

Meeting of the Board of Trustees March 23, 2020

CALL TO ORDER: 5:00 P.M.

The closed session and regular session meeting will consist of two locations. The South Orange County Community College District Board of Trustees will participate via teleconference pursuant to Executive Order N-29-20 signed by Governor Newsom on March 17, 2020.

Primary Location: Saddleback College, Health Sciences/District Offices Building, Chancellor's Conference Room, HS 324, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

Teleconferencing Location: via Zoom Videoconferencing at https://soccd.zoom.us/j/709939642

This agenda is available on the SOCCCD website at www.socccd.edu

Consistent with the provisions of the Executive Order N-25-20, the above-noticed meeting of the Board of Trustees shall take place as follows:

- Members of the Board of Trustees may participate remotely via Zoom videoconferencing. If members choose to participate remotely, their locations will not be noticed nor will public access be available at their locations.
- 2. Members of the public may participate via Zoom videoconferencing using the link above or by calling in to the meeting at (877) 853-5247 US Toll-free or (888) 788-0099 US Toll-free, Meeting ID: 709 939 642.
- 3. Members of the public wishing to comment on an agenda item or another topic within the jurisdiction of the Board of Trustees will be given the opportunity to ask questions via Zoom through the chat feature or may submit questions via email to the Board of Trustees Liaison, Grace Garcia, at: ggarcia@soccd.edu. All public comments will be accepted via teleconference or email. Submissions must be received prior to the posted start time of the meeting. Please include in the subject line of the email: COMMENTS FOR THE MEETING OF MARCH 24, 2020. Please indicate if you are addressing a specific agenda item, or are making "Public Comment." Submissions will be read aloud at the meeting and must comply with the 2 minute time limit.

American with Disabilities Act (ADA)

"It is the policy of the SOCCCD to fully comply with the requirements of the Americans with Disabilities Act. Consistent with that policy, the facilities where this event will be held are wheelchair accessible. Upon request, this announcement and the agenda or program for the event and any related materials, will be provided in alternative formats (such as large print, braille or accessible electronic text). If you need such materials or other disability accommodations or more information, please contact the Office of the Chancellor at (949) 582-4840 at least 48 hours before the scheduled event."

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Roll Call – Establishment of Quorum

Trustee T.J. Prendergast, Board President

Trustee Tim Jemal, Vice President

Trustee James Wright, Clerk of the Board

Trustee Barbara Jay, Member

Trustee David Lang, Member

Trustee Marcia Milchiker, Member

Trustee Terri Whitt Rydell, Member

Student Trustee Martha Uriarte

1.3 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.4 Student Discipline (Education Code Section 72122) (1 matter)
 - A. Student Discipline
- 1.5 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957 and 594954.5)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)
- 1.6 Conference with Labor Negotiators (Government Code Section 54957.6)
 - A. Faculty Association (FA)
 - Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President IVC
 - B. Classified School Employees Association (CSEA)
 - Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President IVC
 - C. Police Officers Association (POA)
 - Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President IVC
- 1.7 Conference with Real Property Negotiators (Government Code Section

54956.8)

A. Exchange of Property:

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

Lease of Property by District: Approximately 21.5 acres of real property located at 1610 Valencia Ave. and 1602 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)

Negotiating Parties: Advantech Corporation, The Goddard School, Southern California University of Health Sciences, and Edwards Lifesciences

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

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

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee James Wright

2.3 Pledge of Allegiance

Led by Trustee Barbara Jay

2.4 Public Comments

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

3.0 REPORTS

- 3.1 Oral Reports: **Speakers are limited to two minutes each.**
 - A. Board Reports
 - B. Associated Student Government Reports
 - C. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: District Response to COVID-19

Representatives from Irvine Valley College and Saddleback College will present the district's response to Corona Virus Disease 2019 (COVID-19)

5.0 CONSENT CALENDAR ITEMS

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

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

Approve minutes of a Regular Meeting held on February 24, 2020 and a Special Meeting held on February 26, 2020.

5.2 **SOCCCD: Resolutions**

- Declaring State of Emergency and delegating authority to the Chancellor to close District Centers, Campuses, and Offices, and to otherwise respond to the Novel Coronavirus (COVID -19) if necessary
- 2. April is Community College Awareness Month
- 3. Day of Remembrance: Armenian Genocide
- 4. Denim Day: Sexual Assault Awareness
- 5. Earth Day

5.3 Saddleback College: New, Revised, and Deleted Curriculum for the 2020-21 Academic Year

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

5.4 SOCCCD: Saddleback College and Irvine Valley College, Notices of Completion, Various Projects

Authorize filing the Notices of Completion for the Saddleback College, Health Sciences Building Floor Installation project to Signature Floors, for a contract total of \$23,137, for the Saddleback College AGB Wall Replacement project to GDL Best Contractors, Inc., for a contract total of \$48,350, for the Saddleback College Health Sciences Building Roof Repair project to C.I. Services, Inc. for a contract total of \$91,700, for the Saddleback College CDC Interior Painting project to US National Corp., for a contract total of \$46,900, for the Saddleback College Sciences Building HVAC Roof Leak project to Envise, for

a contract total of \$48,388, and for Irvine Valley College Phase 2 Access Control LA-A400 project to Blue Violet Networks, LLC, for a contract total of \$273,006.09.

5.5 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.

5.6 SOCCCD: Transfer of Budget Appropriations: Adopt Resolution No. 20-07 to Approve FY 2019-2020 Budget Transfers

Adopt Resolution No. 20-07 to approve the transfer of budget appropriation as listed.

5.7 SOCCCD: Budget Amendment: Adopt Resolution No. 20-06 to Amend FY 2019-2020 Adopted Budget.

Adopt Resolution No. 20-06 to amend the FY 2019-2020 Adopted Budget as listed.

5.8 **SOCCCD:** January – February 2020 Change Orders/ Amendments Ratify the change orders and amendments as listed.

5.9 **SOCCCD: Purchase Orders and Checks**

Ratify the purchase orders and checks as listed.

5.10 **SOCCCD: Contracts**

Ratify contracts as listed.

5.11 SOCCCD: Retiree OPEB Trust Actuarial Report and Recommended Funding.

Accept Nyhart's 2020 actuarial report and approve the allocation of \$5,225,816 to fund the normal cost for FY 2020-2021.

6.0 GENERAL ACTION ITEMS

6.1 **SOCCCD: CCCT Board of Directors Election 2020**

Recommendation for SOCCCD board members to nominate up to nine candidates to the CCCT Board of Directors.

6.2 **SOCCCD: OCSBA Maureen DiMarco Award Nomination**

Recommendation for SOCCCD board members to make a nomination for the Maureen DiMarco Award.

6.3 SOCCCD: Board of Governors 2020 Classified Employee of the Year Award

Endorse nomination for transmittal to the California Community College Chancellor's Office.

6.4 SOCCCD: Regional Strong Workforce Program Participation Agreement for FY 2019-2020 between Rancho Santiago Community College District and SOCCCD

Approve the Regional Strong Workforce Program participation agreement in the amount of \$1,845,411, extend the term to December 31, 2021, and authorize the Vice Chancellor, Business Services or designee to sign the agreement and amendment.

6.5 SOCCCD: HVAC and Roofing for 5 Buildings and Central Plant at Irvine Valley College, Architectural Services, Westberg + White, Inc.

Approve the Architectural Services agreement with Westberg + White, Inc. for the HVAC and Roofing for 5 Buildings and Central Plant at IVC, in the amount of \$550,000.

6.6 SOCCCD: Subaward Application Approval - Hazard Mitigation Grant Program

Approve and accept this subaward from Cal OES in the amount of \$125,000.37, the District's share of \$45,040.63, and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

6.7 SOCCCD: Board Policy Revision: BP-3280 Grants and Sponsored Projects, BP-4016 Drug Free Environment and Drug and Alcohol Abuse Prevention Program

Approve the board policies as listed.

6.8 SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items

Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Authorizatin to Eliminate Position and/or Position Numbers, Reorganization/Reclassification, Resignation/Retirement/Conclusion of Employment.

6.9 **SOCCCD:** Faculty Conversion to Canvas One – Time Stipends Ratify Additional Compensation: Canvas Conversion-General Fund.

6.10 SOCCCD: Classified Personnel Actions – Regular Items

Ratify New Personnel Appointments, Reorganization/Reclassification, Authorization to Increase/Decrease Hours per week and/or Months per year for Classified Positions, Change of Status, Classified Bilingual Stipend, Additional Compensation, Resignation/Retirement/Conclusion of Employment.

- 6.11 **SOCCCD: Non-Bargaining Unit Personnel Action Regular Items**Ratify New Personnel Appointments, Volunteers.
- 6.12 SOCCCD: Adjustment to the California School Employees Association (CSEA) Salary Schedule

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

6.13 SOCCCD: Final Action in Public Session – Saddleback College Student Discipline

Approve Student Discipline Hearing Panel's recommendation for expulsion.

7.0 REPORTS

7.1 Saddleback College and Irvine Valley College: Speakers

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

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

Public comment from Board of Trustees meeting February 24, 2020 will be addressed.

7.3 **SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

7.4 **SOCCCD:** Monthly Financial Status Report

The reports display the adopted budget, revised budget and transactions through February 29, 2020.

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

Report for period ending January 31, 2020.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

- A. Saddleback College Academic Senate
- B. Irvine Valley College Academic Senate
- C. Faculty Association
- D. Irvine Valley College Classified Senate
- E. Saddleback College Classified Senate
- F. California School Employees Association
- G. Police Officers Association

9.0 ADDITIONAL ITEMS

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.1 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Saddleback College and Irvine Valley College update on

response to Novel Coronavirus (Covid-19)

ACTION: Discussion

BACKGROUND

There is an outbreak of respiratory illness that was first identified in Wuhan, Hubei Province, China in 2019 caused by a novel coronavirus (or COVID-19). Outbreaks have developed throughout much of the world, including the state of California.

On February 26, 2020, the Orange County Board of Supervisors declared a local emergency and County Health Officer Dr. Nichole Quick declared a local health emergency as part of broader preparedness efforts related to novel coronavirus, or COVID-19.

Saddleback College and Irvine Valley College have responded proactively to stay ahead of the outbreak and prevent cases on campus.

Due to the rising incidence of Covid-19 and growing consensus about limiting contacts and increasing social distancing to rapidly lower the rate of transmission, the South Orange County Community College District declared a state of emergency and ordered the campus closed to the public, effective Monday, March 16, 2020.

<u>STATUS</u>

Saddleback College President, Elliot Stern, and Acting President of Irvine Valley College, Cindy Vyskocil will provide an update on the college's response to novel coronavirus (Covid-19).

Covid-19 Response

South Orange County Community College District
March 23, 2020

Instruction—We're online only!

- March 23 to May 1, 2020 All faculty that are willing and able to go online are doing so by March 23rd. All other sections are suspended, with make-up time to be scheduled.
- Emeritus/Adult Ed/Community Classes
 - IVC: All Suspended until May 1, 2020
 - Saddleback: All Suspended except those EI and Adult Ed that can go online by March 23rd.
- Athletics: Canceled for the remainder of the spring 2020—per CCCAA
- Performing Arts Productions: Rescheduled or canceled

Impacts on Instructional Offerings

	IVC	Saddleback
Sections moved from on-ground to online in the last week	909	1471
Remaining sections now suspended with make-up needed	42	71
Total Sections	1155	2002
Approvals Sought to Convert Mass Sections On-ground→Online	State Chancellor's Office form and ACCJC will be notified this week	State Chancellor's Office form submitted and approved. ACCJC will be notified this week

Student Support Services

- Counseling moved to online and workshops will be completed remotely using Zoom,
 Cranium Café, or by phone.
- Tutoring Will be offered online.
- Library—Will be offered online.
- Student Tech Support—Will be offered online.
- Health Services
 - IVC: Online. Psych services also offered by phone. No walk-ins.
 - Saddleback: Online and phone only including new advice line. Campus care emergency only and screening for those who call before coming in. Psych services also offered by phone. No walk-ins.

Gatherings >50 Canceled

- Irvine Valley College Foundation Gala March 14, 2020—Canceled
- District Classified Staff Development Day March 19, 2020—Canceled
- Facilities Rentals—Canceled
- Both Commencements—Canceled

Travel

- Study Abroad—
 - Spain—Aborted and brought home March 14th—when Spain was placed on a CDC Level 3 Travel Advisory and travel shutdown was imminent (students being required to stay off campus for 14 days)
 - England—Program was canceled on March 12 (day of departure) when England went to Level 3
- Employee/Student Travel Authorized by District—Canceled for the next 30 days (rolling)
- 14-Day Quarantine for anyone traveling to country with travel advisory at any level, even if Homeland Security is not requiring self-quarantine
- Ad hoc stay-at-home directives for employees returning from travel to communities with significant outbreaks

Communications

- District Services—communiques to all employees, website
- Saddleback College—communiques to campus employees, students, website
- Irvine Valley College—communiques to campus employees, students, website
- Student Health Centers—health/prevention information to all students and employees, including virus prevention posters across campuses and in restrooms
- SC/IVC—specific communiques to all international students

Cleaning

- FMO departments at both colleges are using antimicrobial foggers at night
- More intensive cleaning of highly used, common touch areas—rails, tables, restrooms
- Cleaning tasks for high-risk surfaces prioritized over other duties to decrease transmission risk without increasing labor

Sanitizers and Supplies

- Hand Sanitizers
 - IVC: Installed multiple hand sanitizing stations throughout the campus and ATEP. Limited refill.
 - Saddleback: Ample hand sanitizers—currently fully stocked but inventory of refill packs is very limited
- IVC: Ordered 25 portable handwashing stations delivered and disbursed throughout the campus and ATEP
- Soap and cleaning supplies well stocked and inventory is adequate for months--crews will move from disposable wipes to non-disposable anti-microbial cleaning supplies as wipes are depleted

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.1 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

February 24, 2020 Regular Meeting of the Board of Trustees (Exhibit A),

and

February 26, 2020 Special Meeting of the Board of Trustees (Exhibit B) are submitted to the Board for review and approval.

Item Submitted By: Kathleen F. Burke, Chancellor

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING February 24, 2020

PRESENT

Members of the Board of Trustees:

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

ABSENT

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

American with Disabilities Act (ADA)

"It is the policy of the SOCCCD to fully comply with the requirements of the Americans with Disabilities Act. Consistent with that policy, the facilities where this event will be held are wheelchair accessible. Upon request, this announcement and the agenda or program for the event and any related materials, will be provided in alternative formats (such as large print, braille or accessible electronic text). If you need such materials or other disability accommodations or more information, please contact the Office of the Chancellor at (949) 582-4840 at least 48 hours before the scheduled event."

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 Public Comments

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

Three public comments were made on behalf of classified employee from Irvine Valley College.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Student Discipline (Education Code Section 72122) (1 matter)
 - A. Student Discipline
- 1.4 <u>Public Employee Employment, Evaluation of Performance, Discipline,</u> Dismissal, Release (Government Code Section 54957 and 594954.5)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)
- 1.5 Conference with Labor Negotiators (Government Code Section 54957.6)
 - A. Faculty Association (FA)

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

B. Classified School Employees Association (CSEA)

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

C. Police Officers Association (POA)

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

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

Significant exposure to litigation: 3 potential cases

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

1 case

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

No actions were taken in closed session.

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Terri Whitt Rydell

2.4 Public Comments

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

Two public comments were made in open session. One public comment regarding the Saddleback College Gaucho mascot and logo. One public comment regarding vending machine and computer lab concerns at ATEP

3.0 REPORTS

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

Written Report

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

Irvine Valley College Written Report

Saddleback College Written Report

- D. Associated Student Government Reports
- E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: Saddleback College and Irvine Valley College Foundations
Annual Report

College and foundation staff will provide a financial summary and summary of accomplishments for FY 2018-2019.

Item 4.1 Exhibits A-B

5.0 CONSENT CALENDAR ITEMS

Trustee Prendergast requested to remove item 5.2 and Trustee Jemal requested to remove item 5.14 from the consent calendar for separate discussion and action.

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

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Special Meeting held on January 13, 2020 and a Regular Meeting held on January 21, 2020.

Item 5.1 Exhibits A-C

5.2 SOCCCD: Resolution

On a motion made by Trustee Milchiker and seconded by Trustee Wright, the Resolution to Support Proposition 13 was approved with an amendment on a 6 - 1 vote with Trustee Lang casting a negative vote.

Resolution to Support Proposition 13: Public Preschool, K-12, and College Health and Safety Bond Act of 2020.

Item 5.2 Exhibit A 5.3 Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year

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

Item 5.3 Exhibit A

5.4 SOCCCD: Irvine Valley College Accessibility Upgrades, Phase 1 Project, Notice of Completion, Leonida Builders, Inc.

Authorize filing the Notice of Completion for the Irvine Valley College Accessibility Upgrades, Phase 1 project to Leonida Builders, Inc., for a final contract amount of \$551,544.76.

Item 5.4 Exhibit A

5.5 Saddleback College and Irvine Valley College: Community Education, Summer 2020

Approve Community Education courses, presenters, and compensation for Summer Session 2020.

Item 5.5

Exhibits A-B

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 Saddleback College: New, Revised, and Deleted Curriculum for the 2020-21 Academic Year

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

Item 5.7 Exhibits A-C

5.8 SOCCCD: Student Out of State Travel

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

Item 5.8 Exhibit A 5.9 SOCCCD: Trustees' Requests for Attending Conferences

Approve/ratify Trustees' requests for attending conferences.

Item 5.9 Exhibits A-C

5.10 SOCCCD: District-wide ADA Accessibility Projects, Architectural Services, Amendment No. 01, Little Diversified Architectural Consulting, Inc.

Approve Amendment No. 01 to the Architectural Services agreement with Little Diversified Architectural Consulting, Inc., for the District-wide ADA Accessibility projects, increasing the contract amount by \$228,500, for a not to exceed amount of \$609,000.

Item 5.10 Exhibit A

> 5.11 SOCCCD: Transfer of Budget Appropriations: Adopt Resolution No. 20-04 to Approve FY 2019-2020 Budget Transfers

> Adopt Resolution No. 20-04 to approve the transfer of budget appropriation as listed.

