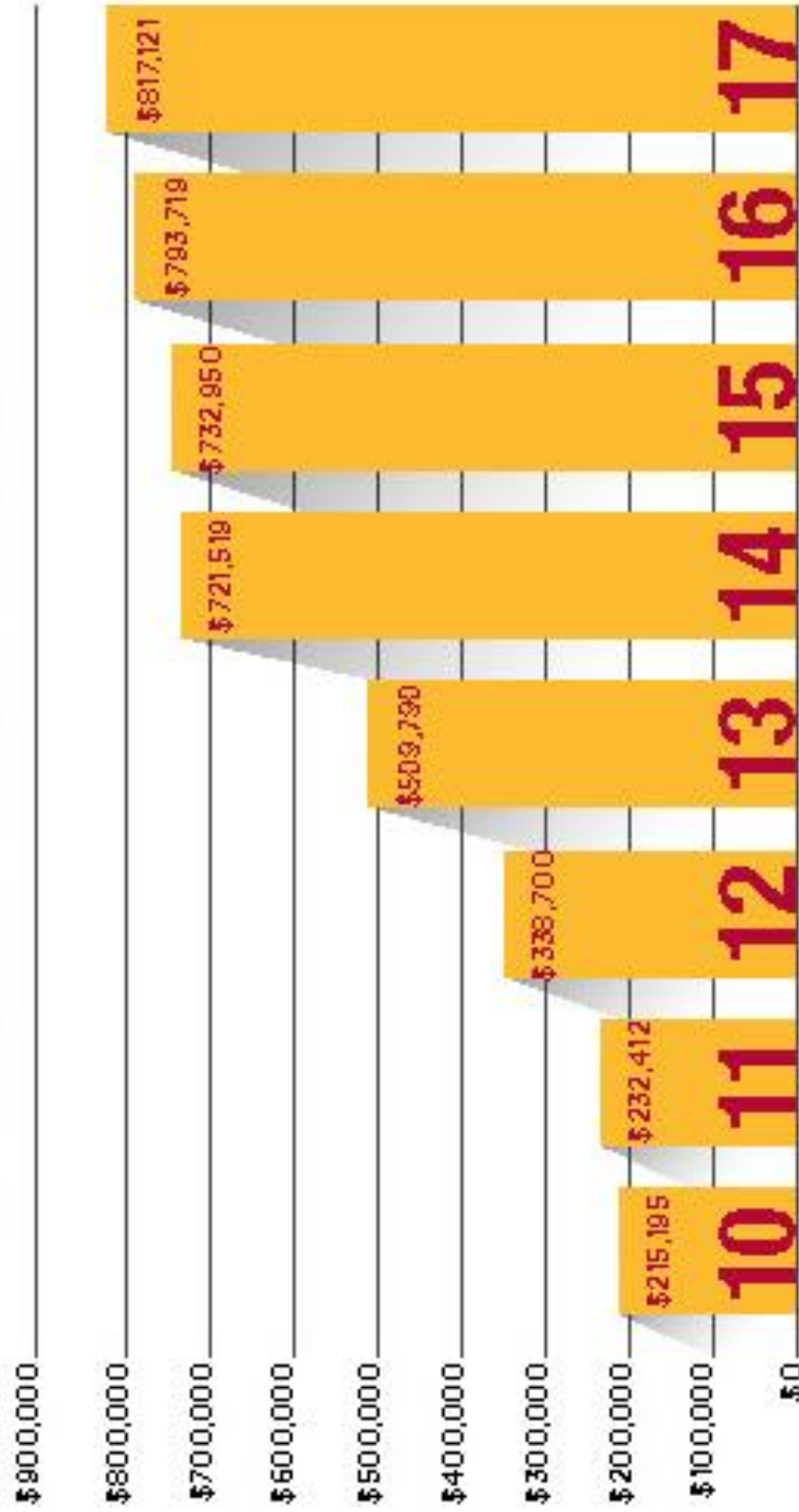


**“Thank you for investing in my future and the future I will be able to provide for my daughter. Without your support, I would have had to drop out and go back to working fulltime and surviving paycheck to paycheck.”**

**-Ashley Zieman,  
Scholarship Recipient**

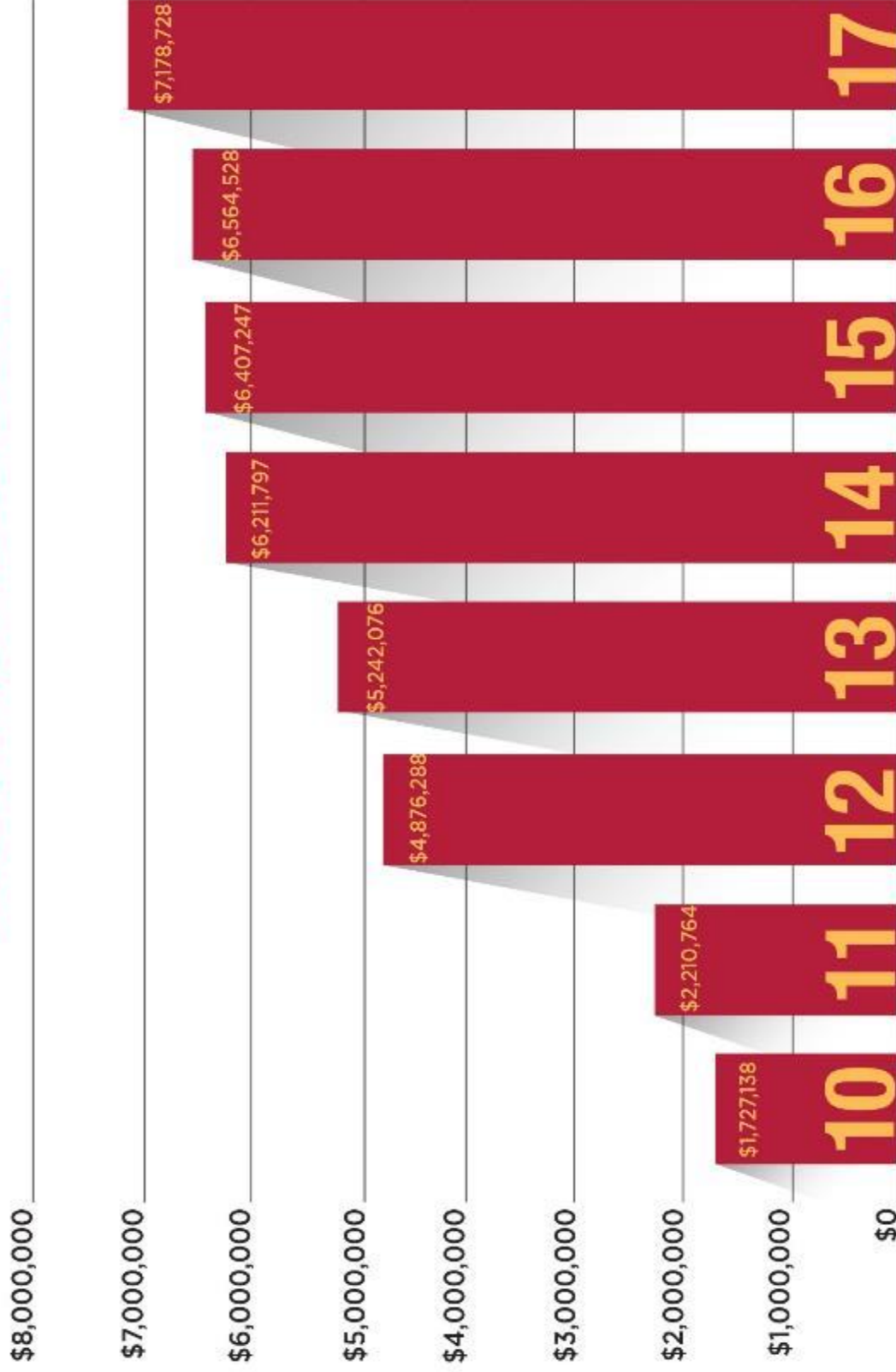


# \$817,121 in Total Scholarship Giving in 2017





# ENDOWMENTS 2010-2017



**\$7.1 million Endowment in 2017**



**Saddleback Foundation's Gala raised 81% more  
than 2016, with record net proceeds of \$176,000.**



# Significant Accomplishments

- Raised more than \$3.4 million in revenue and gifts in kind.
- Awarded over 789 scholarships totaling over \$567,121. The total dollars invested in scholarship funds for 2017 was \$817,121 which includes a \$250,000 endowment contribution from Sue and Bill Gross.
- Endowments grew to \$7.1 million, including five new endowments.



## **Significant Accomplishments continued**

- Gala raised 81% more than last year, with gross income at \$290,815.
- Re-launched the President's Circle of \$1,000 and up annual donors and raised \$62,000 in gifts and pledges.
- Partnered with Fine Arts (Fine Arts fundraising luncheon), Veterans (Orange County Community Foundation grant), and Emeritus Institute (new Emeritus Institute Circle of donors) to raise \$51,000 in unrestricted support for their programs.
- Raised \$75,000 from Grants: Orange County Community Foundation, Southern California Edison, Bank of America.

**“There is no power for change  
greater than a community  
discovering what it cares about.”**

**- Margaret Wheatley, Author**



**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Staff May Respond to Public Comments from the Previous Board Meeting

**ACTION:** None

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**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.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** Saddleback College and Irvine Valley College: Speakers

**ACTION:** Information

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**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.

Item Submitted By: *Dr. Gregory Anderson, President, Saddleback College*  
*Dr. Glenn R. Roquemore, President, Irvine Valley College*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
1/23/2018 5:00 pm – 6:00 pm	SCI 211	Sam Abbas	Pre-Medical Society Club	Neeka Bayat-Barooni	Health Scholar Program at Hoag Hospital
1/24/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Nutrition Activity: Healthy Meal Cooking Demonstration	Lorrie Eber	Nutrition Activity: Healthy Meal Cooking Demonstration
2/7/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Sleep Activity: Visualization	Bryce Mander	Sleep Activity: Visualization
2/7/2018 6:00 pm – 7:00 pm	BGS 254	Jane Medling	Finance and Accounting, Job Prospects	Robert Ennis	Accounting and Finance
2/7/2018 6:30 pm – 8:30 pm	BGS 119	Lisa Elston	Fashion 31 – Textiles	Randi Winters	Spinning Fibers
2/14/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Socialization Activity: “Getting to Know You”	Nadine Durbach	Socialization Activity: “Getting to Know You”
2/28/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Bio of Aging Activity: Right-sizing Your Favorite Activities	Dr. DiSiena	Bio of Aging Activity: Right-sizing Your Favorite Activities
3/7/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Alzheimer’s and Research Activity: Memory Screens	Chelsea Cox	Alzheimer’s and Research Activity: Memory Screens
3/7/2018 6:15 pm – 8:15 pm	BGS 119	Lisa Elston	Fashion 31 – Textiles	Martina Go-Stance	Testing and Product Development
3/14/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Geriatrician/Overall Health Activity: What Is Your Biological Age?	Dr. Trinh	Geriatrician/Overall Health Activity: What Is Your Biological Age?
3/28/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Planning Ahead- Legal & Financial Matters Activity: Calculate Resources	Todd Litman	Planning Ahead- Legal & Financial Matters Activity: Calculate Resources
4/4/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	End of Life- POLST, Home Health, Hospice and Palliative Care Activity: Jeopardy Game to Test Knowledge	Patty Mouton	End of Life- POLST, Home Health, Hospice and Palliative Care Activity: Jeopardy Game to Test Knowledge
4/11/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Adapting: Tools/Assistive Devices & Home	Leslie Gibola	Adapting: Tools/Assistive Devices & Home



<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
			Modification – What Are They and How Can They Help Me? Activity: Try the Devices		Modification – What Are They and How Can They Help Me? Activity: Try the Devices
4/18/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Assessing Self Worth Activity: Recasting Your Life	Dr. Alina Gram	Assessing Self Worth Activity: Recasting Your Life
4/25/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	The Spiritual Dimension of Wellness Activity: Drumming Circle	Dr. Josh Grill	The Spiritual Dimension of Wellness Activity: Drumming Circle
4/25/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	The Spiritual Dimension of Wellness Activity: Meditation	Jennifer Bolles	The Spiritual Dimension of Wellness Activity: Meditation
4/25/2018 10:50 am	LWV Club House 5	Kari Walker / Allyson Lehrich	Reducing Stress Activity: Guided Imagery & Relaxation Techniques	Kathy McCaleb	Reducing Stress Activity: Guided Imagery & Relaxation Techniques
4/27/2018 10:00 am – 11:00 am	CCCREEC Conference, Sacramento, CA	Martin Welc & Brock Schermerhorn	CCC Real Estate Education Center	Shelly Wilson & James Martin	CalBRE & BREA Updates

### **IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
1/31/18 9:30 am	BSTIC 119	Cindy Voss	Counseling 102	Donald Jennings	Career Choices
2/9/18 1:00 pm	BSTIC 118	Bob Urell	GAP4+1 Program	Brian Clawson	Grit Presentation
2/28/18 12:30 pm	SSC 230	Amanda Romero	Career Center	Tyler Reymer	Blizzard – Overview of the Gaming Industry
3/6/18 7:00 pm	A 311	Iman Khosrowpour	Symphony Orchestra	Dr. Stephen Rochford	Student Composition Observation and Commentary for the Symphony Orchestra

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
3/7/18 7:00 pm	A 311	Mathieu Girardet	Wind Symphony	Dr. Stephen Rochford	Student Composition Observation and Commentary for the Wind Symphony
3/14/18 1:00 pm	B 209	Amanda Romero	Career Chat	Anthony Mack	Technology in the Workforce

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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**BACKGROUND**

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

**STATUS**

EXHIBIT A provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT  
February 26, 2018

**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 complete December 2011. The 2011 EFMP report is available at the district website: [http://www.socccd.edu/about/about\\_planning.html](http://www.socccd.edu/about/about_planning.html). The next EFMP process is scheduled for FY 2018-2019.

**SADDLEBACK COLLEGE**

**1. STADIUM AND SITE IMPROVEMENT**

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport 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	<b>March 2014</b>	Award D/B Contract	<b>Aug 2016</b>
Start Working Drawings	<b>Sept 2016</b>	Complete Construction	March 2019
Complete Working Drawings	Nov 2017	Advertise for FF&E	N/A
DSA Final Approval	Feb 2018	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 3/24/08, 6/23/14, 6/22/15. 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 RDA and Promenade income of \$22,705,000.

	Original	Revision	Total
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: Design phase: Design is complete and in DSA review.

In Progress: DSA review of the Storm Drainage Package, Stadium Facility Increment 1 (demolition, grading and retaining walls) and Increment 2 (structure). Construction Management Services Requests for Proposals (RFP), 3<sup>rd</sup> Party Testing and Inspection RFP and DSA Inspector of Record RFP.

Recently Completed: Submit Stadium Facility Increment 2 to DSA. *Move and store athletics equipment for track, field, soccer and football.*

Focus: Work through both schedule and cost impact related to the geotechnical report discovery. Collaborate with Athletics for adaptive kinesiology students' temporary access. *Prepare for contractor mobilization and groundbreaking ceremony.*

## 2. ATAS BUILDING PROJECT

Project Description: The Project includes a new 45,000 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 will replace the existing six and will be located north of the Village. The existing TAS Building will be demolished and a new parking lot is proposed.