Item 5.11 Exhibit A

5.12 SOCCCD: November - January 2020 Change Orders/Amendments

Ratify the change orders and amendments as listed.

Item 5.12 Exhibits A-B

5.13 SOCCCD: Purchase Orders and Checks.

Ratify the purchase orders and checks as listed.

Item 5.13 Exhibits A-C

5.14 SOCCCD: Contracts.

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

Ratify contracts as listed.

Item 5.14 Exhibits A-C

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Academic Year 2020-2021 Non-Resident Tuition Fees

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

Adopt a 2020-2021 academic year non-resident tuition fee of \$290 per semester unit based on the "Statewide Average" option. It is further recommended to decrease the capital outlay fee authorized by Education Code Section 76141 to \$10 per semester unit rate to remain competitive with neighboring districts, and maintain the current \$54 per semester application fee as authorized by Education Code Section 76142.

Item 6.1 Exhibits A-B

6.2 SOCCCD: Access Control & Security Systems and Hardware, CMAS Contract No. 4-16-84-0053A, Supplement No. 1 with Blue Violet Networks, LLC

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

Approve the use of Access Control & Security Systems and Hardware, CMAS Contract No. 4-16-84-0053A, Supplement No. 1 with Blue Violet Networks, LLC.

Item 6.2

6.3 SOCCCD: Master Subscription Agreement and Order Form for Budget Development Software, TM Software, LLC

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

Approve the Master Subscription Agreement and Order Form with TM Software, LLC for budget development software from March 1, 2020 to January 26, 2025.

Item 6.3 Exhibit A

6.4 SOCCCD: Board Policy Revision: BP-4015 Reasonable Accommodation(s) for Employees/Applicants, BP-4306 Academic

Calendar, BP-5040 Withholding of Student Records, BP-5407 Financial Obligation Owed to the District

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

Approve the board policies as listed.

Item 6.4 Exhibits A-D

6.5 SOCCCD: Board Policy Revision: BP-3280 Grants and Sponsored Projects, BP-4016 Drug Free Environment and Drug and Alcohol Abuse Prevention Program

Board Policy 3280, 2nd paragraph was amended to replace the word "will" with "shall."

On a motion made by Trustee Jay and seconded by Trustee Whitt Rydell, this item was accepted for review and study as amended on a 7 - 0 vote.

Accept for review and study the board policies as listed.

Item 6.5 Exhibits A-B

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

A correction was made to Exhibit A, page 5 of 7, D. 2; \$2,932.00 stipend for Pete Murray was removed from the list.

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

Ratify New Personnel Appointments, Authorization to Eliminate Positions and/or Position Numbers, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Change of Status, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.

Item 6.6 Exhibit A

6.7 SOCCCD: Faculty Conversion to Canvas One - Time Stipends

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

Ratify Additional Compensation: Canvas Conversion-General Fund.

Item 6.7 Exhibit A

6.8 SOCCCD: Classified Personnel Actions - Regular Items

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

Ratify New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce Classified Positions, Authorization to Increase/Decrease Hours Per Week and/or Months Per Year for Classified Positions, Change of Status, Out of Class Assignments for Positions that are Temporarily Available due to Leaves of Absence, etc., Resignation/Retirement/Conclusion of Employment.

Item 6.8 Exhibit A

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

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

Ratify New Personnel Appointments, Volunteers.

Item 6.9 Exhibit A

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

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

Ratify one-year contracts for employees who have completed one year as full-time tenure-track faculty members.

Item 6.10 Exhibit A

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

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

Ratify two-year contracts for employees who have completed two years as full-time tenure-track faculty members.

Item 6.11 Exhibit A

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

A name change was made to a faculty's last name, from Nancy Duong to Nancy Rivera.

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

Ratify tenure for full-time faculty members who have completed the four-year tenure-track plan.

Item 6.12 Exhibit A

6.13 SOCCCD: Sabbatical Leave Rescindment

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

Approve Rescindment of Sabbatical Leave previously approved by the Board.

Item 6.13 Exhibit A

6.14 SOCCCD: Final Action in Public Session - Saddleback College Student Discipline

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

Approve Student Discipline Hearing Panel's recommendation for expulsion.

<u>Item 6.14</u>

6.15 SOCCCD: OCSBA Marian Bergeson Award Nomination

On a motion made by Trustee Lang and seconded by Trustee Jemal, Trustee Prendergast was nominated for the Marian Bergeson Award. The motion passed on a 6-0 vote with Trustee Prendergast abstaining.

<u>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.</u>

Item 6.15 Exhibit A

7.0 REPORTS

7.1 SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status

<u>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.</u>

Item 7.1 Exhibit A

7.2 Saddleback College and Irvine Valley College: Speakers

A correction was noted on Exhibit A, page 1 of 2; a speakers name was misspelled. The correct spelling is Delane Eastin.

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

Item 7.2 Exhibit A

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

None

Item 7.3

7.4 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

Item 7.4 Exhibit A

7.5 SOCCCD: Monthly Financial Status Report

The reports display the adopted budget, revised budget and transactions through January 31, 2020.

Item 7.5 Exhibit A 7.6 SOCCCD: Quarterly Investment Report

Report for period December 31, 2019.

Item 7.6

7.7 SOCCCD: Basic Aid Report

Report for period ending December 31, 2019.

Item 7.7 Exhibit A

7.8 SOCCCD: Retiree (OPEB) Trust Fund

Report for period ending December 31, 2019.

Item 7.8 Exhibit A

7.9 SOCCCD: Pension Stabilization Trust Fund

Report for period ending December 31, 2019.

Item 7.9 Exhibit A

7.10 SOCCCD: Quarterly Financial Status Report

Report for period ending December 31, 2019.

Item 7.10 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. Irvine Valley College Academic Senate
- C. Faculty Association

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

9.0 ADDITIONAL ITEMS

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

The meeting adjourned at 8:44 p.m. in memory of Dale Carranza, professor of Chemistry at Irvine Valley College, Brian Geier, professor of Kinesiology at Saddleback College and Ray Duthoy, retired District Director of Purchasing.

Kathleen F. Burke

Secretary, Board of Trustees

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ATEP, IDEA Building, Rooms 212 and 213 1624 Valencia Avenue, Tustin, CA 92782

MINUTES OF THE SPECIAL BOARD OF TRUSTEES' MEETING February 26, 2020

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

Also present for the duration of the meeting were:

District Staff and Consultants:

Victor Negrete, Executive Director of Public Private Partnership Development Medhanie Ephrem, Director of ATEP Development Andrew Bernstein, Jackson Tidus David Knowlton, NAI Capital Greg Gotthardt, FTI Consulting Nader Shah, Hudson Pacific Properties Eddie Arslanian, Ramboll Group

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 on the agenda. **Speakers are limited to two minutes each**.

There were no public comments.

2.0 DISCUSSION ITEM

2.1 Advanced Technology and Education Park (ATEP) Status Report

Board President Prendergast gave introductory remarks and welcomed to the study session everyone in attendance including board members, district staff and consultants. Chancellor Burke provided an overview of the meeting and reviewed with the Board the content of the meeting materials.

Medhanie Ephrem, Director of ATEP Development, presented board members with a preview of the areas covered during the first part of the study session.

The PowerPoint presentation (Exhibit B) focused on the following topics:

- Board Requested Report (Exhibit A)
- LIFOC Update
- · Marketing Update
- Construction Update
- Board Discussion

Board Request for Report

Dr. Chris McDonald, Vice President for Instruction, Irvine Valley College, presented the analysis of the Board Request for Report that addressed the eight questions pertaining to ATEP as requested by the Board.

Lease in Furtherance of Conveyance (LIFOC) Update

Eddie Arslanian, Environmental Consultant from Ramboll Group and Medhanie Ephrem, Director of ATEP Development provided an update.

Mr. Ephrem stated that a Restoration Advisory Board (RAB) meeting has been scheduled by the Navy on April 16, 2020. It was reported that the meetings will no longer take place on an annual basis, instead, RAB meetings will be scheduled in April and October.

Department of Navy and other regulatory agencies such as Department of Toxic Substances Control (DTSC) and Regional Water Quality Control Board (RWQCB) have provided updates to the ATEP team regarding the LIFOC.

It was discovered that testing of groundwater within ATEP Campus shows 1,2,3-trichloropropane (1,2,3-TCP) plume with decreasing and/or stable trend. Mr. Ramboll indicated that the plume has consistently been stable for some time.

Mr. Arslanian stated that Per- and Polyfluoroalkyl Substances (PFAS) impacts are considered low, however, screening levels are yet to be defined. He added that PFAS

poses a national health problem and mentioned that these chemicals are found in many household items.

Mr. Ephrem stated that it is not known when the Finding of Suitability to Transfer (FOST) will be issued. There was a discussion about requesting the City of Tustin and the Department of Navy to relocate the LIFOC line. (Exhibit C)

There were two options discussed.

- * Relocating the red line has the potential to provide an additional 6 acres of fee land. The number of monitoring/extraction wells would not change. There is potential for more wells in the future. Currently, there is one monitoring well in fee land.
- * Relocating the blue line has the potential to provide an additional 12 acres of fee land. The District would take on additional monitoring wells and possibly more monitoring/extraction wells in the future in the new proposed fee land.

There was a discussion of the pros and cons of a proposal to request Navy consent for relocation of the current LIFOC line.

Andy Bernstein from Jackson Tidus and Medhanie Ephrem provided an update on the County Exchange Property. Mr. Ephrem stated that the county exchange property is currently not part of LIFOC. He explained that the Department of Navy is interested in adding the County Exchange Property to LIFOC and the City of Tustin is interested in adding a property to sub-lease with SOCCCD. Mr. Bernstein stated that this would require SOCCCD to maintain the property and the District would have to demolish the existing property. He added that there will also be a cost incurred for maintenance and security. If a decision is made to move forward, the District could potentially request to relocate the LIFOC line to a third option, the yellow line. The yellow line would add 4 additional acres to fee land for a total of approximately 16 acres.

Mr. Bernstein and Mr. Ephrem went over the pros and cons to the District in accepting the Navy's request to add County Exchange Property to the premises subject to the LIFOC.

Marketing Update

David Knowlton from NAI Capital provided a brief update on the current market conditions. He stated that the available land is still low. Mr. Knowlton spoke about the new targeted prospects and the continual efforts to market ATEP to educational and commercial prospects. He noted that the escrow process is an extremely long process in the commercial market.

Construction Update

Medhanie Ephrem provided an update on the ACS Ground Lease, Saddleback College 1st Building and the ATEP Signage Project.

ACS Ground Lease

* Deposit becomes non-refundable on April 27, 2020.

- * Due diligence period ends June 25, 2020.
- * Anticipated start of construction in Fall 2021.
- * District to commence landscape project in the perimeter of ACS site towards the end of the ACS project.

Saddleback College 1st Building

- * Currently in RFQ/P process to procure architect for the project.
- * Board approval May 2020.

ATEP Signage Project

- * Boring/conduit installation complete.
- * Waiting for the contractor to submit fabrication drawings for approval.
- * Anticipated project completion in June 2020.

Board members discussed several tenant possibilities at ATEP such as using the space for student housing, a veteran's center, public charter school and relocation of the district offices.

The Board recessed the meeting for 10 minutes and reconvened at 7:55 p.m.

2.2 District Budget Discussion

Vice Chancellor of Business Services, Ann-Marie Gabel, introduced the second presentation of the evening, District Budget Discussion. (Exhibit D). The topics covered included Budget Projections, District Services Budget Percentage and Basic Aid Funding Allocations.

Budget Projections for Irvine Valley College, Saddleback College and District Services

Davit Khachatryan, Vice President for College Administrative Services, Irvine Valley College, Cory Wathen, Vice President for College Administrative Services, Saddleback College and Kim McCord, Executive Director of Fiscal Services/Comptroller, reviewed the projected revenue, expense and ending balance for the current fiscal year and next fiscal year. While revenue remains relatively flat, expenses are increasing and both colleges project a deficit in FY 2020-2021. Ending balances are projected to be sufficient for both years.

District Services Budget Percentage

The history of the district services percent of the DRAC model from FY 1999-2000 through FY 2019-2020 was presented. The increase in FY 2004-2005 was due to a change in the calculation, not an increase in funding. The decrease in FY 2013-2014 was due to a transfer of IT expenses to the district-wide account. A comparison with the other Orange County community college districts shows SOCCCD is the second lowest percentage with the lowest number of employees.

Basic Aid Funding and Allocations

AR 3110 Basic Aid Funds Allocation Process was updated in October 2019 to provide additional relief to the college operating budgets by eliminating the scheduled

maintenance match, allowing parking lot maintenance projects, and providing on-going funds to the Pension Stability Trust. In FY 2019-2020, basic aid projects for operation costs total \$20 million. Another \$8 million in pension costs were also provided from the current Pension Stability Trust funds.

A history of basic aid available funds and allocations was presented showing the increasing trend. Projections for the next 4 years indicate revenue increases will not be sufficient to fund currently planned projects. The project timeline will need to be adjusted to delay some to future years.

Board members decided to continue discussion at a future study session to consider the proposed LIFOC line relocation options.

ADJOURNMENT

The meeting adjourned at 8:32 p.m.

Kathleen F. Burke

Secretary, Board of Trustees

ITEM: 5.2 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Resolutions

ACTION: Approval

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

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

1. Resolution 20-08 declaring a State of Emergency and delegating authority to the Chancellor to close District Centers, Campuses, and Offices, and to otherwise respond to the Novel Coronavirus (COVID -19) if necessary

Given the severity of COVID-19, this resolution would permit the Chancellor to close district or college facilities if necessary and also declare a state of emergency in the district to gain access to federal emergency or disaster related funding if available. The resolution also addresses vital operational needs of the district and colleges without the need to convene the board for approval.

2. Resolution in recognition of April as Community College Awareness Month and requests that all students, faculty, and staff celebrate by promoting the good works of the colleges

The South Orange County Community College District can join the national effort to recognize the great works, offerings and programs of the community colleges across America during April, recognized nationally as Community College Awareness Month. This resolution joins several other local resolutions passed by local city council and municipalities who recognize the great impact of both Irvine Valley College and Saddleback College.

3. Resolution in recognition of April 24, 2020 as the Day of Remembrance for the Armenian Genocide

The resolution supports the reaffirmation that April 24 of each year is designated as the Day of Remembrance for the Armenian Genocide of 1915 to 1923 and that the

Item Submitted by: Kathleen F. Burke, Chancellor

Board of Trustees of the South Orange County Community College District encourages the colleges and all employees and students to commemorate this historic tragedy.

4. Resolution in recognition of April 29, 2020 as Denim Day part of Sexual Assault Awareness Month

The resolution recognizes Denim Day which draws attention to the fact that rape and sexual assault remain to be serious issues in our society. "Sexual Assault Awareness Month" and "Denim Day" are also intended as a means of calling attention to misconceptions and misinformation about rape and sexual assault and the reality that many in today's society remain disturbingly uninformed with respect to issues of assault and forcible rape.

5. Resolution in recognition of April 22, 2020 as Earth Day throughout the South Orange County Community College District and in support of encouraging all students, staff, and faculty to celebrate the Earth and promote the wellbeing of the inhabitants of our district and the protection of the environment

Across the world, Earth Day is recognized on April 22 of each year. To reinforce the District's commitment to protecting our environment, the resolution displays a strong statement of support for continued efforts in the areas of renewable energy and sustainability.