Start Preliminary Plans	Oct 2017	Award Construction Contract	April 2018
Start Working Drawings	May 2018	Complete Construction	Oct 2020
Complete Working Drawings	Jan 2019	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, 6/23/2014, and 8/22/2016. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing at \$14,733,000. On February 28, 2011, the Board approved \$6,799,055. On August 27, 2012, the Board approved \$5,977,945. On October 25, 2013, the Board approved reassignment of funds of \$8,523,000 for the Saddleback College Sciences Building. On June 23, 2014 the Board restored funding of \$8,523,000 and an additional \$2,702,000. On August 22, 2016, the Board approved an additional \$3,110,000. Outstanding funding will be requested during the 2018-2019 budget planning cycle.

	Original	Revision	Total
Project Budget:	\$8,755,055	\$32,419,945	\$47,175,000
District Funding Commitment:	\$8,755,055	\$11,789,945	\$20,545,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,956,000	\$18,589,000	\$20,545,000
Unallocated Amount			\$26,630,000

Status: *On Hold. RFP Phase: Complete Criteria Documents. Prequalified Design-Build Entity selection.*

In Progress: Determine outcome of potential program revisions. Incorporate stakeholder review comments for criteria documents and technical specifications. Finalize the RFP documents. .

Recently Completed: Review eight Request for Qualifications packages. Conduct one-on-one interviews. Select three pre-qualified Design-Build Entities. Finalized Geotechnical and Environmental reports

Focus Issue: Issue Request for Proposal to the three pre-qualified Design-Build Entities.

### 3. GATEWAY PROJECT

Project Description: 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 building, located west of the existing Health/Sciences building, will collocate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014 and 8/22/2016. 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. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$7,626,000	\$50,493,000
District Funding Commitment:	\$12,814,000	\$ 10,374,000	\$28,253,500
Anticipated State Match:	\$30,053,000	\$(7,813,000)	\$22,240,000
Basic Aid Allocation:	\$ 1,545,115	\$18,113,705	\$19,658,820
Unallocated Amount:			\$31,834,180

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently under consideration for third year funding.

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load

ratio requirements. The final year of funding is expected to resume the necessity to compete for funds.

Recently Completed: State Chancellor's office is *in the process of evaluating year two project submittals*. District staff is working with a planning consultant to maximize District projects prospects for *year three* potential considerations.

Focus: Continue to follow activities in Sacramento to ensure maximum funding potential.

## IRVINE VALLEY COLLEGE

### 1. LIFE SCIENCES PROJECT

Project Description: This project is a new two story building of 19,584 assignable square feet (ASF) and 30,267 gross square feet (GSF). The Life Science programs were relocated from the A-400 building. The vacated building was demolished to make way for a new facility that will house Liberal Arts programs. The Life Sciences building, located on the south east portion of the Sciences Quad, consist primarily of lab classrooms and support space with some lecture classroom space and offices.

Start Preliminary Plans	<b>Nov 2008</b>	Award Construction Contract	<b>April 2011</b>
Start Working Drawings	<b>April 2010</b>	Complete Construction	<b>March 2014</b>
Complete Working Drawings	<b>June 2010</b>	Advertise for FF&E	<b>Sept 2013</b>
DSA Final Approval	<b>Dec 2010</b>	DSA Close Out	<b>May 2014</b>

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000 with all overage returned to basic aid upon reimbursement.

	Original	Revision	Total
Project Budget:	\$24,861,000	\$ (4,371,000)	\$20,490,000
District Funding Commitment:	\$ 7,468,000	\$ (546,000)	\$ 6,922,000
Anticipated State Match:	\$17,393,000	\$ (3,825,000)	\$13,568,000
Basic Aid Allocation:	\$ 1,113,000	\$ 1,377,000	\$ 2,490,000

Status: Final "first year discovery" items are underway.

In Progress: *Construction underway.*

Recently Completed: Award of contract for the first year discovery scope of work.

Focus: Project completion and Final closeout.

## 2. BARRANCA ENTRANCE (LASER WAY)

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	<b>Feb 2010</b>	Award Construction Contract	<b>May 2016</b>
Start Working Drawings	<b>March 2011</b>	Complete Construction	<b>Apr 2017</b>
Complete Working Drawings	<b>March 2011</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Dec 2012</b>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: All necessary certification documents provided to DSA.

In Progress: Project close-out. Finalize landscaping easement with Southern California Edison.

Recently Completed: Final closeout documents provided to City of Irvine.

Focus: Close landscaping easement with Southern California Edison.

## 3. LIBERAL ARTS BUILDING PROJECT

Project Description: This project is a new two story building of 16,896 assignable square feet (ASF) and 27,787 gross square feet (GSF). The Social & Behavioral Science, Humanities & Languages, and Co-Curricular programs will be relocated from various campus locations. The Liberal Arts building, located at the northwest portion of the "A" quad, consist primarily of classrooms, a few labs and offices and gathering spaces at first and second floor lobby.

Start Preliminary Plans	<b>May 2012</b>	Award Construction Contract	<b>July 2014</b>
Start Working Drawings	<b>Jan 2013</b>	Complete Construction	<b>Aug 2016</b>
Complete Working Drawings	<b>Dec 2013</b>	Advertise for FF&E	<b>Feb 2016</b>
DSA Final Approval	<b>June 2014</b>	DSA Close Out	Pending



Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$11,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

	Original	Revision	Total
Project Budget:	\$ 3,004,951	\$10,008,949	\$13,013,000
District Funding Commitment:	\$ 3,004,951	\$10,008,949	\$13,013,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 1,000,000	\$12,013,000	\$13,013,000

Status: *Project is closed and will be removed from future reports.*

In Progress:

Recently Completed: *Final Pay application released.*

Focus:

## 5. FINE ARTS PROJECT

Project Description: The proposed project will construct a new complex of three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand space for the Fine Arts department. Art, Art History, Music and Dance instruction will be relocated from laboratories currently housed across a number of different buildings on campus. The Fine Arts building, located south west of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Following occupancy space will be vacated within the B-100, B-300 and A-300 buildings setting the stage for future renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/23/2014 and 8/22/2016. On June 23, 2014, the Board approved 795,000. On August 22, 2016, the Board approved \$1,659,739. The district revised the funding commitment from 30 to 50 percent of State supportable costs to increase project competitiveness for state funding. On June 26, 2017, the Board approved \$12,932,581

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$ 7,157,000	\$42,860,000
District Funding Commitment:	\$10,562,000	\$13,420,000	\$23,982,000

Anticipated State Match:	\$25,141,000	\$(6,263,000)	\$18,878,000
Basic Aid Allocation:	\$795,000	\$14,592,320	\$15,387,320
Unallocated Amount:	\$0	\$0	\$27,472,680

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently under consideration for third year funding.

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. The final year of funding is expected to resume the necessity to compete for funds.

Recently Completed: State Chancellor's office is *in the process of evaluating year two project submittals*. District staff is working with a planning consultant to maximize District projects prospects for *year three* potential considerations.

Focus: Continue to follow activities in Sacramento to ensure maximum funding potential.

## 6. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT

Project Description: This project includes development of a 135,000 square feet of lighted parking lot creating 400 additional parking spaces. The project proposes to include photovoltaic panels supported on parking canopies designed to generate up to one megawatt of solar power. The Photovoltaic System is to be integrated with the campus electrical system and interconnected with the local utility grid.

Start Preliminary Plans	<b>Sep 2017</b>	Award Construction Contract	Jul 2018
Start Working Drawings	<b>Dec 2017</b>	Complete Construction	Jan 2019
Complete Working Drawings	Mar 2018	Advertise for FF&E	Oct 2018
DSA Final Approval	May 2018	DSA Close Out	May 2019

Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015 and 8/22/2016. 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. On June 26, 2017 the Board approved \$733,000.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$4,478,000	\$7,488,000
District Funding Commitment:	\$3,010,000	\$4,478,000	\$7,488,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$ 4,478,000	\$7,488,000

Status: Design Phase.

In Progress: Continue Design Development Phase. Define EV Charging stations, blue phones, security cameras and pay station needs.

Recently Completed: Design Development complete. *Received and evaluated technical proposals for battery energy storage from SCE approved energy service companies.*

Focus: *Complete parking lot construction documents. Evaluate potential economy of scale by adding Phase II scope. Finalize solar scope and proceed with design-build procurement. Finalize recommendation for battery energy storage system. Continue coordination with Southern California Edison to aggregate incoming electrical service.*

## 7. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one story building of an estimated 2,553 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 which will free space for renovation to meet the increased counseling requirements. The new Heath Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices, restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	<b>May 2017</b>	Award Construction Contract	Jun 2018
Start Working Drawings	<b>Jul 2017</b>	Complete Construction	Jul 2019
Complete Working Drawings	<b>Jan 2018</b>	Advertise for Equipment	Dec 2018
DSA Final Approval	Apr 2018	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015. On June 22, 2016, the Board approved 5,338,000. On June 26, 2017, the Board approved 402,000.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$ 940,000	\$6,140,000
District Funding Commitment:	\$5,200,000	\$ 940,000	\$6,140,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$5,740,000	\$6,140,000

Status: *DSA design review phase.*

In Progress: *Construction Documents under review at DSA.*

Recently Completed: Completion of Construction Documents.

Focus: *Respond to DSA review comments when received.*

## ATEP

### 1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station is required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	<b>Jul 2013</b>	Award Construction Contract	<b>Nov 2014</b>
Start Working Drawings	<b>Jul 2013</b>	Complete Construction	<b>Jul 2015</b>
Complete Working Drawings	<b>Apr 2014</b>	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.

Recently Completed: Land exchange between District and the County of Orange.

Focus: Adhere to various regulatory requirements specific to maintain the ATEP site.

### 2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 30,000 gross square feet (GSF) building dedicated to technical and applied sciences and economic development. The automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, alternative robotics classes, and the testing center will be located from the existing ATEP classrooms and from the IVC campus with some spaces representing expansion. The space vacated at the ATEP campus will terminate the temporary lease with the City of Tustin. The space vacated at the IVC campus at the A300 and B300 building will become available to meet additional curriculum needs. The new ATEP IVC First Building, located in the north east portion of the ATEP campus, will consist of primarily lab classrooms and support spaces, with some lecture classroom space, offices and student support services.

The project includes 50kV of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	<b>Oct 2014</b>	Award Design-Build Contract	<b>June 2015</b>
Start Working Drawings	<b>July 2015</b>	Complete Construction	<i>Mar 2018</i>
Complete Working Drawings	<b>March 2016</b>	Advertise for FF&E	<b>Sept. 2017</b>
DSA Final Approval	<b>Sept 2016</b>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/15 and 8/22/2016. On February 28, 2011, \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds approved on 6/23/14. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The College has elected to use Irvine Valley College RDA equaling \$1, 250,000. On June 26, 2017, the Board approved \$1,100,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 5,950,000	\$28,650,000
District Funding Commitment:	\$23,000,000	\$ 5,950,000	\$28,650,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$0	\$ 1,250,000	\$ 1,250,000

Status: Construction phase: 98% complete.

In Progress: Contract negotiation for integrated battery storage system. Punch list.  
*Commission all building systems*

Recently Completed: *Energize building by Southern California Edison. Orange County Health Department release for dual plumbed building.*

Focus: Photovoltaic interconnect agreement with utility agency. *Final cleaning, furniture and equipment deliveries and installation in time for first day of classes, Monday, March 26th. Resolve cost and time impacts arising from Public Utility Agencies delays.*

### 3. ATEP – UTILITIES AND INFRASTRUCTURE

Project Description: This project is a utilities and infrastructure project required to support construction of the ATEP IVC First Building as well as support future development. Utility and infrastructure construction will be phased with phase 1 including the site utility infrastructure, utility laterals to offsite points of connection and development of vehicular, bicycle and pedestrian circulation. This phase 1 utility and infrastructure project will address improvements at the north east and a small central portion of the ATEP campus.

Start Preliminary Plans	<b>Oct 2015</b>	Award Construction Contract	<b>Oct 2016</b>
Start Working Drawings	<b>Nov 2015</b>	Complete Construction	<i>Feb 2018</i>

Complete Working Drawings	<b>Mar 2016</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Jun 2016</b>	DSA Close Out	Jan 2018

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board of Trustees approved \$2,475,000.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$2,475,000	\$9,475,000
District Funding Commitment:	\$7,000,000	\$2,475,000	\$9,475,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$2,475,000	\$9,475,000

Status: Construction phase: 98% complete

In Progress: Program site lighting, punch list and project close-out.

Recently Completed: Install light fixtures, striping of parking lot and road.

Focus: Resolve cost and time impacts arising from public utility agencies delays on this Project.

## DISTRICT WIDE

### 1. SUSTAINABILITY/ ENERGY PLAN

Project Description: This project develops a Sustainability/Energy Plan to support the colleges' plans for future sustainability/energy projects and to assist with the development of the ATEP site. Additionally, the plan will advise the campuses on best practices, help take advantage of programs such as, Savings by Design, and recommend procurement methods for various sustainability projects. The project is broken into two phases, the first to focus on development of building design and construction guidelines and the second to focus on campus organizational policies and procedures. The Plan will inform the upcoming Education and Facilities Master Plan process.

Kick Off	<b>Jan 2017</b>	Start Plan Development	<b>Feb 2017</b>
Start Research/Analysis	<b>Jan 2017</b>	Complete Plan	<b>May 2017</b>
Complete Research/Analysis	<b>Feb 2017</b>	Final Plan	<b>Nov 2017</b>

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$240,000	\$440,000
District Funding Commitment:	\$200,000	\$240,000	\$440,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A

Basic Aid Allocation:	\$200,000	\$240,000	\$440,000
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Status: Plan Development: Complete.

In Progress: Presentation to Board of Trustees

Recently Completed: Print final plans.

Focus: Develop consultant scope of work for second phase. Coordinate presentation and review by District-Wide Planning Council.

## 2. ADA TRANSITION PLAN

Project Description: This project includes site accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in developing Americans with Disabilities Act (ADA) Transition Plans. The project includes assessment of barriers to access, summary of costs for remediation, implementation schedules with prioritization and standard drawings for remediation methods. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	<b>Mar 2016</b>	Start Report Development	<b>May 2016</b>
Start Research/Analysis	<b>Mar 2016</b>	Complete Report Development	<b>Sep 2016</b>
Complete Research/Analysis	<b>Jul 2016</b>	Final Report	<b>Oct 2016</b>

Budget Narrative: 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	Total
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 I work complete. Initiating Phase II work.

In Progress: RFQ&P for self-evaluation of services, policies and practices.

Recently Completed: Received responses to RFQ&P.

Focus: Recommend consultant for Board approval.

## 3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

Project Description: This project develops district-wide technology and building access standards for capital construction projects. The standards will assist current and future

design teams in developing construction documents and will establish design guidelines for telecommunications / network infrastructure and associated equipment.

Kick Off	<b>July 2017</b>	Start Report Development	<b>Oct 2017</b>
Start Research/Analysis	<b>July 2017</b>	Complete Report	<i>Mar 2018</i>
Complete Research/Analysis	<b>Sept 2017</b>	Final Report	<i>Apr 2018</i>

Budget Narrative: Budget reflects Board action on 8/22/2016. On June 26, 2017, the Board approved \$100,000.

	Original	Revision	Total
Project Budget:	\$460,000	\$100,000	\$560,000
District Funding Commitment:	\$460,000	\$100,000	\$560,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$460,000	\$100,000	\$560,000

Status: Recommendations phase.