Item Submitted by: Kathleen F. Burke, Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT RESOLUTION #20-08 March 23, 2020

A resolution declaring a State of Emergency and delegating authority to the Chancellor to close District Centers, Campuses, and Offices, and to otherwise respond to the Novel Coronavirus (COVID - 19) if necessary

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of the novel coronavirus (COVID-19); and

WHEREAS, on March 15, 2020, the Chancellor of the South Orange County Community College District declared a State of Emergency due to the outbreak and spread of the novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there are 675 cases reported of COVID-19 in California, 53 cases in Orange County, and officials expect the number of cases to continue increasing; and

WHEREAS, on March 17, 2020, the Orange County Health Officer issued an order prohibiting "all public and private gatherings of any number of people, including at places of work, for all non-essential activities" until 11:59 p.m. on March 31, 2020. Educational institutions are listed as "essential activities" for the purpose of "facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible"; and

WHEREAS, in compliance with the order issued by the Orange County Health Officer, the Chancellor effectively closed all District and college campuses, centers, offices and facilities on March 18, 2020 for all non-essential functions through March 31, 2020; and

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20, ordering "all individuals living in the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors"; and

WHEREAS, Education facilities are a subsector of one of the federal critical infrastructure sectors and Chancellor Oakley has advised that local Board of Trustees, along with the District CEO, have the authority to determine which positions are deemed "essential functions" in order to maintain instruction; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, it is imperative to prepare for and implement measures to respond to the spread of COVID-19; and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, employees, and families in our campus communities; and

WHEREAS, it is imperative to have the resources to ensure that student learning continues if student educational needs are to be conducted from alternate locations or virtual learning environments; and

WHEREAS, with the guidelines provided by Governor Newsom on March 15, 2020, it is imperative that employees be allowed to take a leave of absence due to being quarantined or staying home after recently returning from Level 3 countries; if they are 65 or over, in a high-risk population, a caregiver for family, or sick from Coronavirus or other illnesses with similar symptoms (e.g., cough, fever, shortness of breath) during this state of emergency; and

WHEREAS, the protection of the health and safety and preservation of the lives and property of the students and employees of the District from the effects of natural emergencies such as COVID-19 is of paramount District importance requiring the responsible efforts of the District; and

WHEREAS all District employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law under Government Code 3100; and

WHEREAS, Section 1102 of the Public Contract Code defines "emergency" to mean a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services;" and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines "emergency" to mean "a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. 'Emergency' includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage"; and

WHEREAS, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement are necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the County Superintendent of Schools during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf of the District for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the South Orange County Community College District determines that the circumstances described in the Resolution herein constitute an emergency condition and affirms the Chancellor's declaration of a state of emergency; and

BE IT FURTHER RESOLVED, that the Board authorizes the Chancellor and/or designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and employees, including, but not limited to: relocating students and employees, providing alternative educational program options, and/or directing employees to serve as disaster service workers pursuant to Government Code 3100; and

BE IT FURTHER RESOLVED, by unanimous vote, pursuant to Section 20113 of the Public Contract Code, and pending the expected approval by the Orange County Superintendent of Schools, that the Board authorizes the Chancellor or designee to execute contracts without advertising or inviting bids in order to respond to the emergency at District and college sites, subject to subsequent ratification of the contracts by the Board; and

BE IT FURTHER RESOLVED, that the Board authorizes the Chancellor, in her discretion, to order closed beyond March 31, 2020, if necessary to comply with the State of California Executive Order N-33-20, District and college centers, campuses, offices, and facilities, all or in part, to ensure the safety of the students and employees of the District; and

BE IT FURTHER RESOLVED, that the Board authorizes the Chancellor to take any other action that she deems necessary during this Emergency, including excluding students and employees from District and college facilities, and to keep the Board and the District community informed of all actions taken pursuant to this Resolution; and

BE IT FURTHER RESOLVED, that the Board establishes the following positions as "essential functions" and authorizes the employees within these positions to work on District and college centers, campuses, offices, and facilities, **as needed**, to ensure the continuity of instruction:

District Services (58 employees)

- Chancellor's Office (5 employees)
 - Chancellor; District Director, Chancellor and Board Operations; Manager, Office of the Chancellor and Trustee Services; District Director of Public Affairs and Government Relations; and Communications Specialist
- Business Services (42 employees)
 - Vice Chancellor, Business Services (2 employees) Vice Chancellor, Business Services and Executive Assistant of Vice Chancellor
 - Accounting (5 employees) Director of Fiscal Services; Senior Accounting Specialists; and Accounting Specialist
 - Facilities Planning (6 employees) Executive Director of Facilities Planning; Director of Facilities Planning; Senior Project Manager; Project Managers; and Administrative Assistant
 - Fiscal Services (3 employees) Executive Director, Fiscal Services/Comptroller; Accountant; and Administrative Assistant
 - Payroll (10 employees) Payroll and Benefits Manager; Payroll Systems Specialist; Payroll Specialists; Senior Benefits Specialist; and Benefits Specialist
 - Procurement, Central Services, and Risk Management (16 employees) –
 Executive Director of Procurement, Central Services and Risk Management;
 Purchasing and Contracts Manager; Risk Manager; Central Services
 Manager; Contracts Specialists; Senior Administrative Assistant, Program Technician;
 Mailroom Assistant; Warehouse Workers, Central Services Specialist; Lead
 Warehouse Workers; and Warehouse Worker/Delivery Driver
- Tech and Learning Services (9 employees)
 - Vice Chancellor, Tech and Learning Services; Director, IT Infrastructure/Security; Director of Information Technology, Academic Systems; Systems Manager Computer and Networking Operating Systems; Network Systems Technician III; Network Systems Technician II; Applications Specialist II; Database Administrator; and Senior Programmer/Analyst
- Human Resources (2 employees)
 - Human Resources Operations Supervisor and Human Resources Specialist

Irvine Valley College (42 employees)

- College President (1 employee)
- Administrative Services (29 employees)
 - Campus Police (9 employees) Chief of Police; Police Operations Lieutenant; Police Sergeant; Police Officers; Senior Dispatcher/Records; Dispatcher/Records; and Campus Security Officer
 - Facilities (8 employees) Director of Facilities; Assistant Director of Facilities; Assistant Director of Facilities Capital Outlay Projects; Night Facilities Operations Supervisor; Custodians; Building Maintenance Worker; and Groundskeeper
 - Technology Services (10 employees) Director of Technology Services; Applications Specialist I; Applications Specialist II; Network Systems Technician III; Network Systems Technicians II; Network Systems Technician I; Alternate Media Specialist; Networks Systems Administrator; Senior Administrative Assistant; and Instructional Technologist

- Fiscal Services (2 employees) Vice President of College Administrative Services and Manager, College Fiscal Services
- Student Services (9 employees)
 - Vice President of Student Services; Dean of Counseling; Dean of Enrollment Services; Director of Promise, Recruitment, and Outreach; Assistant Dean of Health, Wellness, and Veterans Services; Assistant Dean of Financial Aid and Student Support Services; Senior Financial Aid Specialist; Coordinator of Equity Programs; and Title IX Investigator
- Instruction (3 employees)
 - Vice President of Instruction; Dean of Math, Science and Engineering; and Dean of The Arts, Library, and Online Education

Saddleback College (51 employees)

- College President (1 employee)
- Student Services (16 employees)
 - Vice President of Student Services; Dean of Counseling; Dean of Enrollment Services; Dean of Student Equity and Special Programs; Dean of Wellness, Social Services, and Child Development Center; Registrar; Director of Financial Aid; Financial Aid Specialists; Senior Financial Aid Specialist; Outreach Assistant; Senior Administrative Assistants; Senior Counseling Office Assistant; Lead Charge Nurse; and Senior Matriculation Specialist
- Instruction (5 employees)
 - Vice President of Instruction; Executive Dean for Extended Learning; Dean for Math, Science and Engineering; Dean for Kinesiology & Athletics; and Grant Project Manager
- Administrative Services (29 employees)
 - Technology Services (4 employees) Director of Technology Serv/Broadcast Systems; Assistant Director of Technology Services; Network Systems Technicians II; and Network Systems Technicians III
 - Facilities Maintenance and Operations (12 employees) Senior Director of College Facilities; Assistant Director of Facilities; Assistant Director of Facilities – Capital Outlay Projects; Night Facilities Operations Supervisor; Facilities
 Maintenance/Energy Project Manager; Custodians; Building Maintenance Worker; and Groundskeepers
 - Campus Police (9 employees) Chief of Police; Police Operations Lieutenant; Police Officers; Senior Dispatcher/Records; and Police Technical Services Specialist
 - Business Office (4 employees) Vice President for College Administrative Services; Director of Fiscal Contract Services; Student Payment/Veterans Offices Manager; and Senior Fiscal/Veterans Specialist

BE IT FURTHER RESOLVED, that the Board of Trustees designates authority to the Chancellor or designee to amend the above list of essential functions as she deems necessary and to advise the Board of Trustees of any such action taken; and

BE IT FURTHER RESOLVED, that this Resolution will remain in effect until the state of emergency as determined by Governor Newsom to address the COVID-19 epidemic has ended; and

BE IT FURTHER RESOLVED, that the Chancellor, Vice Chancellor of Business Services, or Executive Director of Fiscal Services/Comptroller are hereby authorized to execute for and on behalf of the South Orange County Community College District, a public entity established under the laws of the State of California, any and all applications necessary for the purpose of obtaining certain federal financial assistance under

Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act and to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required. For purposes of this paragraph only, this is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

PASSED AND ADOPTED on this 23rd day of March, 2020 in the South Orange County Community Colleg District.
AYES:
NOES:
ABSENT:
ABSTAINED:
President of the Board
South Orange County Community College District

Resolution delaring the month of April COMMUNITY COLLEGE AWARENESS MONTH in recognition of the great work and impact of Irvine Valley College and Saddleback College

WHEREAS South Orange County Community College District (SOCCCD), is one of the largest community college districts in the region, serving approximately 42,000 students on three campuses—Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park (ATEP); and

WHEREAS SOCCCD is a leader in higher education and enriches lives in Orange County through learning; and

WHEREAS SOCCCD's 382 square mile service area serves nearly one million residents; and

WHEREAS SOCCCD is a community partner through the offering of classes at 130 community sites, beyond the three campuses; and

WHEREAS SOCCCD provides outstanding education through more than 400 degree and certificate programs that prepare students to fill local and high-skilled workforce opportunities; and

WHEREAS SOCCCD students added 1.3 billion to the Orange County economy in 2016-2017, approximately 5% of the county's total gross regional product; and

WHEREAS SOCCCD's impact supported 18,341 jobs in Orange County, meaning one out of every 124 jobs in Orange County is supported by the activities of SOCCCD and their students; and

WHEREAS SOCCCD is proud of the 50 plus years in Orange County and commitment from faculty and staff to students; and

WHEREAS SOCCCD celebrates its successes and many accomplishments in April—Community College Awareness Month; now, therefore

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees and Chancellor of the South Orange County Community College District hereby proclaims April as Community College Awareness Month and requests that all students, faculty, and staff celebrate by promoting the good works of the colleges.

PASSED AND ADOPTED this 23rd day of March, 2020 in the South Orange County Community College District.

A.V.E.C.		
AYES:		
NOES:		
ABSENT:		
ABSTAINED:		
	President of the Board	

March 23, 2020

Resolution declaring April 24, 2020 the Day of Remembrance in recognition of the Armenian Genocide of 1915-2923

WHEREAS, In the early part of the twentieth century, a systematic destruction of thousands of Armenian communities, through massacres and death marches in which some 1.5 million Armenians perished and hundreds of thousands more we uprooted from their homes and ancient homeland, was carried out from 1915 to 1923; and

WHEREAS, Any such systematic destruction of a culture must be remembered and acknowledged in the hope of preventing all such events in the future; and

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees and Chancellor of the South Orange County Community College District hereby designates April 24 of each year as "Day of Remembrance for the Armenian Genocide of 1915 to 1923; now, therefore

BE IT FURTHER RESOLVED, That the Board of Trustees of the South Orange County Community College District hereby encourages the colleges and all employees and students to commemorate this historic tragedy.

PASSED AND ADOPTED this 23 rd day of March, 2020 in the South Orange County Community College District.
AYES:
NOES:
ABSENT:
ABSTAINED:
President of the Board
South Orange County Community College District

March 23, 2020

Resolution to declare April 29, 2020 Denim Day, part of Sexual Assault Awareness Month and in recognition that rape and sexual assault remain to be serious issues in society

WHEREAS, The United States Government has declared April as "Sexual Assault Awareness Month" and many colleges throughout the nation have taken a stance against sexual violence through the recognition of "Denim Day"; and

WHEREAS, Both events are intended to draw attention to the fact that rape and sexual assault remain to be serious issues in our society; and

WHEREAS, Harmful attitudes about rape and sexual assault allow these crimes to persist and allow victims/survivors to be re-victimized; and

WHEREAS, "Sexual Assault Awareness Month" and "Denim Day" are also intended as a means of calling attention to misconceptions and misinformation about rape and sexual assault and the reality that many in today's society remain disturbingly uninformed with respect to issues of assault and forcible rape; and

WHEREAS, The importance of this issue is underlined by United States Department of Justice statistics indicating that approximately 35 of every 1,000 women who attend colleges or universities experience an attempted or completed rape during each school year; and

WHEREAS, With proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

WHEREAS, The Board of Trustees and Chancellor of the South Orange County Community College District strongly support the efforts of the Peace Over Violence movement to educate the community about the significant impact of rape and sexual assault in Southern California; now, therefore

NOW, THEREFORE, BE IT RESOLVED, That the Board of Trustees of the South Orange County Community College District does hereby designate April 29, 2020 as "Denim Day" during the month of April, which is also signified as Sexual Assault Awareness Month.

PASSED AND ADOPTED this 23rd day of March, 2020 in the South Orange County Community College District.

AYES:		
NOES:		
ABSENT:		
ABSTAINED:		
	President of the Board	

March 23, 2020

Resolution declaring April 22, 2020 EARTH DAY in support of protecting the environment through good renewable energy and sustainability efforts

WHEREAS, plastic waste can be found everywhere, land or sea, even in the most remote places on the planet, affecting both humans and animals; and

WHEREAS, humankind is currently facing tremendous global challenges, among them the need to manage an increased amount of waste to which plastics will contribute roughly 12,000 million metric tons by 2050; and

WHEREAS, approximately only ten percent of plastic waste is recycled; and

WHEREAS, all people of this Earth, from all walks of life, have a right to a healthy environment and plastic pollution has been associated with several health issues affecting the general population; and

WHEREAS, children, the youth, and the most vulnerable are disproportionately affected by plastic pollution; and

WHEREAS, it is more important than ever to cooperate to find solutions for the plastic waste that is concentrating in several enormous patches in the ocean and that threatens the human food chain; and

WHEREAS, it is essential to involve the community in the design and implementation of solutions for pressing environmental issues such as plastic pollution; and

WHEREAS, ending plastic pollution is crucial to the survival of this planet and its inhabitants; and

WHEREAS, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments, and sustainability efforts; now, therefore

NOW, THEREFORE, BE IT RESOLVED that the South Orange County Community College District Board of Trustees recognize April 22, 2020 as EARTH DAY throughout the South Orange County Community College District and encourages all students, faculty and staff to use EARTH DAY to celebrate the Earth and promote the wellbeing of the inhabitants of our district and the protection of the environment.

PASSED AND ADOPTED on this 23rd day of March, 2020 in the South Orange County Community College District.

AYES:		
NOES:		
ABSENT:		
ABSTAINED:		
	President of the Board	

South Orange County Community College District

ITEM: 5.3 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

2020-21 Academic Year

ACTION: Approval

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 revisions to the curriculum of the College for the 2020-21 academic year. Exhibit A includes revised and deleted courses, Exhibit B includes revised and deleted programs. The revised, and deleted 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 Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2020-21 academic year at Saddleback College as listed in Exhibits A and B.

SADDLEBACK COLLEGE DELETED/REVISED COURSE ACADEMIC YEAR 2020-2021

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				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
				Irng 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	COS 440	431988.00	COSMETICIAN	dc
FAMT	MUS 148	560080.10	JAZZ ENSEMBLE	cat des, sch desc

SADDLEBACK COLLEGE DELETED PROGRAM ACADEMIC YEAR 2020-2021

Current Cosmetician Occupational Skills Award

The Cosmetician Occupational Skills Award is designed to prepare the student for licensure as a Cosmetician/Esthetician. The student will be able to administer skin care to clients at salons, spas, dermatology offices, private clinics, and stores specializing in skin care products.

Required Courses: COS 440 Cosmetician 16 Total Units for the Award 16

Deleted Cosmetician Occupational Skills Award

The Cosmetician Occupational Skills Award is designed to prepare the student for licensure as a Cosmetician/Esthetician. The student will be able to administer skin care to clients at salons, spas, dermatology offices, private clinics, and stores specializing in skin care products.

Required Cou	ırses:		
COS 440	Cosmetician	16	
	Total Units for the A	ward 16	

SADDLEBACK COLLEGE DELETED PROGRAM ACADEMIC YEAR 2020-2021

Current Yoga Teacher Training Occupational Skills Award

Yoga Teacher Training is designed to deepen students' understanding of yoga by investigating the biomechanics of yoga postures, learning to use anatomical cueing for proper alignment in poses, examining effective teaching techniques for a variety of settings, and exploring the history and philosophy of yoga. Upon successful completion of the Yoga Teacher Training Occupational Skills Award, students will be eligible to apply for their Yoga Alliance 200-hour instructor certification and will be prepared for employment as trained yoga teachers in public and private settings. Yoga Alliance is the largest and most influential governing body in the yoga field, thus providing our Yoga Teacher Training students with a prestigious certification. A minimum grade of "C" in all courses is required to receive this award, and 10 additional hours of practice teaching hours and feedback forms are mandated for those students applying for the Yoga Alliance credential.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate core principles of Hatha Yoga.
- Demonstrate skills for instructing yoga, including verbal cues, sequences, variations, adjustments, and modifications.
- Illustrate stress management techniques with yoga poses.
- Describe the philosophy of yoga through history, and the development of asanas.
- Interpret major lineages of yoga and related practices and apply to contemporary teaching.

Required Courses:

Course ID	Title	Units
KNES 60*	Anatomy and Fundamentals of Yoga	3
KNES 61*	Teaching of Yoga	3
KNES 62	Philosophy of Yoga	3
	Select 2 Courses from Restricted	
	Electives	2-3
Restricted Ele	ctives:	
KNES 28	Beginning Yoga	1-1.5
KNES 39*	Intermediate Yoga	1-1.5
KNES 40*	Advanced Yoga	1-1.5
DANC 28	Yoga for Dancers	1.5

Total Units for the Award 11-12

Deleted Yoga Teacher Training Occupational Skills Award

Yoga Teacher Training is designed to deepen students' understanding of yoga by investigating the biomechanics of yoga postures, learning to use anatomical cueing for proper alignment in poses, examining effective teaching techniques for a variety of settings, and exploring the history and philosophy of yoga. Upon successful completion of the Yoga Teacher Training Occupational Skills Award, students will be eligible to apply for their Yoga Alliance 200-hour instructor certification and will be prepared for employment as trained yoga teachers in public and private settings. Yoga Alliance is the largest and most influential governing body in the yoga field, thus providing our Yoga Teacher Training students with a prestigious certification. A minimum grade of "C" in all courses is required to receive this award, and 10 additional hours of practice teaching hours and feedback forms are mandated for those students applying for the Yoga Alliance credential.

Program Student Learning Outcomes

Students who complete this program will be able to:

Title -

- Demonstrate core principles of Hatha Yoga.
- Demonstrate skills for instructing yoga, including verbal cues, sequences, variations, adjustments, and modifications.
- Illustrate stress management techniques with yoga noses.
- Describe the philosophy of yoga through history, and the development of asanas.
- Interpret major lineages of yoga and related practices and apply to contemporary teaching.

Required Courses:

Course ID

KNES 60*	Anatomy and Fundamentals of You	ja 3
KNES 61*	Teaching of Yoga	3
KNES 62	Philosophy of Yoga	3
	Select 2 Courses from Restricted	
	Electives	2-3
Restricted El	ectives:	
KNES 28	Beginning Yoga	1.5
KNES 39*	Intermediate Yoga	1-1.5
KNES 40*	Advanced Yoga	1-1.5
DANC 28	Yoga for Dancers	1.5
	_	

Total Units for the Award 11-12

Units

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

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

SADDLEBACK COLLEGE REVISED PROGRAM ACADEMIC YEAR 2020-2021

Current Associate in Arts in Sociology for Transfer Degree

The curriculum in the Associate in Arts in Sociology for Transfer 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 professional careers, earning the Associate degree may support attempts to gain entry-level employment in social services or promotion.