In Progress: Complete campus standards and procurement processes for cable infrastructure, audio visual, access control and wireless.

Recently Completed: Committee review of draft electronic security standards.

Focus: Complete campus standards and procurement processes.

#### 4. MAPPING AND CONDITION ASSESSMENT

Project Description: This project accurately and comprehensively documents the horizontal and vertical positions of underground utilities, i.e. electrical, natural gas, storm drain, sanitary sewer, telecommunication, fiber optic, non-potable irrigation, and domestic/ fire water. The existing condition of each will be assessed. Accurate utility information assists design teams when developing construction documents preventing construction delays, claims, and major utilities conflicts.

Kick Off	July 2018	Start Report Development	Dec. 2018
Start Research/Analysis	July 2018	Final Report	Jan. 2019

Budget Narrative: Budget reflects Board action on 8/22/2016. On June 26, 2017, the Board approved \$500,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$500,000	\$900,000
District Funding Commitment:	\$400,000	\$500,000	\$900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$500,000	\$900,000



Status: Project on hold to request additional funding.

In Progress: *Update project budget for the upcoming 2018-2019 funding cycle.*

Recently Completed: Recommended firm agreed to hold proposal offer until funding cycle is complete.

Focus: Request additional funding. Anticipated project start July 2018.

Project updates for active projects may be viewed at:

<http://www.socccd.edu/businessservices/ProjectUpdates2014.html>

#### Notes

- 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.)
  - 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 70% match and so on as the economy changes) 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.
  - 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.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Monthly Financial Status Report

**ACTION:** Information

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**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 yearend balance. These reports provide district-wide and college financial information.

**STATUS**

The reports display the adopted budget, revised budget and transactions through January 31, 2018 (EXHIBIT A). A review of current revenues and expenditures for FY 2017-2018 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of January, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 65,655,901	65,655,901	65,655,901	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 3,321,902	3,322,182	862,851	25.97%
State Sources	8600-8699	57,606,503	60,105,756	35,697,321	59.39%
Local Sources	8800-8899	240,729,776	240,740,026	162,240,204	67.39%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		301,658,181	304,167,964	198,800,376	65.36%
FISCAL AGENT PASS THROUGH	8970-8979	4,350,212	4,710,212	2,537,623	53.87%
INCOMING TRANSFERS	8980-8989	3,143,842	3,143,842	1,864,443	59.30%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 374,808,136</b>	<b>377,677,919</b>	<b>268,858,343</b>	<b>71.19%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 90,295,240	94,925,856	49,305,267	51.94%
Other Staff Salaries	2000-2999	57,339,922	57,458,840	26,606,993	46.31%
Employee Benefits	3000-3999	57,255,869	58,118,289	28,912,807	49.75%
Supplies & Materials	4000-4999	8,101,817	8,405,386	2,030,682	24.16%
Services & Other Operating	5000-5999	35,297,872	34,367,305	12,258,094	35.67%
Capital Outlay	6000-6999	18,863,380	18,956,869	2,783,220	14.68%
Payments to Students	7500-7699	1,347,658	2,689,099	1,605,865	59.72%
Total Expenditures		\$ 268,501,758	274,921,644	123,502,928	44.92%
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	\$ 1,225,000	1,225,000	975,000	79.59%
Basic Aid Transfers Out	7300-7399	67,231,257	67,231,257	17,210,000	25.60%
Intra Fund Transfers Out	7400-7499	4,350,212	4,710,212	509,468	0.00%
Total Other Uses		72,806,469	73,166,469	18,694,468	25.55%
<b>TOTAL USES OF FUNDS</b>		<b>341,308,227</b>	<b>348,088,113</b>	<b>142,197,396</b>	<b>40.85%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 33,499,909</b>	<b>29,589,806</b>	<b>126,660,947</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,446,051	17,446,051		
Reserve for Economic Uncertainties		13,260,177	9,580,756		
College Reserves for Economic Uncertainties		2,793,681	2,562,999		
<b>TOTAL RESERVES</b>		<b>\$ 33,499,909</b>	<b>29,589,806</b>		

NOTE: As of January 31, 2017 actual revenues to date were **68.98%** and actual expenditures to date were **46.75%** of the revised budget to date.

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of January, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 19,766,282	19,766,282	19,766,282	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 99,419,252	99,419,252	65,196,026	65.58%
Restricted Budget Allocation		39,218,878	40,182,215	24,327,321	60.54%
Total Revenue		138,638,130	139,601,467	89,523,347	64.13%
INCOMING TRANSFERS	8980-8989	1,333,842	1,333,842	1,051,013	78.80%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 159,738,254</u>	<u>160,701,591</u>	<u>110,340,642</u>	68.66%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 56,488,724	57,532,875	30,300,769	52.67%
Other Staff Salaries	2000-2999	29,015,126	29,203,128	13,091,749	44.83%
Employee Benefits	3000-3999	32,308,544	32,349,909	16,543,985	51.14%
Supplies & Materials	4000-4999	6,042,772	6,298,730	1,279,800	20.32%
Services & Other Operating	5000-5999	18,661,369	17,550,809	5,156,486	29.38%
Capital Outlay	6000-6999	13,150,367	13,049,525	1,508,616	11.56%
Payments to Students	7500-7699	946,352	1,591,615	763,309	47.96%
Total Expenditures		\$ 156,613,254	157,576,591	68,644,714	43.56%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 625,000	625,000	625,000	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		625,000	625,000	625,000	100.00%
<b>TOTAL USES OF FUNDS</b>		<u>157,238,254</u>	<u>158,201,591</u>	<u>69,269,714</u>	43.79%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 2,500,000</u>	<u>2,500,000</u>	<u>41,070,928</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 2,500,000</u>	<u>2,500,000</u>		

NOTE: As of January 31, 2017 actual revenues to date were **65.29%** and actual expenditures to date were **46.60%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of January, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 4,337,276	4,337,276	4,337,276	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 62,394,259	62,394,259	41,760,838	66.93%
Restricted Budget Allocation		18,301,263	19,847,709	11,723,890	59.07%
Total Revenue		80,695,522	82,241,968	53,484,728	65.03%
INCOMING TRANSFERS	8980-8989	1,400,000	1,400,000	666,105	47.58%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 86,432,798</u>	<u>87,979,244</u>	<u>58,488,109</u>	66.48%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 32,169,473	32,734,404	18,500,523	56.52%
Other Staff Salaries	2000-2999	18,233,934	18,108,855	8,803,157	48.61%
Employee Benefits	3000-3999	19,195,669	19,310,567	10,501,656	54.38%
Supplies & Materials	4000-4999	1,933,800	1,977,111	699,324	35.37%
Services & Other Operating	5000-5999	8,397,432	8,717,640	3,272,505	37.54%
Capital Outlay	6000-6999	5,557,503	5,720,184	1,180,375	20.64%
Payments to Students	7500-7699	401,306	1,097,484	842,555	76.77%
Total Expenditures		\$ 85,889,117	87,666,245	43,800,095	49.96%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 250,000	250,000	0	
Other Transfers	7400-7499	0	0	0	
Total Other Uses		250,000	250,000	0	
<b>TOTAL USES OF FUNDS</b>		<u>86,139,117</u>	<u>87,916,245</u>	<u>43,800,095</u>	49.82%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 293,681</u>	<u>62,999</u>	<u>14,688,014</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 293,681</u>	<u>62,999</u>		

NOTE: As of January 31, 2017 actual revenues to date were **66.83%** and actual expenditures to date were **51.74%** of the revised budget to date.

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo, Interim Chancellor

**RE:** SOCCCD: Quarterly Investment Report |

**ACTION:** Information

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### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 encouraging the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy may be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

### **STATUS**

As of the quarter ending on December 31, 2017, our cash balances were \$330,260,915.46 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 1.13% compared to prior quarter of 1.11%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,464,967.16, and the LAIF investment pool is yielding an average of 1.20% compared to prior quarter of 1.07%.

Both pools are highly liquid, with overnight wire transfers available upon request.

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008 the SOCCCD 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 December 31, 2017 (EXHIBIT A).

For December, the portfolio was composed of 47.7% Fixed Funds (Bonds) and 52.3% Common Stocks (Domestic and International). The portfolio's performance increased 0.74%, ending with a fair market value of \$116,227,289 and an annualized return of 6.01%.

January 12, 2018

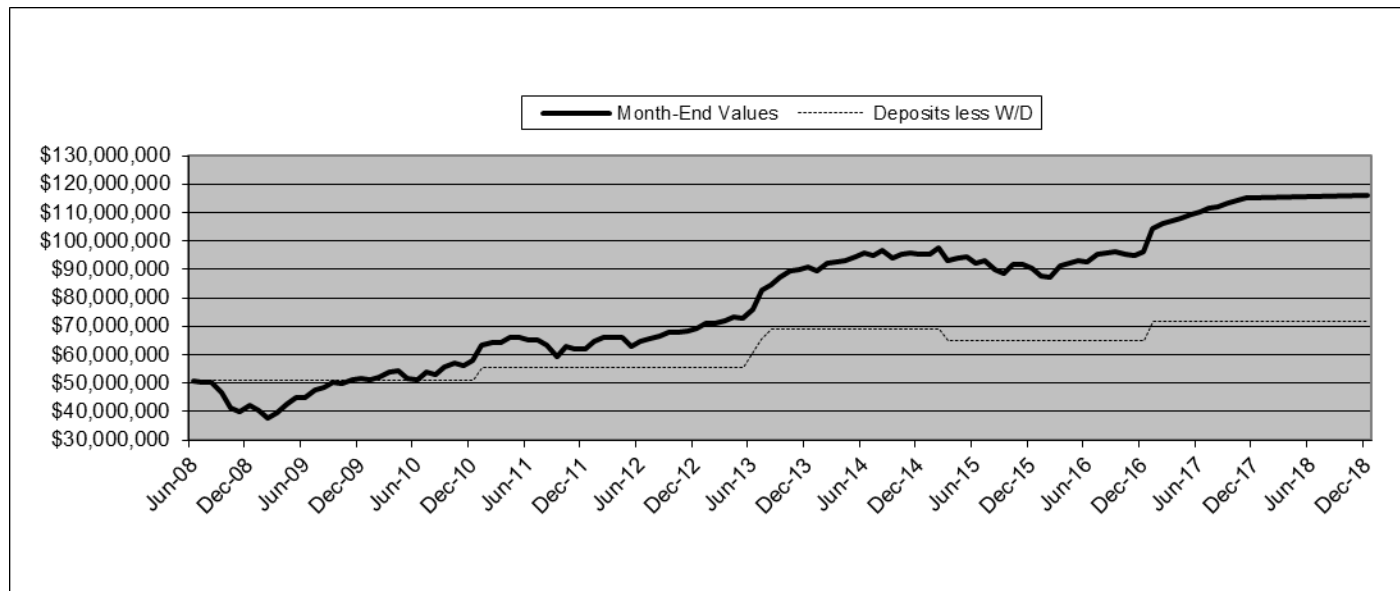
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on December 31<sup>st</sup> of \$116,227,288.56 your portfolio's performance was up 0.74% for the month and up 6.01% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (52.3%) and fixed income funds (47.7%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013, and \$6,876,877.96 on January 20, 2017 for a total of \$75,676,601.70. \$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>	<u>December 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.74%	12.76%	6.01% annualized return
S&P 500	1.11%	21.84%	10.43% (Domestic Stocks)
MSCI EAFE	1.61%	25.03%	3.30% (International stocks)
Barclays Aggregate	0.46%	3.55%	4.11% (Domestic Bonds)
Barclays Global	0.35%	7.41%	2.87% (Global Bonds)



Very truly yours,

Scott W. Rankin  
Senior Vice President



Month - Year	Contributions	Contribution Balance	Month-End Investment 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
July-16	\$ -	\$ 64,799,724	\$ 95,377,249
August-16	\$ -	\$ 64,799,724	\$ 95,929,958
September-16	\$ -	\$ 64,799,724	\$ 96,320,870
October-16	\$ -	\$ 64,799,724	\$ 95,230,338
November-16	\$ -	\$ 64,799,724	\$ 94,958,568
December-16	\$ -	\$ 64,799,724	\$ 96,106,489
January-17	\$ 6,876,878	\$ 71,676,602	\$ 104,516,816
February-17	\$ -	\$ 71,676,602	\$ 106,178,127
March-17	\$ -	\$ 71,676,602	\$ 106,889,989
April-17	\$ -	\$ 71,676,602	\$ 107,981,028
May-17	\$ -	\$ 71,676,602	\$ 109,311,569
June-17	\$ -	\$ 71,676,602	\$ 110,063,884
July-17	\$ -	\$ 71,676,602	\$ 111,728,835
August-17	\$ -	\$ 71,676,602	\$ 112,145,520
September-17	\$ -	\$ 71,676,602	\$ 113,277,751
October-17	\$ -	\$ 71,676,602	\$ 114,061,414
November-17	\$ -	\$ 71,676,602	\$ 115,163,531
December-17	\$ -	\$ 71,676,602	\$ 116,227,289
	<b>\$ 71,676,602</b>		

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Pension Stabilization Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In March, 2016 the SOCCCD Board of Trustees authorized the District to join the California Public Entity Pension Stabilization Trust to set aside funds to offset the cost increases related to the STRS and PERS retirement systems pension liabilities. The trust was established with the Benefit Trust Company and Morgan Stanley as the registered investment advisor.

### **STATUS**

This report is for the period ending December 31, 2017 (EXHIBIT A). The portfolio is entirely invested in fixed income mutual funds. The portfolio's performance for the quarter increased 0.39%, ending with a fair market value of \$25,829,514. The annualized return since inception is 3.38%. In this quarter, \$788,093 was withdrawn and transferred to the colleges and district services to offset increased pension costs.

January 12, 2018

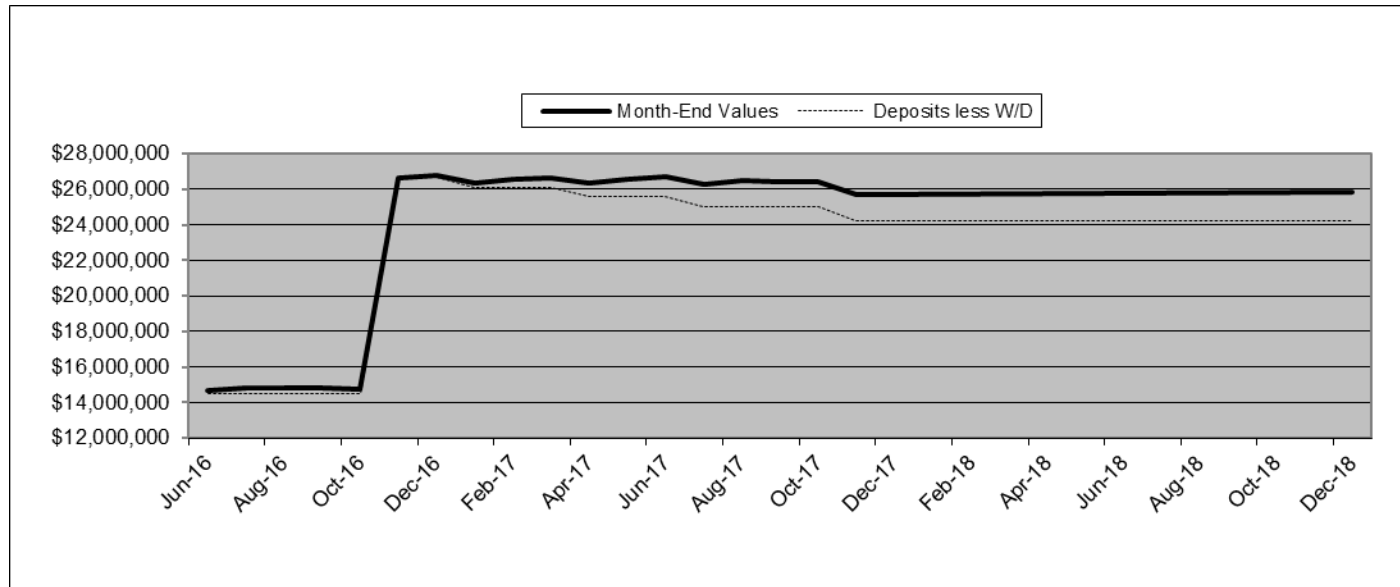
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Pension Stabilization Irrevocable Trust

With a fair market value on December 31st of \$25,829,513.79 your portfolio's performance was up 0.39% for the quarter and up 3.38% on an annualized basis since the June 16, 2016 inception date net of program fees.