The Sociology Associate in Arts for Transfer can prepare students for related careers in social services, community work, corrections, business, college settings, health services, publishing, journalism, public relations, government services, teaching, and research. Some careers require advanced degrees (teaching credential, police academy, and Master's degree).

Graduation Requirements

The following is required for all AA-T or AS-T degrees:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify the current goals of sociology.
- Compare and contrast the three main sociological theories in sociology.
- Apply social theories to analyze current or historical topics or events.
- Differentiate social research and social research methods from other research models.
- Evaluate current social research.
- Describe the role that culture plays in affecting group as well as individual behaviors.
- Differentiate between Sociology and the other social sciences.
- Define and apply the sociological imagination/sociological perspective.
- Identify and apply specific sociological terms and concepts.
- Explain how various social locations such as class, race, gender, age and sexuality are vital to the study of sociology and apply them to specific sociological topics.
- Identify specific social problems and their causeeffect patterns.
- Critically evaluate the proposed ways to alleviate the major social problems facing society today.
- Identify and analyze social change and the impact on society.
- Examine and analyze institutional influences on individuals, groups, and society.
- Identify and evaluate community support services and agencies.

Revised Associate in Arts in Sociology for Transfer

The curriculum in the Associate in Arts in Sociology for Transfer 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 professional careers, earning the Associate degree may support attempts to gain entry-level employment in social services or promotion.

Degree

The Sociology Associate in Arts for Transfer can prepare students for related careers in social services, community work, corrections, business, college settings, health services, publishing, journalism, public relations, government services, teaching, and research. Some careers require advanced degrees (teaching credential, police academy, and Master's degree).

Graduation Requirements

The following is required for all AA-T or AS-T degrees:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (CSU GE-Breadth).
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

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- Critically evaluate the proposed ways to alleviate the major social problems facing society today.
- Identify and analyze social change and the impact on society.
- Examine and analyze institutional influences on individuals, groups, and society.
- Identify and evaluate community support services and agencies.

SADDLEBACK COLLEGE REVISED PROGRAM ACADEMIC YEAR 2020-2021

Course ID	<u>Title</u> <u>Ur</u>	<u>iits</u>	AN 2020-2021		
Prerequisites for	Required Courses		Course ID	Title	Units
SOC 1	Introduction to Sociology	3	Prerequisites fo	r Required Courses	
SOC 2	Social Problems	3	SOC 1	Introduction to Sociology	3
MATH 10*	Introduction to Statistics	3	Or Or	introduction to sociology	,
Or			SOC 1H	Honors Introduction to Sociology	3
PSYC 44*	Statistics for Behavioral Sciences	3	SOC 2	Social Problems	<u></u> 3
Calact time of	the fellowing coveres (C Unite)		0r	Social Floblettis	3
SOC 10	the following courses (6 Units) Introduction to Marriage and the		SOC 2H	Honors Social Problems	3
300 10	Family	3	MATH 10*	Introduction to Statistics	<u></u> 3
SOC 20	Ethnic Cultures of the United States	3	Or	introduction to statistics	3
PSYC 30*	Social Psychology	3	PSYC 44*	Statistics for Behavioral Sciences	3
OR	Social 1 Sychology	5	1316 44	Statistics for Beriavioral Sciences	5
SOC 30*	Social Psychology	3	Select two of	the following courses (6 Units)	
300 30	Social 1 Sychology	5	SOC 10	Introduction to Marriage and the	
Select one of the	ne following courses or any course n	ot		Family	3
already used al			SOC 20	Ethnic Cultures of the United States	3
SOC 15	Socialization of the Child	3	PSYC 30*	Social Psychology	3
SOC 21	Women in Contemporary Society	3	OR		
SOC 23	Food and Society	3	SOC 30*	Social Psychology	3
SOC 25	Social Stratification	3			
SOC 125	Sociology of Aging	3		he following courses or any course	not
SOC 126	Death and Dying	3	already used a SOC 15	Socialization of the Child	3
SOC 180	Introduction to Gerontology	3	SOC 21	Women in Contemporary Society	3
ANTH 2	Cultural Anthropology	3	SOC 23	Food and Society	3
ANTH 2H	Honors Cultural Anthropology	3	SOC 25	Social Stratification	3
ENV 1	Introduction to Environmental Studies	3			3
GEOG 2	Cultural Geography		SOC 125	Sociology of Aging	3
Or			SOC <u>16</u>	Death and Dying	
GEOG 2H	Honors Cultural Geography	3	SOC 180	Introduction to Aging	3
PSYC 2*	Research Methods in Psychology		ANTH 2	Cultural Anthropology	3
Or			ANTH 2H	Honors Cultural Anthropology	3
PSYC 2H*	Honors Research Methods in		ENV 1	Introduction to Environmental Studies	s 3
	Psychology	3	GEOG 2	Cultural Geography	
WS 10	Introduction to Women's Studies		Or		
Or			GEOG 2H	Honors Cultural Geography	3
₩\$ 10H	Honors Intro to Women's Studies	3	PSYC 2*	Research Methods in Psychology	
	Total Units for the Major	18	Or		
			PSYC 2H*	Honors Research Methods in	
	quisite, corequisite, limitation, or recommended			Psychology	3
preparation; see cou	irse description.		<u>GSS</u> 10	Introduction to Women's Studies	
			Or		
			GSS 10H	Honors Intro to Women's Studies	3
				Total Units for the Major	18

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

SADDLEBACK COLLEGE REVISED PROGRAMS ACADEMIC YEAR 2020-2021

Current Theatre Arts Associate in Arts for Transfer

The Associate in Arts in Theatre Arts for Transfer degree will provide students with a broad introduction to making theatre. This degree is designed for students with an interest in pursuing theatre as a profession who have not yet decided where to specialize. As such, students will receive a broad overview of the many aspects of theatre, including performance, design, theatre history, lighting, costumes, and stagecraft. Students who complete the Associate in Arts in Theatre Arts for transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment.
- Compare and analyze the theories and techniques of acting from a historical perspective.
- Analyze texts and scripts as they pertain to performance.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements.
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character.
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script.

Graduation Requirements

The following is required for all AA-T or AS-T degrees:

- 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE-Breadth).
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Unito

 Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.

Required Core Courses: (9 units)

Course ID	IITIE	Units
TA 20	Theatre Appreciation	3
or		
TA 25	Theatre History – Primitive to Renaissance	3
TA 1	Fundamentals of Acting	3
Complete 3 un	its in Technical Theatre in Production	
ETT 142*	Theatre Production	1
List A: Select th	rree courses (9 units)	
TA 2*	Scene Study I	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
TA 43	Stage Make-Up	3
ETT 40	Stagecraft	3
	Total Units for the Major	18

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

Revised Theatre Arts Associate in Arts for Transfer

The Associate in Arts in Theatre Arts for Transfer degree will provide students with a broad introduction to making theatre. This degree is designed for students with an interest in pursuing theatre as a profession who have not yet decided where to specialize. As such, students will receive a broad overview of the many aspects of theatre, including performance, design, theatre history, lighting, costumes, and stagecraft. Students who complete the Associate in Arts in Theatre Arts for transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

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Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment.
- Compare and analyze the theories and techniques of acting from a historical perspective.
- Analyze texts and scripts as they pertain to performance.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements.
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character.
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script.

Graduation Requirements

The following is required for all AA-T or AS-T degrees:

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE-Breadth).
 - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.

Required Core Courses: (9 units)

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Units 3

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

Total Units for the Major

18

[•]A maximum of three units may be taken in Rehearsal and Performance Production (TA 15, TA 16, TA 17) to be counted toward List A requirements. Course taken to fulfill core requirement may not be taken again to meet List A requirements.

ITEM: 5.4 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Saddleback College and Irvine Valley College, Notices of

Completion, Various Projects

ACTION: Approval

BACKGROUND

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

- Signature Floors, for a contract total of \$23,137, for the Saddleback College Health Sciences Building Floor Installation project. The Board of Trustees ratified the associated agreement on September 23, 2019.
- GDL Best Contractors, Inc., for a contract total of \$48,350, for the Saddleback College AGB Wall Replacement project. The Board of Trustees ratified the associated agreement on November 18, 2019.
- C.I. Services, Inc., for a contract total of \$91,700, for the Saddleback College Health Sciences Building Roof Repair project. The Board of Trustees ratified the associated agreement on December 16, 2019.
- US National Corp., for a contract total of \$46,900, for the Saddleback College CDC Interior Painting project. The Board of Trustees ratified the associated agreement on February 24, 2020.
- Envise, for a contract total of \$48,388, for the Saddleback College Sciences Building HVAC Roof Leak project. The Board of Trustees ratified the associated agreement on December 16, 2019.
- The Board of Trustees approved the associated CMAS Agreements No. 3-17-84-0052B and 4-16-84-0053A with Blue Violet Networks, LLC on June 25, 2018, for the IVC access control & security systems and hardware. As part of this project, purchase order P195152 was issued for the IVC Phase 2 Access Control LA-A400 project, for a contract total of \$273,006.09 and listed for ratification at this March's board meeting.

STATUS

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

- Saddleback College Health Sciences Building Floor Installation project (EXHIBIT A)
- Saddleback College AGB Wall Replacement project (EXHIBIT B)
- Saddleback College Health Sciences Building Roof Repair project (EXHIBIT C)

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

- Saddleback College CDC Interior Painting project (EXHIBIT D)
- Saddleback College Sciences Building HVAC Roof Leak project (EXHIBIT E)
- IVC Phase 2 Access Control LA-A400 project (EXHIBIT F)

RECOMMENDATION

The Chancellor recommends that the Board of Trustees authorize filing the Notices of Completion for the Saddleback College, Health Sciences Building Floor Installation project to Signature Floors, for a contract total of \$23,137, for the Saddleback College AGB Wall Replacement project to GDL Best Contractors, Inc., for a contract total of \$48,350, for the Saddleback College Health Sciences Building Roof Repair project to C.I. Services, Inc. for a contract total of \$91,700, for the Saddleback College CDC Interior Painting project to US National Corp., for a contract total of \$46,900, for the Saddleback College Sciences Building HVAC Roof Leak project to Envise, for a contract total of \$48,388, and for Irvine Valley College Phase 2 Access Control LA-A400 project to Blue Violet Networks, LLC, for a contract total of \$273,006.09. It is also recommended that the Board of Trustees authorize the release of retention 35 days after filing.

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

Attn: Facilities Planning

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Health Sciences Building Floor Installation project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 25th day of July 2019, which contract was made with SIGNATURE FLOORS, as Contractor; that said improvements were completed on the 6th day of January 2020, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is TRAVELERS CASUALTY and SURETY INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE 28000 MARGUERITE PKWY MISSION VIETO, CA 92692

MISSIC	on viejo, ca 9.	92092	
SOUTH ORANGE COUNTY COMMUNIT	TY COLLEGE D	DISTRICT OF ORANGE COUNTY, CA	
By			
ByAnn-Ma			
Vice Ch	nancellor, Busines	ess Services	
A notary public or other office completing this cer document to which this certificate is attached, and		· · · · · · · · · · · · · · · · · · ·	
State of California County of Orange			
Subscribed and sworn to (or affirmed) before me			
on this, 20	-		
by Ann-Marie Gabel (Name of Signer)	_		
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.			
Signature			
Signature of Notary Public		(Seal)	

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

Attn: Facilities Planning

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: AGB Wall Replacement project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 30th day of September 2019, which contract was made with GDL BEST CONTRACTORS, INC., as Contractor; that said improvements were completed on the 6th day of January 2020, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is OHIO CASUALTY INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE 28000 MARGUERITE PKWY MISSION VIETO CA 92692

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SOUTH ORANGE COUNTY COMMUN	NITY COLLEGE I	DISTRICT OF ORANGE COUNTY, CA	4
Ву			
Ann-l	Marie Gabel	Dated	
Vice	Chancellor, Busine	ess Services	
A notary public or other office completing this c document to which this certificate is attached, a		· · ·	_
State of California County of Orange			
Subscribed and sworn to (or affirmed) before me			
on this day of, 20 _			
by Ann-Marie Gabel (Name of Signer)			
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.			
Signature			
Signature of Notary Public		(Seal)	

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

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Health Sciences Building Roof Repair project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 11th day of November 2019, which contract was made with C.I. SERVICES, INC., as Contractor; that said improvements were completed on the 15th day of January 2020, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is PHILADELPHIA INDEMNITY INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE 28000 MARGUERITE PKWY MISSION VIETO, CA 92692

MISSI	ON VIEJO, CA 926	592	
SOUTH ORANGE COUNTY COMMUN	TITY COLLEGE DIS	STRICT OF ORANGE COUNTY, O	CA
Ву			
	Marie Gabel Chancellor, Business		
A notary public or other office completing this condument to which this certificate is attached, a			
State of California County of Orange			
Subscribed and sworn to (or affirmed) before me			
on this day of, 20			
byAnn-Marie Gabel (Name of Signer)			
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.			
Signature			
Signature of Notary Public		(Seal)	

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

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: CDC Interior Painting project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 5th day of December 2019, which contract was made with US NATIONAL CORP., as Contractor; that said improvements were completed on the 11th day of January 2020, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is OHIO CASUALTY INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE 28000 MARGUERITE PKWY MISSION VIEJO, CA 92692

	,	
SOUTH ORANGE COUNTY COMMUNI	TY COLLEGE DISTRICT (OF ORANGE COUNTY, CA
Ву		
Ann-M	arie Gabel	Dated
Vice Cl	hancellor, Business Services	
A notary public or other office completing this cer document to which this certificate is attached, an		
State of California County of Orange		
Subscribed and sworn to (or affirmed) before me		
on this, 20	-	
by Ann-Marie Gabel (Name of Signer)	_	
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.		
Signature Signature of Notary Public	_	
Signature of Notary Public		(Seal)

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

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Sciences Building HVAC Roof Leak project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 6th day of November 2019, which contract was made with ENVISE, as Contractor; that said improvements were completed on the 16th day of December 2019, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is FEDERAL INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE 28000 MARGUERITE PKWY MISSION VIETO, CA 92692

MI	SSION VIEJO, CA	92692	
SOUTH ORANGE COUNTY COMM	UNITY COLLEGE I	DISTRICT OF ORANGE COU	NTY, CA
Ву			
	n-Marie Gabel ce Chancellor, Busine		
A notary public or other office completing thi document to which this certificate is attached			_
State of California County of Orange			
Subscribed and sworn to (or affirmed) before m	e		
on this day of, 20	0		
by Ann-Marie Gabel (Name of Signer)			
proved to me on the basis of satisfactory evidento be the person(s) who appeared before me.	ce		
Signature_			
Signature of Notary Public		(Seal)

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

Attn: Facilities Planning

EXEMPT PER GOVERNMENT CODE 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Irvine Valley College Phase 2 Access Control LA-A400 project at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 17th day of September 2019, which contract was made with BLUE VIOLET NETWORKS, LLC, as Contractor; that said improvements were completed on the 6th day of February 2020, and accepted by formal action of the governing board of said District on the 23rd day of March 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is GENERAL REINSURANCE CORPORATION that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE 5500 IRVINE CENTER DRIVE IRVINE, CA 92618

IRVINE, CA 92618	
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (OF ORANGE COUNTY, CA
Ву	
Ann-Marie Gabel Vice Chancellor, Business Services	
A notary public or other office completing this certificate verifies only the ider document to which this certificate is attached, and not the truthfulness, accur	
State of California County of Orange	
Subscribed and sworn to (or affirmed) before me	
on this, 20	
by Ann-Marie Gabel (Name of Signer)	
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.	
Signature Signature of Notary Public	
Signature of Notary Public	(Seal)

ITEM: 5.5 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

Dr. Cindy Vyskocil, Acting President, Irvine Valley College

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

Presentation Date	Faculty Member Course Title/Activity	Speaker Name	Topic	General Fund Honorarium/Travel
3/27/2020 10:30am SM 313	Steve Teh / Science Lecture 2020	Dr. Katrine Whiteson	Diet and Gut Microbes	\$2000.00 ASG Funds

IRVINE VALLEY COLLEGE

Presentation	Faculty Member			General Fund
Date	Course Title/Activity	Speaker Name	Topic	Honorarium/Travel
3/27/2020	Ruben Guzman, Registrar	Victor DeVore	Family Educational Rights and Privacy	\$1,000
9:30am			Act (FERPA) for Students, Faculty, and	IEPI Grant
BSTIC 120			Staff	
4/14/2020	Tuan Nguyen, Counseling	Alyson A.	Classroom Management and Growth	\$350
4:30pm		Hoberecht	Mindset	General Fund
SSC 260K				
4/29/2020	Tuan Nguyen, Counseling	Sandy Avzaradel	Communicating With Parents for	\$275
7:00pm			Educators	General Fund
B248				

ITEM: 5.6 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations: Adopt Resolution No.

20-07 to Approve FY 2019-2020 Budget Transfers

ACTION: Approval

BACKGROUND

Title 5, California Code of Regulations, Section 58307 requires the Board of Trustees to approve by resolution, by a two-thirds (2/3) vote of its members, all transfers of funds from its contingency reserve to any expenditure classification, and approve, by a majority vote, all transfers of funds between expenditure classifications other than that originating from the contingency reserve.

STATUS

For the reporting period ending February 29, 2020 and in accordance with Administrative Regulation 3101, the transfer of budget appropriations are summarized on EXHIBIT A and presented for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 20-07 to approve the transfer of budget appropriations as listed.