Your portfolio is invested entirely in fixed income mutual funds. It was designed to be invested over a short time frame. Deposits include the initial contribution of \$14,500,000 on June 16, 2016, and a follow-up contribution of \$12,600,000 on November 11, 2016, while \$2,871,582 has been withdrawn to fund pension contributions. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>4th Quarter 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD PST	0.39%	5.66%	3.38% annualized return
Barclays Aggregate	0.39%	3.55%	0.61% (Domestic Bonds)
Barclays Global	1.08%	7.41%	0.41% (Global Bonds)



Very truly yours,

Scott W. Rankin  
Senior Vice President

Month - Year	Contributions	Contribution Total	Withdrawals	Ending Value
June-2016	14,500,000	14,500,000	-	14,633,971
September-2016	-	14,500,000	-	14,817,905
December-2016	12,600,000	27,100,000	407,038	26,758,346
March-2017	-	27,100,000	623,771	26,627,198
June-2017	-	27,100,000	476,582	26,672,038
September-2017	-	27,100,000	576,098	26,439,611
December-2017	-	27,100,000	788,093	25,829,514

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Reports from Administration and Governance Groups

**ACTION:** None

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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  
Faculty Association  
Irvine Valley College Academic Senate  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association



TO: Members of the Board of Trustees  
FROM: Dr. Thomas Fallo, Interim Chancellor  
SUBJECT: District Services Report for February 26, 2018 Board of Trustees Meeting

### **ATEP Update**

The grand opening/ribbon cutting celebration for Irvine Valley College's building at the Advanced Technology and Education Park is scheduled to be held on April 18 from 9 to 11 am. The celebration will consist of a program with speakers from the district and the City of Tustin, followed by a reception and an open house in IVC's new Integrated Design, Engineering, and Automation Building.

### **New Executive Director of Business Services**

Welcome to Priya Jerome, our new executive director of business services! Priya has 20 years of broad experience in all areas of procurement, logistics, and operations, and comes to us from Southwestern Community College District, where she served since 2010 as the director of procurement, central services and risk management. Priya earned a master's of business administration from Queensland University of Technology in Brisbane, Australia, and a bachelor's degree from Bangalore University, St. Joseph's College of Commerce.

### **Human Resources**

Full-time faculty recruitments are in full swing with mathematics (SC and IVC) and nursing being the first to close on February 5. We are also pleased to announce that Anastasia Vendrovsky will now be devoting her time to employee services and leaves. More details to follow as HR continues its dedication to provide outstanding customer service to the colleges and district services.

### **Research and Planning**

On February 2 the District-wide Planning Council, which brings together participatory governance groups and administrative leadership across the district to discuss important planning agendas, held its first meeting of the calendar year. Highlights from the meeting included sharing of college enrollment management strategies, progress reports on the accreditation recommendations, review of the district-wide function map, Memorandum of Understanding on Roles and Responsibilities for District Information Technology and College Technology Services, planning for the educational master plans, and sharing of the results from the 2017 District-wide Climate Survey.



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Dr. Thomas Fallo, Interim Chancellor

FROM: Gregory Anderson, President

SUBJECT: Report for February 26, 2018 Board of Trustees Meeting

### **California Community College Mental Health Services Grant Award**

Congratulations to all who worked on the SOCCCD grant submission to the California Community College Mental Health Services Grant Program. This collaborative effort between IVC and Saddleback College will bring \$350,000 to the district and help us address the mental health needs of our students. These services will positively impact not only the health of our students, but their academic performance and future impact on our society. The following individuals are deserving of recognition for their time and dedication on this effort: Catherine Arreguin, Jeanne Harris-Caldwell, Rachel Manders, Roxanne Metz, Nancy Montgomery, Emmanuel Smith, and Lisa Schenitzki.

### **Dr. Estella Castillo-Garrison, CABA Visionary Award Recipient**

Dr. Estella Castillo-Garrison, Dean of Community Education, Emeritus Institute, and K-12 Partnerships will receive the 2018 Pepperdine University California Association of Bilingual Education (CABA) Visionary Award. For the past 10 years the Graduate School of Education and Psychology (GSEP) Office of Alumni Relations and CABA of Pepperdine have recognized an alumni in the field that serves her community in accordance to the mission of GSEP *"to educate and motivate students to assume leadership roles in professions that improve and enrich the lives of individuals, families, and communities"* and the mission of CABA *"to support a central vision of bi-literacy, educational equity, and 21 century success for all students."* Estella will be honored at 11th Annual CABA Visionary Award reception in Sacramento on March 29<sup>th</sup>.

### **Nursing program recognition**

Registerednursing.org has ranked the Saddleback College nursing program #11 among all nursing programs in California. Programs were assessed on several factors including student support toward licensure and beyond and past and first time NCLEX-RN "pass-rates" were weighted by year.



### **New interdisciplinary, industry-recognized national certification**

As a result of the Industry Driven Regional Collaborative Grant focused on providing training for entry level workers in the healthcare arena of health information and IT, Saddleback College was involved in the development of a new interdisciplinary, industry-recognized national certification: Health Information Technology Specialist certification, and the digital badge. In addition, Saddleback College, College of the Canyons, and Santa Barbara City College have developed a 6-course model curriculum for a new cross disciplinary certificate (Health Sciences and CIM) called the Healthcare Technology Optimization Specialist (HCTOS) that will be offered at Saddleback College in Fall 2018.

By doing so, Saddleback College will be the first (and currently the only formal program) not only in the State, but the country, to adopt a curriculum created in response to a need identified by industry and the State Chancellor's Office that also aligns with the professional organization standards for industry and education as set forth by the American Health Information Management Association (**AHIMA**).

### **Veterans Education and Transition Services (VETS) Program**

VETS Coordinator and Counselor Terence Nelson represented the college at the Department of Defense "Veterans in Higher Education Collaborative" which is aimed at re-imagining the Transition Assistance Program (TAP) for exiting service members. Saddleback College was the only California community college in attendance.



A new orientation program served over 100 new and first term student veterans this semester. The team was able to connect these students with vital on and off campus services and support organizations. Overall, the VETS program increased direct one-on-one counseling sessions by 31% in 2017. The impact of these services is exemplified in the grade point averages of our veteran students. 151 student veterans earned over a 3.5 cumulative GPA and 45 maintained their perfect 4.0 cumulative GPA.

### **Transfer Students Aiming High**

The transfer center experienced an increase in volume of visits from transfer students using the computer lab to update their CSU and UC applications with their fall grades and spring courses. In addition, the center is working with students who have applied to UCLA under the Transfer Alliance Program and/or UCI's Honors to Honors program to ensure they are meeting their admissions requirements. Through our partnership with CSU Fullerton, university representatives have been available in the transfer center to meet with Saddleback students who are interested in a career in teaching.

The transfer center was able to renew the Transfer Student Pipeline grant, which is designed to help students interested in becoming teachers successfully transfer to a four-year institution to finish their course requirements and become eligible for the C-BEST or other necessary exams.

### **Baseball Stadium Grand Re-Opening**

On February 8<sup>th</sup>, President Gregory Anderson threw out the ceremonial first pitch at the Saddleback vs Cuesta baseball game to celebrate the Saddleback College baseball stadium grand re-opening. A special thanks to Trustee Prendergast, Trustee Milchiker, Trustee Whitt, and Trustee Wright who attended the event and to all of the faculty and staff that made this project come to fruition. We have had nothing but excellent feedback from our baseball players, coaches and fans.



**Upcoming Events**

March 12<sup>th</sup>: Saddleback College Stadium Groundbreaking

March 15<sup>th</sup>: Senior Day at Saddleback College

May 12<sup>th</sup>: Saddleback College Foundation Gala

May 24<sup>th</sup>: Saddleback College Commencement

Each Friday through May 18<sup>th</sup>: The Emeritus Institute's Dorothy Marie Lowry Distinguished Guest Lecture Series, held at Laguna Woods Village



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Thomas M. Fallo, Interim Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President *GR*

**DATE:** February 15, 2018

**SUBJECT:** **President's Report for the February 26, 2018 Board of Trustees Meeting**

## **IVC Hosts Presidents' Cup Finals and Homecoming**

On February 13, the Irvine Valley College (IVC) men's basketball team faced-off against Saddleback College in the annual Presidents' Cup Finals. Both the men's and women's teams played twice during the past month to mark the winner of the Presidents' Cup trophy and district bragging rights. In addition, the evening marked the official Homecoming celebrations. These festivities included a half-court shot contest and the presentation of the Homecoming Court and announcement of the Homecoming king and queen.

## **President's Update to High School Principals**

On February 9, President Roquemore hosted the President's Update highlighting Guided Pathways for local area high school principals. The agenda included a breakfast and networking, a presentation on Pathways by Roopa Mathur and Brett Monte, and a report on research and demographics presented by Director of Research, Planning and Accreditation Loris Fagioli.

## **IVC Attends Greater Irvine Chamber Business Outlook Event**

On January 24, IVC sponsored a table at the Greater Irvine Chamber's 2018 Business Outlook breakfast held at Hotel Irvine. President Roquemore attended the event with Vice President for Instruction Chris McDonald, Vice President for Student Services Linda Fontanilla, Dean of Social and Behavioral Sciences, Business Sciences, and Academic Programs Traci Fahimi, and School of Business Sciences faculty Roopa Mathur, Donald Bradshaw, John Russo, Rick Boone, Carolina Kussoy, and Michael Salviani.

## **Irvine State of the City Address**

On February 27, President Roquemore and Executive Director of Marketing and Creative Services Diane Oaks will attend the State of the City Address, presented by Irvine Mayor Donald P. Wagner. The address will highlight the accomplishments of the past year, and offer a look forward to what is ahead in 2018.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:  
Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitt, James R. Wright  
Thomas Fallo, EdD, Interim Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

*An Equal Opportunity Institution*



### **IVC Welcomes Japan's Hiroshima College of Foreign Languages**

On February 15, President Roquemore and faculty and staff members including: Dean of Social and Behavioral Sciences, Business Sciences, and Academic Programs Traci Fahimi, Interim Dean of Liberal Arts Brooke Bui, Career Placement Officer Kaye McDonald, Career Technical Education Counselor Amanda Romero, and Japanese Professor Fumiko Ishii met with Jun Kumamoto, president of the Hiroshima College of Foreign Languages. President Kumamoto requested the meeting to learn more about the career education programs and "career design" IVC offers to students.

### **IVC Hosts First Guided Pathways Summit**

On February 9, the IVC Senate Guided Pathways Workgroup held a summit on Guided Pathways to educate faculty and staff on the topic. The summit provided opportunities for participants to get involved with Guided Pathways implementation; draft and develop major maps; get a student perspective on enrolling, taking courses, and completing their goals at IVC; and learn about the Senate Guided Pathways Workgroup.

### **Foundation Awards Dinner**

On March 10, the IVC Foundation will host the annual Celebrating Excellence Foundation Awards Dinner at Celebrations by Turnip Rose in Costa Mesa. The 2018 Honorees include the community partner of excellence City of Irvine; outstanding alumnus Sean Joyce; administrator Anissa "Cessa" Heard-Johnson; administrator Nancy Montgomery; classified staff member Brian Kim; student Rosa Rodriguez; and veteran student Phil Norton. The evening will include both a silent and live auction, and dinner to raise money to support student programs and scholarships.

### **IVC Speech and Debate Team Continues Success**

On January 27-28, IVC Forensics competed at the Jannese Davidson Memorial Tournament held at Concordia University Irvine. Twenty-two schools participated in the strenuous tournament; among those in attendance were University of California, Berkeley, Northern Arizona University, and Washburn University. IVC Forensics took home several awards. Most notably, Ashley Butler received a gold medal in junior IPDA debate, while John Cho took home the coveted first place trophy in novice extemporaneous speaking.

### **Student Ambassador Program Accepting Applications**

The Student Ambassador Program will be accepting applications beginning in March. Twenty-five students will be accepted for the 2018-2019 year-long leadership program. Selected students will be notified in May; after which they will participate in a 20-hour training held over the summer. Information and applications will be emailed to the IVC student body in the next month.



**TO:** Thomas M. Fallo, Acting Chancellor and Members of the Board of Trustees

**FROM:** Samantha Zan, President  
Associated Student Government (ASG) of Irvine Valley College (IVC)

**DATE:** Thursday, February 15, 2018

**SUBJECT:** **ASG of IVC Report for the February 26, 2018 Board of Trustees Meeting**

### **Club Day**

Club Day was on January 31 in the SSC Quad. There were 28 club and co-curricular programs present with 850-1000 students in attendance. This club day had a significant increase in faculty participation.

### **IVC Circle K Club Awarded Outstanding T-Shirt**

Irvine Valley College's (IVC) Circle K Club was awarded second place in the Outstanding Club T-shirt Contest at the annual California-Nevada-Hawaii (CNH) District Fall Training Conference that took place November 3-5, 2017.

### **Fall Application Election Process for 2018-2019 ASG Senate**

ASG of IVC have begun the election process for new ASG officers for the fall 2018-2019 school year. Informational meetings were in session from January 18 to February 14 to inform candidates about the various positions available.

### **ASG Legislative Meet and Greet**

The ASG of IVC Legislative Committee has concluded with their annual meet and greet events for the spring semester. Each member of the legislative committee represents a different academic department on campus. During the meet and greets, they surveyed various students to receive feedback on issues related to their academic department.

### **Budget Hearings**

The ASG of IVC Budget and Finance Committee have begun the budget hearing process where clubs, co-curricular programs, and academic departments request funds from the ASG of IVC. Budget hearings will occur on February 2, 9, 23, and March 2.

### **Homecoming Finalists**

The Homecoming Court finalists include Celena Asfahani, Shaam Chalati, Danielle Devinney, Amaya Savoy, Samantha Zan, Sergio Garcia Koobac, Majed Murad, Sina Shakeraneh, Umayr Syed, and Jeremy Williams. The ten finalist participated in multiple Homecoming meetings and ASG of IVC student activities including: Welcome Back Day, Interclub and Co-Curricular Council (I4C) Club Day, IVC Foundation Board of Governors meetings, the Homecoming Dance, and Presidents' Cup.

### **Homecoming Dance**

The ASG of IVC Student Activities Committee hosted the inaugural Homecoming Dance on February 9 in the IVC Hart Gymnasium. The theme for the dance was "A Night in Paris." Tickets were free to students with ASIVC stickers and \$5 to non-students.