RESOLUTION NO. 20-07

March 23, 2020

WHEREAS, the Governing Board of the South Orange County Community College District has determined that appropriation transfers between classifications are required to meet operational needs, pursuant to Title 5 of the California Code of Regulations, Section 58307;

NOW, THEREFORE, BE IT RESOLVED that such appropriations are to be transferred according to the following schedule:

General Fund			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$ 89,223.00
2000	Classified Salaries	\$ 31,650.00	
3000	Employee Benefits		\$ 18,068.00
4000	Books and Supplies		\$ 19,691.00
5000	Other Operating Expenses & Services	\$ 169,346.00	
6000	Capital Outlay		\$ 103,267.00
7500	Student Financial Aid	\$ 6,451.00	
7600	Other Payments to Students	\$ 22,802.00	
Total Trans	fers - General Fund	\$ 230,249.00	\$ 230,249.00
Capital Outlay F	<u>und</u>		
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$ 2,135.00
6000	Capital Outlay	\$ 2,135.00	
Total Trans	fers - Capital Outlay Fund	\$ 2,135.00	\$ 2,135.00
Associated Stud	lent Government - Saddleback College		
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
2000	Classified Salaries		\$ 731.00
3000	Employee Benefits	•	\$ 68.00
4000	Books and Supplies	\$ 12,975.00	•
5000	Other Operating Expenses & Services		\$ 11,426.00
7600	Other Payments to Students		\$ 750.00
– Saddleba	fers - Associated Student Government ck College	\$ 12,975.00	\$ 12,975.00
Total Transfers		\$ 245,359.00	\$ 245,359.00

BUDGET TRANSFERS FY 2019-2020

RESOLUTION NO. 20-07

March 23, 2020

STATE OF CALIFORNIA)	
COUNTY OF ORANGE)	
Community College District of Orange Co	the Board of Trustees of South Orange County ounty, California, hereby certify that the Budget amount of \$245,359.00 was duly and regularly seeting thereof held on March 23, 2020.
IN WITNESS WHEREOF, I have March, 2020.	hereunto set my hand and seal this 24 th day of
	Kathleen F. Burke
	Secretary to the Board of Trustees

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.7 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 20-06 to

Amend FY 2019-2020 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

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

General Fund

Total Budget Amendment	\$846,680.00
Total Increase to the General Fund	\$846,680.00
2018-19 Strong Workforce Local, Irvine Valley	\$846,680.00

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 20-06 to amend the FY 2019-2020 Adopted Budget as indicated in EXHIBIT A.

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

RESOLUTION NO. 20-06

March 23, 2020

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$846,680.00 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2019-2020 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

Account 8600	Income Source State Revenue	<u>Amount</u> \$846,680 \$846,680
Account	Expenditure Description Academic Salaries	<u>Amount</u> \$180,000
2000 3000	Classified Salaries	\$121,000 \$129,764
4000	Fringe Benefits Books and Supplies	\$205,000
5000	Other Operating Expenses and Services	\$230,916 \$846,680
	Total Budget Amendment	\$846,680

BUDGET AMENDMENT FY 2019-2020

RESOLUTION NO. 20-06

March 23, 2020

STATE OF CALIFORNIA)	
COUNTY OF ORANGE)	
Community College District of Orange Amendment and foregoing Resolution regularly adopted by the said Board at a	ne Board of Trustees of South Orange County County, California, hereby certify that the Budget in the amount of \$846,680.00 was duly and a regular meeting thereof held on March 23, 2020. unto set my hand and seal this 24th day of March
	Kathleen F. Burke
	Secretary to the Board of Trustees

ITEM: 5.8 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: January – February 2020 Change Orders/ Amendments

ACTION: Ratification

BACKGROUND / STATUS

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

Exhibit	Contractor Name/Description	Change Order/ Amendment Amount	Revised Total Contract Amount
А.	PCL Construction Services, Inc. Construction Services Agreement Change Order No. 7 – For added services for differing site conditions and miscellaneous language adjustments. Saddleback College	\$83,096	\$53,882,718
B.	Harley Ellis Devereaux Architectural Services Agreement Amendment No. 01 – For additional design services and additional district controlled contingency. Saddleback College	\$48,000	\$3,018,000
C.	Moore Iacofano Goltsman, Inc. Education and Master Strategic Plans Consultant Services Agreement Amendment No. 3 – To increase the contract value for additional meetings and scope of work and extend the agreement for three months, from January 31, 2020 to April 31, 2020. SOCCCD	\$50,085	\$325,905
D.	Santa Clarita Community College District Innovation and Effectiveness Grant Agreement Amendment No. 02 – For reallocation of grant funding. Saddleback College	\$0	\$200,000

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

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

Saddleback College Stadium and Site Improvement Project Change Order No. 7

February 5, 2020

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	CO No. 7 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2043	Design-Build Contractor	PCL Construction Services, Inc.		\$48,999,900	\$4,799,722	\$83,096	\$53,882,718	277
		4350 Executive Drive, Suite 270	TOTAL	48,999,900		\$83,096	\$53,882,718	277

COR No.	Date	Description	Requested	Status	Amount	Time Extension
59.1	11/26/2019	Terminate copper for fax line at CDC.	College	reviewed	\$1,194	0
73	8/14/2019	Grant contractually allowed rain days for period of 6/21/18 - 11/1/19. Future inclement weather days will be reviewed and granted per Spec. Section 01 32 16 and General Conditions Article 8.2.1.3.3. Resolves PCL Claim CRX #073.	District	reviewed	\$0	0
109	5/23/2019	Compensation for added soil preparation requirements at Parking Lot 1A and per the project Geotechnical Engineer response in RFI 247, and a credit for modified base at Parking Lots 1A and 1B. Resolves PCL Claim CRX 109.	District	reviewed	\$81,902	0
N/A	7/8/2019	Mutually agreed changes to the reporting requirements found in specification section 01 32 16, Contract Schedule.	District	reviewed	\$0	0
		TOTAL THIS CHANGE ORDER REQUEST			\$83,096	0



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AMENDMENT

TO THE Gateway Building Architectural SERVICES AGREEMENT AT SADDLEBACK COLLEGE

Amendment No: 01

THIS AMENDMENT to AGREEMENT dated August 28, 2019 between Harley Ellis Devereaux (HED) and South Orange County Community College District for the Architectural Services for the Saddleback College Gateway Building project.

The Harley Ellis Devereaux (HED) and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

- 1. Permanent Shoring Wall Design Services per the attached proposal in the amount of \$12,750. Additional District Controlled Contingency for potential future changes and reimbursable expenses in the amount of \$35,250.
- 2. The total contract value has been amended from \$2,970,000 to \$3,018,000

Original Contract Amount-Amendment No. 1 Total Contract Amount\$2,970,000

\$ 48,000

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

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

Harley Ellis Devereaux (HED) Partha Ball	SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT			
Signature of Authorized Representative	Signature of Authorized Representative			
Print Name: Martha Ball	Print Name: Priya Jerome			
Print Title: Principal –in-Charge	Print Title: Executive Director- Procurement, Risk Mgmt			
_{Date:} February 17, 2020	Date: 2/24/2020			
Email & Phone: mball@hed.design 213-549-4500	Fmail & Phone: (949)582-4405			



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AMENDMENT to AGREEMENT

Amendment No: 3

THIS AMENDMENT to AGREEMENT No. SN006241 between Moore Iacofano Goltsman, Inc. and South Orange County Community College District for the to provide and deliver consultancy services for the Development of District and Colleges' Education and Master Strategic Plans Specified in the District's Request for Qualification & Proposal No. 363D dated August 27, 2018.

Moore lacofano Goltsman, Inc. and South Orange County Community College District do mutually agree as follows:

1. To increase the contract amount by \$50,085 for a new agreement value not to exceed \$325,905 for additional meetings for EMSP, from January 31, 2020 to April 31, 2020.

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

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

MOORE JACOFANO GOLTSMAN INC.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE

DISTRICT

Signature:

Signature:

Ann-Marie Gabel

----BD544D412A99439...

DocuSigned by:

Print Name:

ANIEL S. IACOFANO

Print Name: Ann-Marie Gabel

Title:

CEO

Title:

Vice Chancellor, Business Services

Date:

16.20

Date:

1/22/2020

SOCCCD #927

Contract Number: SN006241



AMENDMENT NO. 02

AGREEMENT BETWEEN SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("SCCCD") AND

South Orange County Community College District] ("Applicant District") Saddleback College

This Amendment No.	02	("Amendmer	nt") to the Inno	vation and Ef	fectiv	eness Grant A	areem	ent sianed	bv	the	Applicant
District on 8/14/2018 and	any	subsequent	Amendments	(collectively	the	"Agreement").	is en	tered into	by	and	between
SCCCD and Applicant Dist	rict o	n this <u>16</u> day	of December,	2019 ("Effect	ive D	ate"}			•		

NOW, THEREFORE, it is understood and agreed by the Parties hereto that:

1	nitio	Γ / Γ	lato
J	nitia	I/ L	Jale

1. The following items on the Agreement shall be revised (check all that apply):

Additional Funding: Section 2 of the Agreement shall be amended to include the following language:

Additional Funding - Applicant District shall receive additional funding not to exceed Fifty Thousand Dollars (\$50,000), as listed on the attached Exhibit A-1 (including Attachment A), for a total amount not to exceed Two Hundred Thousand Dollars (\$200,000). Additional funds will be provided to Applicant District within thirty (30) days of SCCCD's receipt of this fully-executed Amendment.

Box 2

Re-Allocation of Funds: Section 2 of the Agreement shall be amended to include the following language:

Re-Allocation of Grant Funding - Applicant District hereby requests significant modifications to the current approved funding allocation and has provided the attached Revised Exhibit A Innovation and Effectiveness Grant Application (including Attachment A and Attachment B), attached hereto and made a part hereof. SCCCD hereby approves the funding reallocation and Applicant District will work to complete the Project as defined in the Revised Application.

Box 3

Extended Term: Section 3 of the Agreement shall be amended to include the following language:

<u>Term</u> – This Amendment shall extend the Term of the Agreement to N/A.

- 2. Except as set forth herein, all other sections, subsections and provisions of the Agreement shall remain valid and enforceable.
- 3. The individuals executing this Amendment on behalf of the Parties represent and warrant that they are authorized to do so.

IN WITNESS WHEREOF, this Amendment has been executed by the Parties hereto as of the Effective Date.

APPLIC	ANT DISTRICT DocuBigned by:	SANTA CLARITA COMMUNITY COLLEGE DISTRICT				
BY:	Ann-Marie Gabel	BY:	Drane Foro			
Drint	Signature of Authorized Representative		Signature of Authorized Representative			
Print	Ann-Marie Gabel	Print				
Name		_Name	Diane Fiero			
Print Title	Vice Chancellor, Business Services	Print Title	Acting Deputy Chancellor			
Date	1/7/2020	Date	1/16/2020			
			Board of Trustees' Ratification Date August 10, 2016			

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.9 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Purchase Orders and Checks

ACTION: Ratification

BACKGROUND

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

STATUS

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

- 25 purchase orders \$5,000 and above amounting to \$1,013,253.22
- 345 purchase orders below \$5,000 amounting to \$225,210.92
- Combined total for all purchase orders is \$1,238,464.14

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

The District processed 1,259 checks in the amount of \$15,547,247.43 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

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



South Orange County Community College District



Purchase Order Ratification (Supplier)

January 31, 2020 through February 25, 2020

PO #	<u>Supplier</u>	Location	<u>Description</u>	Amount
P196558	Belson Outdoors, LLC	IVC	Picnic Tables and Umbrellas Campus-Wide	48,667.73
P195152	Blue Violet Networks, LLC	IVC	Licenses, Controllers and Doors for Access Control Project - CMAS Board Approved 06/25/18	273,006.09
P196351	Blue Violet Networks, LLC	IVC	Security System Equipment for Access Control Project - CMAS Board Approved 06/25/18	233,505.46
P196458	CDW Government LLC	IVC	Livescribe Smartpens and Accessories for DSPS - FCCC Board Approved 06/25/18	12,486.77
P196273	CDW Government LLC	SOCCCD	Desktop Zero Clients for District Services - FCCC Board Approved 06/25/18	10,004.59
P196553	Clark Wire & Cable, Inc.	SOCCCD	Underground Cable Boxes for Saddleback College Stadium Project	6,998.36
P196394	Diversified Business Services	IVC	Outreach and Marketing Recruitment Supplies	6,141.75
P196409	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity Program for Economically Disadvantaged students	14,000.00
P196525	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	11,050.00
P196249	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	10,950.00
P196204	Fisher Scientific Company, LLC	IVC	Chemical and Glassware Cabinets for Labs and Prep Room for Physical Sciences	36,111.60
P196472	GST	SOCCCD	Crestron AV Equipment for Saddleback College Stadium Project per Board Resolution No. 18-28	85,556.03
P196361	GST	SC	Laptops for Chemistry per Board Resolution No. 18-28	83,161.59
P196499	Hoppers Office & Drafting Furniture	SC	Equipment and Supplies for Advanced Technology and Applied Science and Interior Design	10,704.70
P196226	Keenan & Associates	SOCCCD	Property & Claims Administration Fee October 2019 - December 2019	5,587.27
P196500	Krueger International	SC	Classroom Furniture for Math Classroom SM 201 - FCCC Board Approved 04/22/19	13,883.59
P196256	McLogan Supply Company, Inc.	SC	Supplies for Automotive Technology	6,161.78
P196545	Paradigm, Inc.	SC	Diploma, Certificate and Award Printing and Mailing	47,000.00
P196566	Paradigm, Inc.	IVC	Diploma, Certificate and Award Printing and Mailing	17,363.85
P196498	Postmaster Attn: Bulk Mail	SC	Postage for Community Education Gaucho Flyer	17,466.33
P196335	Riddell All American	SC	Football Helmets	13,045.31
P196534	Sportsfield Specialties	SOCCCD	Assembly Flush Cover for Saddleback College Stadium Project	22,154.00
P196407	Systems Source, Inc.	SC	Furniture for AGB Building Lobby, Office of the President - CMAS Board Approved 03/25/19	7,046.42
P196408	The Quantum Group	SC	Financial Aid Promotional Items for students	11,000.00
P196375	TM Software LLC	SOCCCD	Tidemark Software Subscription	10,200.00

 25 Purchase Orders \$5,000 and Above
 1,013,253.22

 345 Purchase Orders Under \$5,000
 225,210.92

 Total Purchase Orders
 1,238,464.14



South Orange County Community College District



Purchase Order Ratification (Amount)

January 31, 2020 through February 25, 2020

PO #	<u>Supplier</u>	Location	<u>Description</u>	Amount
P195152	Blue Violet Networks, LLC	IVC	Licenses, Controllers and Doors for Access Control Project - CMAS Board Approved 06/25/18	273,006.09
P196351	Blue Violet Networks, LLC	IVC	Security System Equipment for Access Control Project - CMAS Board Approved 06/25/18	233,505.46
P196472	GST	SOCCCD	Crestron AV Equipment for Saddleback College Stadium Project per Board Resolution No. 18-28	85,556.03
P196361	GST	SC	Laptops for Chemistry per Board Resolution No. 18-28	83,161.59
P196558	Belson Outdoors, LLC	IVC	Picnic Tables and Umbrellas Campus-Wide	48,667.73
P196545	Paradigm, Inc.	SC	Diploma, Certificate and Award Printing and Mailing	47,000.00
P196204	Fisher Scientific Company, LLC	IVC	Chemical and Glassware Cabinets for Labs and Prep Room for Physical Sciences	36,111.60
P196534	Sportsfield Specialties	SOCCCD	Assembly Flush Cover for Saddleback College Stadium Project	22,154.00
P196498	Postmaster Attn: Bulk Mail	SC	Postage for Community Education Gaucho Flyer	17,466.33
P196566	Paradigm, Inc.	IVC	Diploma, Certificate and Award Printing and Mailing	17,363.85
P196409	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity Program for Economically Disadvantaged students	14,000.00
P196500	Krueger International	SC	Classroom Furniture for Math Classroom SM 201 - FCCC Board Approved 04/22/19	13,883.59
P196335	Riddell All American	SC	Football Helmets	13,045.31
P196458	CDW Government LLC	IVC	Livescribe Smartpens and Accessories for DSPS - FCCC Board Approved 06/25/18	12,486.77
P196525	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	11,050.00
P196408	The Quantum Group	SC	Financial Aid Promotional Items for students	11,000.00
P196249	FHEG Saddleback College Bookstore	SC	Textbook Cards for the Student Equity Program for Economically Disadvantaged students	10,950.00
P196499	Hoppers Office & Drafting Furniture	SC	Equipment and Supplies for Advanced Technology and Applied Science and Interior Design	10,704.70
P196375	TM Software LLC	SOCCCD	Tidemark Software Subscription	10,200.00
P196273	CDW Government LLC	SOCCCD	Desktop Zero Clients for District Services - FCCC Board Approved 06/25/18	10,004.59
P196407	Systems Source, Inc.	SC	Furniture for AGB Building Lobby, Office of the President - CMAS Board Approved 03/25/19	7,046.42
P196553	Clark Wire & Cable, Inc.	SOCCCD	Underground Cable Boxes for Saddleback College Stadium Project	6,998.36
P196256	McLogan Supply Company, Inc.	SC	Supplies for Automotive Technology	6,161.78
P196394	Diversified Business Services	IVC	Outreach and Marketing Recruitment Supplies	6,141.75
P196226	Keenan & Associates	SOCCCD	Property & Claims Administration Fee October 2019 - December 2019	5,587.27

 25 Purchase Orders \$5,000 and Above
 1,013,253.22

 345 Purchase Orders Under \$5,000
 225,210.92

 Total Purchase Orders
 1,238,464.14



South Orange County Community College District

EXHIBIT C Page 1 of 1

Check Ratification

January 31, 2020 through February 25, 2020

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	1,102	9,003,711.39
07 IVC Community Education	3	13,453.03
09 SC Community Education	6	88,604.35
12 Child Development	8	72,396.56
40 Capital Outlay	80	5,809,890.47
68 Self Insurance	6	7,225.11
71 Retiree Benefit	2	497,069.10
95 SC Associated Student Government	19	28,250.44
96 IVC Associated Student Government	33	26,646.98
Total	1,259	15,547,247.43

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.10 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Contracts

ACTION: Ratification

BACKGROUND

On November 19, 2018, the Board of Trustees authorized the Chancellor/designee to approve individual business contracts less than \$200,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$200,000 for public works projects and \$95,200 for equipment, supplies and maintenance projects.

STATUS

From January 22, 2020 through February 20, 2020, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 119 total contracts following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
А	39	≥\$5,000 to <\$200,000	\$1,518,203.88
В	15	\$ Zero Value	\$0.00
С	2	≥\$15,000 to <\$200,000	\$198,343.00
N/A	63	Under \$5,000	\$98,644.01
TOTAL	119		\$1,815,190.89

RECOMMENDATION

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



January 22, 2020 through February 20, 2020 Contracts with Values between \$5,000 and \$200,000 Board Date: March 23, 2020

CONTRACTOR NAME

CONTRACT AMOUNT

	A
Workday, Inc.	\$187,500.00
Master Subscription Agreement – Subscription to Prism Analytics data	
analysis system from 1/30/2020 to 7/26/2022.	
District Services	
Devaney Pate Morris & Cameron LLP	\$150,000.00
Legal Services Agreement (Amend No. 1) – To increase contract value	
by \$75,000 from current agreement amount of \$75,000 for legal services	
for Design-Build Procurement through 3/31/2021.	
District Services	
Goodwill Industries of Orange County	\$100,000.00
Task Order – To provide sign language and closed-captioning services	
for Disabled Students Programs & Services from 1/1/2020 to 6/30/2020.	
Irvine Valley College	
Foundation for California Community Colleges	\$90,501.00
Program Agreement (Amend No. 3) – To increase contract value by	
\$37,000 from current agreement amount of \$53,501 for services in	
support of the Educational Futures Grant through 12/31/2020.	
Saddleback College	
The RP Group, Inc.	\$75,050.00
Professional Services Agreement (Amend No. 1) – To increase contract	
value by \$33,250 from current agreement amount \$41,800 for additional	
data collection and evaluation services for the Veterans Resource	
Center Innovation Grant and to extend term by two months through	
8/31/2020.	
Irvine Valley College	
The City of Long Beach	\$65,000.00
Subgrant Agreement (Amend No. 1) – No-cost change to the agreement	Revenue
to replace Exhibit C that revises the disbursement of grant funds and	
matching funds for the provision of microgrid training workshops through	
3/31/2023.	
Saddleback College	¢64 202 00
Smith-Emery Laboratories Professional Services Agreement To provide gesteebnical and	\$61,302.00
Professional Services Agreement – To provide geotechnical and	
inspection consulting services for ATEP Phase 1 Campus Site Signage	
Project from 2/6/2020 to 8/5/2020. District Services	
District Services	

Foundation for California Community Colleges	\$54,000.00
Faculty Release Time Agreement – Reimbursement for Summer	Revenue
Serpas' reassignment as Assistant Director for California Acceleration	
Project (CAP) from 8/17/2020 to 5/27/2021.	
Irvine Valley College	
College Solutions LLC	\$50,000.00
Professional Services Agreement – To provide international student	400,000.00
recruitment services from 2/1/2020 to 1/31/2025.	
Saddleback College	
HPI Architecture	\$50,000.00
Architectural Services Agreement (Amend No. 2) – No-cost 12 month	
extension for Audio Visual Projector Replacement Project at Saddleback	
College and Irvine Valley College through 12/31/2020.	
District Services	
Qatar Student Office	\$50,000.00
Professional Services Agreement – To provide international student	
recruitment services from 2/1/2020 to 1/31/2025.	
Saddleback College	
Quick Caption	\$50,000.00
Task Order – To provide sign language and closed-captioning services	
for Disabled Students Programs & Services from 1/1/2020 to 6/30/2020.	
Irvine Valley College	
Universal Placement Program	\$50,000.00
Professional Services Agreement – To provide international student	φ30,000.00
recruitment services from 2/1/2020 to 1/31/2025.	
Saddleback College	
WholeRen LLC	\$50,000.00
Professional Services Agreement – To provide international student	
recruitment services from 2/1/2020 to 1/31/2025.	
Saddleback College	
Essence Entertainment	\$45,781.00
Independent Contractor Agreement (Amend No. 2) – To increase	
contract value by \$17,136 from current agreement amount of \$28,645	
for additional musicians for the 2019-2020 season through 6/30/2020.	
Irvine Valley College	
GST ST	\$45,487.46
Software License Agreement – Renewal of VMware server and desktop	ψ τυ,τυ ι.τυ
virtualization software and support from 3/18/2020 to 3/17/2021.	
• •	
Saddleback College	
Three Forks, Inc.	\$45,000.00
Software License Agreement (Amend No. 1) - To increase contract	
value by \$21,500 from current agreement amount of \$23,500 for	
additional PowerFAIDS consulting services through 6/30/2020.	
Saddleback College	
Cadaio Saon Collogo	

The Turnip Rose Co. Catering Services Agreement (Amend No. 1) – To increase contract value by \$3,000 from current agreement amount of \$35,000 for additional catering services for Foundation Awards Dinner on 3/14/2020. Irvine Valley College Foundation	\$38,000.00
WSP USA, Inc. Labor Compliance Services Agreement (Amend No. 1) – To increase contract value by \$18,725 from current agreement amount of \$5,540 for additional labor compliance services for Access Control Project through 4/1/2021.	\$24,265.00
Saddleback College Learning Transfer Institute Professional Services Agreement – To provide customized business and management skills training through the Economic and Workforce Development initiative from 1/28/2020 to 12/15/2020. Saddleback College	\$20,000.00
James Event Productions, Inc. Catering Services Agreement – To provide event coordination, catering services, and audio visual equipment rental for 2020 Classified Staff Development Day from 1/13/2020 to 3/31/2020. District Services	\$19,775.00
Comevo, Inc. Software License Agreement – Renewal of online orientation software from 2/1/2020 to 1/31/2021. Saddleback College	\$18,270.00
<u>Dude Solutions, Inc.</u> Software License Agreement – Renewal of online work order system for Facilities and Maintenance department from 1/1/2020 to 12/31/2020. Irvine Valley College	\$16,853.68
Augusoft, Inc. Software License Agreement – Renewal of Lumens Pro enrollment management software from 1/1/2020 to 12/31/2020. Irvine Valley College	\$16,845.96
First Student, Inc. Independent Contractor Agreement (Amend No. 1) – No-cost revision to effectuate California Consumer Protection Act (CCPA) and Privacy Compliance Commitment provisions through 6/30/2020. Saddleback College	\$16,000.00
Comevo, Inc. Software License Agreement – Renewal of online orientation software from 2/1/2020 to 1/31/2021. Irvine Valley College	\$15,105.00

	Π .
Time & Alarm Systems	\$14,244.00
Field Services Agreement (Amend No. 1) – No-cost 2 month extension	
to install Primex wireless clock system in the IDEA Building through	
2/29/2020.	
Irvine Valley College	
The Dot Printer, Inc.	\$11,991.00
Independent Contractor Agreement – To print and install banners on	
campus light poles from 2/4/2020 to 4/30/2020.	
Irvine Valley College	
Southland Instruments, Inc.	\$10,700.00
Independent Contractor Agreement – To provide maintenance and	ψ10,700.00
repair of microscopes for the School of Life Sciences and Technologies	
from 2/3/2020 to 6/30/2022.	
Irvine Valley College	#40.000.00
Campus Concerts	\$10,000.00
Independent Contractor Agreement (Amend No. 1) – To increase	
contract value by \$5,000 from current agreement amount of \$5,000 for	
additional musicians for Music department events through 6/30/2020.	
Irvine Valley College	
el Andar Translations	\$10,000.00
Independent Contractor Agreement – To provide document translation	
services for the Adult Education program from 12/2/2019 to 6/30/2020.	
Saddleback College	
U.S. Immigration Law Group LLP	\$10,000.00
Professional Services Agreement – To provide legal consultation to	4 10,000100
students regarding U.S. Immigration and Nationality Law from 1/28/2020	
to 6/30/2021.	
Irvine Valley College	
Jarvis Restoration	\$8,675.78
Field Services Agreement – To provide water remediation services for	ψο,στο.το
the Liberal Arts building from 12/10/2019 to 12/28/2019.	
Irvine Valley College	
· · ·	
American Security Group	\$7,800.00
Independent Contractor Agreement – To provide maintenance and	
repair of emergency phone towers from 9/23/2019 to 9/22/2022.	
Irvine Valley College	
Haitbrink Asphalt Paving, Inc.	\$7,024.00
Field Services Agreement – To repair asphalt in Parking Lot 5 from	, , , , ,
2/10/2020 to 5/10/2020.	
Saddleback College	

In-N-Out Burger	\$6,853.00
Catering Services Agreement – To provide food for Senior Day event on	
3/11/2020.	
Saddleback College	
Seany Boy, Inc.	\$5,700.00
Guest Speaker and Artist Agreement – For Sean Jones to perform at	
Jazz Day event from 2/21/2020 to 2/22/2020.	
Saddleback College	
WealthEngine, Inc.	\$5,480.00
Independent Contractor Agreement (Amend No. 1) – To increase	
contract value by \$480 from current agreement amount of \$5,000 for	
additional donor records evaluation through 1/31/2021.	
Saddleback College Foundation	
Active Minds, Inc.	\$5,000.00
Independent Contractor Agreement – To provide an educational display	
promoting mental health awareness on 4/29/2020.	
Saddleback College	



January 22, 2020 through February 20, 2020 Contracts with Value of \$0 Board Date: March 23, 2020

CONTRACTOR NAME

CONTRACT AMOUNT

Independent Contractor Agreement – To conduct scheduled blood drives on campus from 12/1/2019 to 06/30/2022. Irvine Valley College City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex for Emeritus classes from 1/1/2020 to 12/31/2021. Saddleback College City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex Heritage Room for Emeritus choir concert on
City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex for Emeritus classes from 1/1/2020 to 12/31/2021. Saddleback College City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex Heritage Room for Emeritus choir concert on
Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex for Emeritus classes from 1/1/2020 to 12/31/2021. Saddleback College City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex Heritage Room for Emeritus choir concert on
and Sports Complex for Emeritus classes from 1/1/2020 to 12/31/2021. Saddleback College City of Laguna Hills Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex Heritage Room for Emeritus choir concert on
Facility Use Agreement – Location use of Laguna Hills Community Center and Sports Complex Heritage Room for Emeritus choir concert on
and Sports Complex Heritage Room for Emeritus choir concert on
7/21/2020.
Saddleback College
Coalition for Humane Immigrant Rights Memorandum of Understanding – To provide legal consultation and workshops to students regarding U.S. Immigration and Nationality Law from
11/1/2019 to 1/30/2022.
Saddleback College
Halcyon Dermatology \$0.00
Clinical Affiliation Agreement – To provide clinical site for students enrolled in the Medical Assisting program from 2/1/2020 to 1/31/2022.
Saddleback College
Health Path Detox LLC Clinical Affiliation Agreement – To provide clinical site for students enrolled in the Human Services program from 2/20/2020 to 2/19/2022. Saddleback College
Henry Mayo Newhall Hospital \$0.00
Clinical Affiliation Agreement – To provide clinical site for students enrolled
in the Health Information Technology program from 11/1/2019 to
10/31/2021.
Saddleback College
In-N-Out Burger \$0.00 Catering Services Agreement – To provide food for Coaches vs. Cancer fundraising event on 2/19/2020.
Saddleback College

MemorialCare Digestive Care Center Clinical Affiliation Agreement – To provide clinical site for students enrolled	\$0.00
in the Nursing program from 1/22/2020 to 1/21/2022.	
Saddleback College	
Robert H. Lange Preschool	\$0.00
Clinical Affiliation Agreement – To provide clinical site for students enrolled in the Nursing program from 2/20/2020 to 2/19/2022.	
Saddleback College	
St. Joseph Hospital of Orange Clinical Affiliation Agreement – To provide clinical site with school instructor on the premises for students enrolled in Health Sciences programs from 2/2/2020 to 2/1/2023.	\$0.00
Saddleback College	
St. Joseph Hospital of Orange Clinical Affiliation Agreement – To provide clinical site without school instructor on the premises for students enrolled in Health Sciences programs from 2/2/2020 to 2/1/2023. Saddleback College	\$0.00
Steadfast Crestavilla, LLC Facility Use Agreement – Location use of Atria Crestavilla for Emeritus classes from 8/1/2019 to 7/31/2024. Saddleback College	\$0.00
Telecare Corporation Clinical Affiliation Agreement – To provide clinical site for students enrolled in the Human Services program from 2/20/2019 to 2/19/2021. Saddleback College	\$0.00
University of California Los Angeles (UCLA) Clinical Affiliation Agreement – To provide clinical site for students enrolled in the Health Information Technology program from 2/2/2020 to 2/1/2022. Saddleback College	\$0.00



January 22, 2020 through February 20, 2020

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

Board Date: March 23, 2020

Contractor Name / Description of Contract	Change Order # and Amount	Total Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
Onyx Paving Company, Inc. Field Services Agreement: To repair perimeter road asphalt. Irvine Valley College	N/A	\$127,500.00	266	5	Contract awarded to lowest responsive, responsible bidder.
Amtek Construction Field Services Agreement: To replace the raised planter wall cap at the Student Services Center. Irvine Valley College	N/A	\$70,843.00	214	1	Contract awarded to sole responsive, responsible bidder.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.11 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Retiree OPEB Trust Actuarial Report and Recommended

Funding

ACTION: Approval

BACKGROUND

GASB requires an actuarial valuation for retiree benefits to be performed every two years, however SOCCCD has chosen to complete them annually. In January 2019, the District consultant, Nyhart, completed the 2019 actuarial study for retiree benefits. The Total OPEB Liability (TOL) was \$111.6 million and the plan assets were valued at \$111 million. This resulted in a net Other Post Employment Benefit (OPEB) liability of \$0.6 million.

STATUS

In February 2020, Nyhart completed the 2020 actuarial report for retiree benefits. The TOL is \$106 million and the value of the plan assets is \$129.4 million resulting in a net OPEB surplus of \$23.4 million. The change from a liability in 2019 to a surplus in 2020 is largely the result of the high market value in December 2019 and a decreased TOL due to lower than anticipated medical cost increases.

The normal cost to fund the current year accrual for active employees is calculated at \$5,225,816. This amount will be allocated from Basic Aid funds for FY 2020-2021 and deposited into the trust to offset the current year retiree benefit costs. An executive summary and full report are provided in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept Nyhart's 2020 actuarial report and approve the allocation of \$5,225,816 to fund the normal cost for FY 2020-2021.



South Orange County CCD

CONTACT

Luis Murillo, ASA, MAAA luis.murillo@nyhart.com

ADDRESS

Nyhart

530 B Street, Ste. 900 San Diego, CA 92101

PHONE

(619)239-0831

Actuarial Valuation

Retiree Health Program

As of December 31, 2019

Ms. Kim McCord South Orange County CCD 28000 Marguerite Parkway Mission Viejo, CA 92692

Re: OPEB Actuarial Valuation

Dear Ms. McCord:

We are presenting our report of the December 31, 2019 actuarial valuation conducted on behalf of South Orange County Community College District ("SOCCCD") for its retiree health program.

The purpose of the valuation is to measure SOCCCD's liability for other postemployment benefits (OPEB) and to determine an actuarially determined contribution (ADC). The ADC is a target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results will also serve as the basis for complying with GASB 75 for the fiscal year ending June 30, 2020. A separate GASB 75 accounting report will be provided.

The Nyhart Company is an actuarial benefits and compensation consulting firm specializing in group health and retiree health and qualified pension plan valuations. We have set forth the results of our study in this report.

We have enjoyed working on this assignment and are available to answer any questions.

Sincerely, NYHART

Luis Murillo, ASA, MAAA Consulting Actuary



South Orange County CCD OPEB Actuarial Valuation Retiree Health Program As of December 31, 2019

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Background

The South Orange County CCD ("SOCCCD") selected Nyhart to perform an updated actuarial valuation of its retiree health program. The purpose of the valuation is to measure SOCCCD's liability for OPEB benefits and to determine an actuarially determined contribution (ADC) for the fiscal periods ending June 30, 2020 and June 30, 2021. The ADC is a target, or recommended contribution, to a defined benefit OPEB plan for the applicable period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results will also serve as the basis for complying with GASB 75 applicable for the fiscal year ending June 30, 2020.

At retirement, SOCCCD provides a contribution for the continuation of medical coverage for eligible retirees. Eligibility for a contribution towards retiree health benefits and duration of coverage (to age 65 or lifetime) varies by employee group. In general, SOCCCD provides a contribution for 100% of the cost of health coverage to eligible retirees. Section V of the report details the plan provisions and current premium costs that were included in the valuation.

At December 31, 2019, SOCCCD had 370 retired employees receiving or eligible to receive a SOCCCD contribution for retiree health benefits and 1019 active employees earning service eligibility for retiree health benefits. Section IV of the report provides data statistics on the eligible population.



Results of the Retiree Health Valuation

We have determined that the present value of the projected SOCCCD pay-as-you-go contributions (actuarial liability) for OPEB benefits, as of the valuation date December 31, 2019 is \$153,263,750. This amount is based on a discount rate of 6.00%. The amount represents the present value of all benefits projected to be paid by SOCCCD for current and future retirees. If SOCCCD were to have this amount in a fund earning interest at the rate of 6.00% per year, and all other actuarial assumptions were met, the fund would have enough to pay SOCCCD's required contribution for retiree health benefits. This includes benefits for the current retirees as well as the current active employees expected to retire in the future. The valuation does not consider employees not yet hired as of the valuation date.

Changes from Prior Valuation

The valuation reflects updated census, plan, and rate information. In addition, there were a couple of assumption changes as noted in Section VI including increasing updates to the initial healthcare trend rates. A reconciliation of the approximate change in the Actuarial liability (AL) from the prior valuation is provided below:

December 31,2018 Valuation @6.00%	\$ 155,300,000
Increase due to passage of time	3,200,000
Net experience gain	(15,800,000)
Increase due to liability for new entrants	7,500,000
Net change due to updated assumptions	3,000,000
December 31, 2019 Valuation @6.00%	\$ 153,200,000

A reconciliation of the approximate change in the total (accrued) OPEB liability from the prior valuation is provided below:

December 31,2018 Valuation @6.00%	\$111,591,000
Increase due to passage of time	5,637,000
Net experience gain	(10,888,000)
Increase due to liability for new entrants	490,000
Net change due to updated assumptions	(791,000)
December 31, 2019 Valuation @6.00%	\$106,039,000

Funding

The District's funding policy is to pre-fund at least the actuarially determined contribution (ADC) through the California Employers' Retiree Benefit Trust (CERBT) under investment strategy 1. The market value of assets in the Trust as of December 31, 2019 was \$129,424,431. The actuarial value of assets is equal to the market value of assets. The Net (unfunded) OPEB Liability at December 31, 2019 was (\$23,385,889). The Plan's funded ratio (actuarial value of assets over Total OPEB Liability) is 122%.

The estimated pay-as-you-go cost for retiree health benefits for the 2019/2020 fiscal year is approximately \$5,766,110. This amount includes payments for employees expected to retire during the 2019/2020.

Actuarially Determined Contribution (ADC)

The actuarially determined contribution (ADC), assuming the District's funding strategy, is to fund the normal cost (current accrual for benefits being earned) plus an amortization of the unfunded accrued liability- or net OPEB liability-at June 30, 2019 over 10 years (on a level-dollar basis) equal to \$1,999,590 for the fiscal year ending June 30, 2020. The projected contribution for the fiscal year ending June 30, 2021 is \$2,139,454.

Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VI of the report. If a single or a combination of assumptions is not met, the future liability may fluctuate significantly from its current measurement. As an example, the healthcare cost increase anticipates that the rate of increase in medical cost will be at moderate levels and decline over several years. Increases higher than assumed would bring larger liabilities and expensing requirements. A 1% increase in the healthcare trend rate for each future year would increase the actuarially determined contribution by 156%. A 1% decrease in the healthcare trend rate for each future year would decrease the actuarially determined contribution by 125%.

Another key assumption used in the valuation is the discount (interest) rate which is based on the expected rate of return of plan assets. The valuation is based on a discount rate of 6.00%. A 1% decrease in the discount rate would increase the actuarially determined contribution by 142%. A 1% increase in the discount rate would decrease the actuarially determined contribution by 124%.

South Orange County CCD Retiree Health Plan
December 31, 2019 Actuarial Valuation
Section I. Executive Summary

The valuation is based on the census, plan, and rate information provided by SOCCCD. To the extent that the data provided lacks clarity in interpretation or is missing relevant information, this can result in liabilities different than those presented in the report. Often missing or unclear information is not identified until future valuations.



A. Valuation Results

The table below presents the employer liabilities associated with SOCCCD's retiree health benefits. The actuarial liability is the present value of all SOCCCD-paid benefits projected to be paid under the program. The total OPEB liability (TOL), previously referred to as the actuarially accrued liability, reflects the amount attributable to the past service of current employees and retirees. The normal cost reflects the accrual attributable for the current period.

	Adr	nin w/ Board		<u>Faculty</u>	Classified	<u>Classified</u> <u>Leadership</u>	<u>POA</u>		<u>Total</u>
1. Actuarial Liability or Preser	nt Val	ue of Benefits	;			LeaderShip			
Actives	\$	6,101,744		64,698,615	\$ 17,799,803	\$ 13,182,335	\$ 738,608	\$	102,521,105
Retirees	\$	3,951,710	\$	34,918,735	\$ 1,949,591	\$ 9,873,507	\$ 49,102	\$	50,742,645
Total	\$	10,053,454	\$	99,617,350	\$ 19,749,394	\$ 23,055,842	\$ 787,710	\$	153,263,750
Post 65 Coverage								\$	109,461,734
2. Total OPEB Liability (TOL)									
Actives	\$	3,360,708	\$	34,892,386	\$ 9,943,125	\$ 6,880,805	\$ 218,871	\$	55,295,895
Retirees	\$	3,951,710	\$	34,918,735	\$ 1,949,591	\$ 9,873,507	\$ 49,104	\$	50,742,647
Total	\$	7,312,418	\$	69,811,121	\$ 11,892,716	\$ 16,754,312	\$ 267,975	\$	106,038,542
Post 65 Coverage								\$	80,579,857
3. Normal Cost	\$	314,702	\$	3,004,766	\$ 873,960	\$ 693,431	\$ 52,726	\$	4,939,585
Post 65 Coverage								\$	3,052,579
No. of Active Employees		42		391	464	97	18		1019
Average Age		55.6		50.0	48.0	51.2	52.4		49.4
Average Past Service		9.8		10.7	9.1	7.3	3.2		9.5
No. of Retired Employees		25		245	29	69	2		370
Average Age		76.6		75.0	64.4	72.2	63.6		73.3
Average Retirement Age		66.8		65.9	62.9	61.6	61.6		64.7
* counts exclude 7 active Boa	rd Me							•	04.7

^{*} counts exclude 7 active Board Members and 5 retired Board Members who may continue benefits at retirement.



B. Reconciliation of Market Value of Plan Assets

The reconciliation of Plan Assets for the last two fiscal years is presented below: Fiscal Year Ending 12/31/2018 12/31/2019 1. Beginning Market Value of Assets \$116,227,289 \$110,932,006 2. Contribution 1,053,093 484,735 3. Net Investment Income (5,967,016)18,402,915 4. Benefit Payments 0 0 5. Administrative Expenses (381,360)(395,225)6. Ending Market Value of Assets \$110,932,006 \$129,424,431 7. Estimated Rate of Return -5.1% 16.6%

C. <u>Development of Actuarial Value of Assets</u>

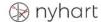
The actuarial value of assets is based on the market value of assets plus any contribution receivable or benefits payable. The actuarial value of assets at December 31, 2019 is \$129,424,431.

D. <u>Development of Net OPEB Liability (NOL)</u>

The table below presents the development of the net OPEB liability previously referred to as the unfunded actuarial accrued liability. The net OPEB liability is the excess of the TOL over the actuarial value of plan assets.

	<u> </u>
1. Total (Accrued) OPEB Liability	\$106,038,542
2. Actuarial Value of Assets	(129,424,431)
3. Net (Unfunded Accrued) OPEB Liability (NOL)	\$ (23,385,889)
4. Funded % Ratio	122%





Total

E. Amortization of NOL

The amortization of the NOL component of the actuarially determined contribution (ADC) is being amortized over a period of 10 years on a level-dollar basis. Under the level-dollar method, the amortization payment is scheduled to remain the same during the amortization period.

	<u>10tal</u>
1. NOL	(\$23,385,889)
2. Amortization Factor	7.57717
3. Amortization of NOL	(\$3,086,362)

F. <u>Actuarially Determined Contribution</u>

The table below presents the development of the actuarially determined contribution (ADC) for the fiscal years ending June 30, 2020 and June 30, 2021.

FY2019/2020	<u>Total</u>
1. Normal Cost at End of Fiscal Year	\$5,085,952
2. Amortization of NOL	(3,086,362)
3. Actuarially Determined Contribution (ADC)	\$1,999,590
4. Estimated Payroll	\$102,437,795
5. ADC as % of Payroll	2.0%
FY2020/2021	<u>Total</u>
1. Normal Cost at End of Fiscal Year	\$5,225,816
2. Amortization of NOL	(2,096,262)
2. Amortization of NOE	(3,086,362)
3. Actuarially Determined Contribution (ADC)	(3,086,362) \$2,139,454

G. <u>Sensitivity Analysis:</u>

The impact of a 1% decrease and increase in the discount (interest) rate and the impact of a 1% increase and decrease in future healthcare trend rates on the District's actuarial liability, TOL, NOL and the ADC is provided below:

	Dollar (\$)	Percentage
	Increase/	(%) Increase/
	(Decrease)	(Decrease)
1% Decrease in Discount Rate		
- Actuarial Liability	\$28,218,862	18%
- TOL	\$12,536,425	12%
- NOL	\$12,536,425	-54%
- ADC	\$2,841,756	142%
1% Increase in Discount Rate		
- Actuarial Liability	(\$21,828,991)	-14%
- TOL	(\$10,539,130)	-10%
- NOL	(\$10,539,130)	45%
- ADC	(\$2,473,825)	-124%
1% Increase in Future Healthcare Trend Rates		
- Actuarial Liability	\$27,612,390	18%
- TOL	\$14,918,659	14%
- NOL	\$14,918,659	-64%
- ADC	\$3,124,123	156%
1% Decrease in Future Healthcare Trend Rates		
- Actuarial Liability	(\$21,721,296)	-14%
- TOL	(\$12,186,650)	-11%
- NOL	(\$12,186,650)	52%
- ADC	(\$2,494,102)	-125%

The valuation process includes the projection of the expected benefits (including the explicit District contribution and the implicit rate subsidy) to be paid by SOCCCD under its retiree health benefits program. This expected cash flow takes into account the likelihood of each employee reaching retirement eligibility and receiving health benefits. The projection is performed by applying the turnover assumption to each active employee for the period between the valuation date and the expected retirement date. Once the employees reach their retirement date, a certain percent are assumed to enter the retiree group each year. Employees already over the latest assumed retirement age as of the valuation date are assumed to retire immediately. The per capita cost as of the valuation date is projected to increase at the applicable healthcare trend rates both before and after the employee's assumed retirement. The projected per capita costs are multiplied by the number of expected future retirees in a given future year to arrive at the cash flow for that year. Also, a certain number of retirees will leave the group each year due to expected deaths or reaching a limit age and this group will cease to be included in the cash flow from that point forward. Because this is a closed-group valuation, the number of retirees dying each year will eventually exceed the number of new retirees, and the size of the cash flow will begin to decrease and eventually go to zero.

The expected employer cash flows for selected future years are provided in the following table:

<u>FY</u>	<u>Actives</u>	<u>lı</u>	<u>nactives</u>	<u>Dis</u>	strict Total	<u>FY</u>	<u>Actives</u>	<u>l</u>	<u>nactives</u>	<u>Di</u>	strict Total	<u>FY</u>	<u>Activees</u>	<u>Ir</u>	<u>nactives</u>	Dis	strict Total
2020/21	\$ 572,768	\$	5,193,342	\$	5,766,110	2034/35	\$ 7,424,022	\$	3,135,887	\$	10,559,909	2056/57	\$ 10,600,606	\$	208,604	\$	10,809,210
2021/22	\$ 1,180,169	\$	4,969,449	\$	6,149,618	2035/36	\$ 7,904,885	\$	3,005,984	\$	10,910,869	2061/62	\$ 9,391,479	\$	58,387	\$	9,449,866
2022/23	\$ 1,768,215	\$	4,633,681	\$	6,401,896	2036/37	\$ 8,274,593	\$	2,862,205	\$	11,136,798	2066/67	\$ 7,906,491	\$	11,483	\$	7,917,974
2023/24	\$ 2,308,730	\$	4,393,271	\$	6,702,001	2037/38	\$ 8,800,895	\$	2,710,198	\$	11,511,093	2071/72	\$ 6,038,038	\$	1,320	\$	6,039,358
2024/25	\$ 2,731,610	\$	4,331,496	\$	7,063,106	2038/39	\$ 9,218,682	\$	2,551,117	\$	11,769,799	2076/77	\$ 4,044,594	\$	73	\$	4,044,667
2025/26	\$ 3,069,448	\$	4,233,180	\$	7,302,628	2039/40	\$ 9,795,398	\$	2,386,324	\$	12,181,722	2081/82	\$ 2,257,207	\$	2	\$	2,257,209
2026/27	\$ 3,556,499	\$	4,120,089	\$	7,676,588	2040/41	\$ 10,454,315	\$	2,194,741	\$	12,649,056	2086/87	\$ 978,997	\$	0	\$	978,997
2027/28	\$ 4,219,944	\$	4,006,840	\$	8,226,784	2041/42	\$ 11,030,582	\$	2,023,593	\$	13,054,175	2091/92	\$ 302,152	\$	0	\$	302,152
2028/29	\$ 4,476,559	\$	3,833,640	\$	8,310,199	2042/43	\$ 11,297,537	\$	1,851,974	\$	13,149,511	2096/97	\$ 59,246	\$	0	\$	59,246
2029/30	\$ 4,958,836	\$	3,725,167	\$	8,684,003	2043/44	\$ 11,679,920	\$	1,681,801	\$	13,361,721	2101/102	\$ 6,399	\$	0	\$	6,399
2030/31	\$ 5,601,179	\$	3,611,362	\$	9,212,541	2044/45	\$ 12,266,446	\$	1,514,956	\$	13,781,402	2106/107	\$ 337	\$	0	\$	337
2031/32	\$ 6,136,987	\$	3,519,014	\$	9,656,001	2045/46	\$ 12,269,703	\$	1,353,219	\$	13,622,922	2111/112	\$ 7	\$	0	\$	7
2032/33	\$ 6,493,983	\$	3,375,062	\$	9,869,045	2046/47	\$ 12,201,309	\$	1,198,254	\$	13,399,563	2116/117	\$ 0	\$	0	\$	0
2033/34	\$ 7,047,785	\$	3,260,676	\$	10,308,461	2051/52	\$ 11,844,208	\$	567,200	\$	12,411,408	All Years	\$ 478,600,971	\$	92,005,075	\$!	570,606,046

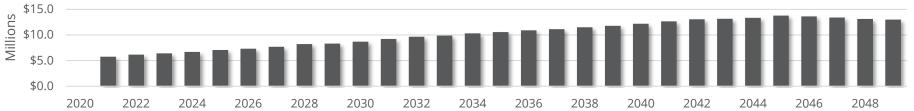


EXHIBIT A Page 12 of 28 The valuation was based on the census furnished to us by SOCCCD. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Valuation Date.

Age Distribution of Eligible Retired Participants & Beneficiaries

				Classified			
	Admin	Faculty	Classified	Leadership	POA	Board Members	All Retirees
<55	0	0	0	0	0	0	0
55-59	2	0	0	6	0	0	8
60-64	1	8	28	13	1	0	51
65-69	4	39	1	13	1	1	59
70-74	5	80	0	18	0	0	103
75-79	4	60	0	11	0	2	77
80-84	4	32	0	4	0	1	41
85+	<u>5</u>	<u>26</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>1</u>	<u>36</u>
Total:	25	245	29	69	2	5	375
Average Age:	76.6	75.0	64.4	72.2	63.6	77.3	73.3

Age/Service Distribution of All Active Benefit Eligible Employees*

					Service					
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	4									4
25-29	29	2								31
30-34	58	12	2							72
35-39	81	32	17							130
40-44	67	41	23	12	1					144
45-49	48	35	27	13	4	2				129
50-54	52	38	29	21	10	4	1			155
55-59	48	29	34	20	14	12	9	4		170
60-64	23	22	21	11	14	11	7	0		109
65-69	7	14	8	5	7	7	2	1	1	52
70+	<u>3</u>	<u>0</u>	<u>3</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>1</u>	<u>0</u>	<u>4</u> 5	<u>23</u>
Total:	420	225	164	87	54	39	20	5	5	1019
Avera	age Age:		49.4							
Average Service:			9.5							
	Payroll:	\$102,4	37,795							

Age/Service Distribution of All Eligible Administration Employees

					Service					
A	0.4	F 0	40.44	45.40		25 20	20.24	25.20	40.44	Total
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	0									0
30-34	1									1
35-39	1	0	1							2
40-44	5	3	0							8
45-49	4	1	1							6
50-54	1	2	2	1						6
55-59	2	0	4	0	1					7
60-64	2	3	1	0	0					6
65-69	2	2	0	1	0	1				6
70+	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total:	18	11	9	2	1	1	0	0	0	42
Aver	age Age:		55.6							
	e Service:		9.8							
	ıl Payroll:	\$7,4	110,302							

Age/Service Distribution of Eligible Faculty Employees

					Service					
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	5									5
30-34	21	2								23
35-39	32	12	3							47
40-44	31	30	11	4						76
45-49	12	19	13	5	1					50
50-54	12	17	11	12	3	1				56
55-59	10	8	14	12	6	5	1	1		57
60-64	4	6	8	7	8	6	3	0		42
65-69	0	5	5	3	3	4	1	1		22
70+	<u>1</u>	<u>0</u>	<u>1</u>	<u>3</u>	<u>1</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>13</u>
Total:	128	99	66	46	22	19	5	2	4	391
Ave	rage Age:		50.0							
Average	e Service:		10.73							
Annua	al Payroll:	\$44,8	325,113							

Age/Service Distribution of Eligible Classified Employees

					Service					
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	4									4
25-29	22	2								24
30-34	32	10	2							44
35-39	40	18	11							69
40-44	21	7	12	8						48
45-49	21	12	10	7	3	2				55
50-54	25	13	16	4	7	2	1			68
55-59	21	18	10	6	6	6	7	3		77
60-64	12	11	10	3	6	4	4	0		50
65-69	4	6	2	1	3	2	1	0	1	20
70+	<u>0</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u> 3	<u>0</u>	<u>5</u>
Total:	202	97	74	31	27	16	13	3	1	464
Aver	age Age:		48.0							
Average	Service:		9.1							
Annua	l Payroll:	\$36,4	198,144							

Age/Service Distribution of Eligible Classified Leadership Employees

					Service					
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	1									1
30-34	4	0								4
35-39	8	2	2							12
40-44	9	1	0	0	1					11
45-49	8	3	2	1	0					14
50-54	11	4	0	4	0	1				20
55-59	9	1	5	2	1	1	1			20
60-64	5	2	2	1	0	1	0	0		11
65-69	1	1	1	0	0	0	0	0	0	3
70+	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total:	56	14	13	8	2	3	1	0	0	97
Aver	rage Age:		51.2							
Average	e Service:		7.3							
	ıl Payroll:	\$12,3	37,655							

Age/Service Distribution of Eligible POA Employees

					Service					
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	1									1
30-34	0									0
35-39	0	0								0
40-44	1	0								1
45-49	3	0	1							4
50-54	3	0	0							3
55-59	6	2	1	0						9
60-64	0	0	0	0	0					0
65-69	0	0	0	0	0	0	0			0
70+	<u>0</u>									
Total:	14	2	2	0	0	0	0	0	0	18
Avera	age Age:		52.4							
Average			3.2							
	Payroll:	\$1,3	66,581							

This study analyzes the postretirement health benefit plans provided by SOCCCD. Our findings and assumptions are based on the plans in effect as of the Valuation Date. The postretirement health benefits provided to retirees are basically a continuation of the medical, dental and vision plans for active employees.

Administrators

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage. SOCCCD's contribution ends upon the death of the retiree.

Faculty Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 55 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage.

Classified Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 60 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and SOCCCD's contribution ends.

Classified Leadership Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage. SOCCCD's contribution ends upon the death of the retiree.

POA Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under PERS on or after age 55 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and SOCCCD's contribution ends.

Board Members

Members of SOCCCD Board of Trustees first elected into office after January 1, 1995 who have served two terms, may continue coverage at retirement on a self-pay basis. Members in office prior to January 1, 1995 who have served twelve years after January 1, 1981 may continue coverage and receive a SOCCCD contribution for coverage.

Premium Rates

SOCCCD participates in the Self-Insured Schools of California (SISC) health program. The tables below summarize the 2019/2020 premiums for the retiree health plans available through SISC. All premiums are monthly and are effective for the period from October 1, 2019 to September 30, 2020.

	Blue Shield HMO	Blue Shield PPO	Kaiser
Retiree Only	\$1,648	\$1,922	\$1,656
Retiree Plus Spouse	\$1,648	\$1,922	\$1,656
Retiree Plus Family	\$1,648	\$1,922	\$1,656

	Blue Shield COB/PPO Medicare	Blue Shield COB/HMO Medicare	Blue Shield Companion Care	Blue Shield Medicare Advantage	Kaiser Senior Advantage
Retiree Only	\$ 986	\$ 786	\$386	\$265	\$ 229
Retiree Plus Spouse	\$1,972	\$1,572	N/A	\$540	\$ 450

Premiums for the retiree's pre-65 coverage are on a composite basis and premiums for post-65 coverage are on a tiered basis.

SOCCCD's current monthly premiums for the retiree's dental and vision coverage are provided below:

	Delta Dental PPO	VSP Vision
Composite	\$155.50	\$49.70

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year: July 1st to June 30th

Funding Practice: SOCCCD's funding practice is to fund at least the actuarially determined contribution consisting of the normal cost and an

amortization of any net (unfunded accrued) OPEB liability.

Expected Return on Assets: 6.0% per annum

Discount Rate: 6.0% per annum. This discount rate assumes SOCCCD continues to fully fund for its retiree health benefits under its current

investment strategy.

Inflation: 2.5% per annum

Salary Increase: 2.75% per annum plus merit scale

[The prior valuation used a rate of 3.0% and has been updated to reflect the 2017 experience study for the CalPERS pension

plan.]

Pre-retirement Turnover: According to the termination rates under the 2017 experience study for the CalPERS pension plan.

[Rates have been updated to the CalPERS 2017 experience study from the 2014 experience study for the pension plan.]

Mortality Rates: RPH 2014 mortality table with generational improvements using scale MP-2019-Headcount Weighted

[Rates have been updated from the RPH 2014 mortality table with generational improvements using scale MP-2018-

Headcount Weighted mortality table.]

Retirement Rates:

According to the retirement rates under the 2017 experience study for the CalPERS pension plan. According to the following retirement tables:

Miscellaneous Tier 1: 2.0% @60 Miscellaneous Tier 2: 2.0% @62 Safety Tier 2: 3.0% @55

[Rates have been updated to the CalPERS 2017 experience study from the 2014 experience study for the pension plan.]

* Of those having met eligibility for retirement. The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year. Faculty, Classified and POA employees are assumed to defer to the first age eligible for retiree health benefits.

Participation Rates:

100% of eligible active employees are assumed to elect medical coverage at retirement.

Of those electing coverage, 100% are assumed to elect PPO coverage. Actual plan coverage is used for current retirees.

Spouse Coverage:

80% of future retirees are assumed to be married and electing coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage is used for current retirees.

Claim Cost Development:

SOCCCD participates in SISC for health coverage. Under SISC, the active and non-Medicare retirees are pooled together for purposes of determining the cost of coverage. Since active costs for coverage are typically less than retiree costs, there is likely a rate subsidy contained in the premiums being charged. Because SOCCCD pays for its active and early retiree coverage on a composite basis, there is also a subsidy from the family composition of the active employees versus the retirees. The valuation was performed based on estimates of the expected cost for retirees on a stand-alone basis.

Medical Trend Rates:

Medical costs are adjusted in future years by the following trends:

Year		Trend
	2020/21	6.0%
	2021/22	5.5%
	2022/23	5.0%
	2023/24	4.5%
	2024/25+	4.0%

Dental & Vision Trend Rates:

Year	Trend	
2019/20+	4.0%	

Actuarial Cost Method:

The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the "cost" is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee's date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. As required by GASB 75, the normal cost is calculated to remain level as a percentage of pay. The EAN actuarial accrued liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All employees eligible as of the Valuation Date in accordance with the provisions of the Plan listed in the data provided by SOCCCD were included in the valuation.

Actuarial Value of Assets:

The actuarial value of assets is equal to the market value of assets.

Amortization of NOL:

The unfunded actuarial accrued or net OPEB liability (NOL) is being amortized over 10 years using a level percentage of pay amortization method. Future (gains)/losses will be amortized as separate bases.

South Orange County CCD Retiree Health Plan December 30, 2019 Actuarial Valuation Section VII. Actuarial Certification

This report summarizes the actuarial valuation for the South Orange County CCD ("SOCCCD") as of June 30, 2019. The purpose of the valuation is to measure the District's liability for OPEB benefits and to determine an actuarially determined contribution (ADC) for the fiscal periods ending June 30, 2020 and June 30, 2021. The ADC is a target or recommended contribution to a defined benefit OPEB plan for the applicable period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice. The valuation results will also serve as the basis for complying with GASB 75 applicable for the fiscal year ending June 30, 2020.

To the best of our knowledge, the report presents a fair position of the funded status of the plan. The valuation is based upon our understanding of the plan provisions as summarized within the report. The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information and asset information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate and other economic assumptions have been selected by the Plan Sponsor. Demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- Plan experience differing from that anticipated by the economic or demographic assumptions;
- Changes in economic or demographic assumptions;
- Increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- Changes in plan provisions or applicable law.

While some sensitivity was provided in the report, we did not perform an analysis of the potential ranges of future measurements due to the limited scope of our engagement.



Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Should you have any questions please do not hesitate to contact me.

Certified by:

Luis Murillo, ASA, MAAA

Consulting Actuary

Randy Gomez, FSA, MAAA

Consulting Actuary

Date:

February 27, 2020



GASB 75 defines several unique terms not commonly employed in the funding of pension and retiree health plans. The definitions of the terms used in the GASB actuarial valuations are noted below.

- 1. **Actuarial Assumptions** Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and Government provided health care benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.
- 2. **Actuarial Cost Method** A procedure for determining the Actuarial Present Value of Future Benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Service Cost and a Total OPEB Liability.
- 3. Actuarially Determined Contribution A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice.
- 4. Actuarial Present Value The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions. For purposes of this standard, each such amount or series of amounts is:
 - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, Social Security, marital status, etc.);
 - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned; and
 - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money.
- 5. **Deferred Outflow / (Inflow) of Resources** represents the following items that have not been recognized in the OPEB Expense:
 - a. Differences between expected and actual experience of the OPEB plan
 - b. Changes in assumptions
 - c. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)
- 6. **Explicit Subsidy** The difference between (a) the amounts required to be contributed by the retirees based on the premium rates and (b) actual cash contribution made by the employer.
- 7. **Funded Ratio** The actuarial value of assets expressed as a percentage of the Total OPEB Liability.

- 8. **Healthcare Cost Trend Rate** The rate of change in the per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
- 9. **Implicit Subsidy** In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group (which, because of the effect of age on claim costs, generally will be higher than the blended premium rates for all group members) and (b) the amounts required to be contributed by the retirees.
- 10. **OPEB** Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.
- 11. **OPEB Expense** Changes in the Net OPEB Liability in the current reporting period, which includes Service Cost, interest cost, changes of benefit terms, expected earnings on OPEB Plan investments, reduction of active employees' contributions, OPEB plan administrative expenses, and current period recognition of Deferred Outflows / (Inflows) of Resources.
- 12. **Pay-as-you-go** A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.
- 13. **Per Capita Costs** The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.
- 14. **Present Value of Future Benefits** Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.
- 15. **Real Rate of Return** the rate of return on an investment after adjustment to eliminate inflation.

- 16. **Select and Ultimate Rates** Actuarial assumptions that contemplate different rates for successive years. Instead of a single assumed rate with respect to, for example, the investment return assumption, the actuary may apply different rates for the early years of a projection and a single rate for all subsequent years. For example, if an actuary applies an assumed investment return of 8% for year 20W0, then 7.5% for 20W1, and 7% for 20W2 and thereafter, then 8% and 7.5% are the select rates, and 7% is the ultimate rate.
- 17. **Service Cost** The portion of the Actuarial Present Value of projected benefit payments that is attributed to a valuation year by the Actuarial Cost Method.
- 18. **Substantive Plan** The terms of an OPEB plan as understood by the employer(s) and plan members.
- 19. **Total OPEB Liability** That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of Future Benefits, which is attributed to past periods of employee service (or not provided for by the future Service Costs).

ITEM: 6.1 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: CCCT Board of Directors Election - 2020

ACTION: Approval

BACKGROUND

The California Community College Trustees Association was conceived with the idea that all community college trustees in California, joined together in one organization, could successfully work to preserve and improve California's quality, community based, locally governed colleges. The CCCT Board of Directors consists of twenty-one members elected as directors by the membership, all elected officers of the association, and a non-voting Student Trustee Director.

STATUS

The election of members of the CCCT Board of Directors for 2020 will take place between March 10 and April 25. This year, there are nine (9) seats up for reelection, with six incumbents running and three vacancies due to the three-term limit. The nine candidates receiving the most votes will serve three-year terms. The memorandum from CCCT and the ballot listing trustees who have been nominated for election to the board are included as Exhibit A. Each CCCT member community college district board has one vote for each of the nine vacancies on the CCCT Board of Directors. The nine candidates receiving the highest number of votes by the South Orange County Community College District Board of Trustees will be listed on the official ballot and transmitted to the league office by the April 25 deadline. The ballots will be opened and counted by three tellers appointed by the CCCT board president with the results announced at the CCCT Annual Conference on May 1-3 in Torrey Pines.

RECOMMENDATION

The Chancellor recommends that each board member announce at the board meeting his or her list of nominees for the seven vacancies on the CCCT Board of Directors for subsequent tallying and transmittal to the League Office by the April 25 deadline.

Item Submitted by: Kathleen F. Burke, Chancellor

Page 1 of 50

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

2017 O Street, Sacramento, CA 95811 (916) 444-8641 (916) 444-2954 fax www.ccleague.org

EXHIBIT A

DATE: March 3, 2020

TO: California Community College Trustees

California Community College District Chancellors/Superintendents

FROM: Agnes Lupa, Senior Executive Assistant

SUBJECT: CCCT BOARD ELECTION — 2020

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are nine (9) seats up for re-election on the board, with six (6) incumbents running, and three (3) vacancies due to the three-term limit.

Each community college district governing board shall have one vote for each of the nine seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term.

The twelve trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of January 23, 2020. This year, the votes will be collected via eBallot. Voting instructions will be sent closer to the start of the voting period. Candidates' statements and bios are also available on the League's website here: https://www.ccleague.org/about-us/californiacommunity-college-trustees-ccct

Votes must be submitted **no later than April 25**. Results will be announced at the CCCT Annual Conference, May 1-3 in Torrey Pines.

If you have any questions on the CCCT Board election, please contact Agnes Lupa at the League office at (916) 444-8641.

Attachments:

List of Candidates CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY: Candidates' Biographic Sketches and Statements

Updated 3.3.20

List updated 3.3.20



2020 CCCT BOARD ELECTION CANDIDATES LISTED IN SECRETARY OF STATE'S RANDOM DRAWING ORDER OF JANUARY 23, 2020

- 1. Adrienne Grey, West Valley-Mission CCD*
- 2. Andra Hoffman, Los Angeles CCD*
- 3. Pam Haynes, Los Rios CCD*
- 4. Barbara Dunsheath, North Orange County CCD
- 5. Suzanne Lee Chan, Ohlone CCD
- 6. Barbara Jean Calhoun, Compton CCD
- 7. Cindi Reiss, Peralta CCD
- 8. Thomas J. Prendergast, III, South Orange County CCD
- 9. Marisa Perez, Cerritos CCD*
- 10. Larry Kennedy, Ventura County CCD*
- 11. Barry Snell, Santa Monica CCD
- 12. Loren Steck, Monterey Peninsula CCD*

* Incumbent



Form: CCCT Board Nomination Form

Thu, 02/06/2020 - 12:30

District Name West Valley-Mission Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Adrienne

Last Name Grey

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

 \boxtimes Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

BOARD CLERK WEST VALLEY- MISSIAN CCD



Form: CCCT Board Statement of Candidacy

Thu, 02/13/2020 - 00:25

Candidate First Name Adrienne

Candidate Last Name Grey

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Coordinate strategic messaging to BOG, Legislature, and the public in a way that conveys our combined institutional strength and critical importance to California's economy.

Powerfully advocate for CCLC's Policy Agenda to increase per-student funding, reform financial aid to reflect total cost of attendance, fund maintenance and pensions, and the rest.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I am a pragmatic optimist who works collaboratively to understand issues and develop solutions. My deep gratitude for opportunities afforded me by community colleges -- opportunities that transform our students' lives -- makes me an effective advocate and cheerleader for our CC system to legislators, business, and community leaders.



Form: CCCT Board Biographic Sketch

Thu, 02/13/2020 - 00:39

First Name Adrienne

Last Name Grey

Address 216 N 1st Street

City and Zip Code Campbell, 95008

Phone Number (408) 219-4896

Email Address Adrienne4WVMCCD@comcast.net

EDUCATION

Certificates/Degrees B.S. Management - Golden Gate University / Certified in Integrated Resources Management - APICS: Association for Operations Mgmt

PROFESSIONAL EXPERIENCE

Present Occupation Community Volunteer

Other 25 years in bio-tech/high-tech management of Finance, IS, Manufacturing Ops, and Materials; 10 years Supply Chain Consulting

COMMUNITY COLLEGE ACTIVITIES

Your Community College District West Valley-Mission Community College District

Years of Service on Local Board 11 years

Offices and Committee Memberships on Local Board

Board President: 2012, 2016, 2017; Board Vice President: 2011, 2015; Mission-West Valley Land Corporation President: 2010, 2020; Land Corp Investment Committee: 2017-present; Policy Committee: 2019-present; Audit and Budget Oversight Committee: 2010, 2012, 2014, 2015; Legislative Committee Chair: 2011, 2013; Data Dashboard Committee Member/Chair: 2011/2012; District Goal Alignment Committee: 2009.

2012 Campaign Chair for Measure C, a \$350M Facilities Bond passed June 2012 2018 Campaign Chair for Measure W, a \$698M Facilities Bond passed November 2018

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

League Board of Directors: 2017/18-present CCCT Executive Committee: 2017/18-present

Affordability, Food and Housing Access Task Force: 2018-present

IEPI Partnership Resource Team (PRT) Member - three site visits 2016/2017

CCCT Board: 2014-present

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc.

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

2019-present Campaign Manager, Anne Kepner for Assembly 2020

2016-2020 Santa Clara County Democratic Central Committee (Elected)

2015-2020 CA State Democratic Party Delegate

2014 Graduate, Values-Based Leadership (Working Partnerships USA)

2013-2018 Member Rotary Club of Campbell

2013 Graduate Leadership Campbell

2011 Campbell Woman of Distinction Awardee - City of Campbell & Santa Clara County Office of Women's Policy

2005-2010: 3-Term CA State Democratic Party Delegate and 2-Term Executive Board Representative 2007-2008 Director of Voter Registration and Community Services - Santa Clara County Democratic Party E-Board

2007 Madge Overhouse Awardee, Volunteer of the Year - Santa Clara County Democratic Party 2005-2006 Voter Registration Program Coordinator - Santa Clara County Democratic Party

OTHER

Enter any remaining activities or information here.



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

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

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

Signature of Clerk or Secretary of Governing Board

CCCT BOARD STATEMENT OF CANDIDACY

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

CANDIDATE'S NAME: ANDRA HOFFMAN

DATE: January 9, 2020

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

Addressing Student Basic Needs around hunger and housing will be critical advocacy work for the CCCT board. Evaluating the new SCFF, Student Equity, Bachelor's Degree programs, CTE and workforce programs, Dual Enrollment & Adult Ed, as well as AB 705 are also key.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I am passionate about closing the equity gap and solving issues around food and housing insecurity. I have 25 years of experience working at a community college and have built a strong network of support from educator-advocates in California to benefit our students and our institutions.

CCCT BOARD BIOGRAPHIC SKETCH FORM

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

PERSONAL

NAME: ANDRA HOFFMAN DATE: January 9, 2020		DATE: January 9, 2020
	ADDRESS: 4557 Haskell Avenue, #305	CITY & ZIP CODE: CA 91436
PHONE: 828.726.0859		EMAIL: ahoffman@email.laccd.edu

EDUCATION

CERTIFICATES/DEGREES:

Bachelor's Degree, Liberal Studies-Antioch University; Master's Degree

Public Administration-California State University, Northridge

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Director, Career/Job Placement Center – Glendale Community College; Adjunct Faculty Member, Political Science – Glendale Community College

OTHER: Former Director, Community Outreach, San Fernando Valley Girl Scout Council

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Los Angeles Community College District (LACCD)-Board President

YEARS OF SERVICE ON LOCAL BOARD: July 1, 2015

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President of the Board; Chair, Budget & Finance Committee; Chair, Legislative & Public Affairs Committee; Vice Chair, Student Institutional Effectiveness Committee

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board Member; Member of the League's Food Insecurity and Housing Affordability Task Force; Member of the League's Financial Aid Committee, Former Member; Advisory Committee on Legislation, CCLC (4 years); Workshop Presenter numerous times since 1997 with CCLC, Chancellor's Office, FACCC, on topics such as legislative advocacy, leadership, student success, faculty and staff development, and community engagement. Organized a state-wide conference on Teacher Training, recruitment and preparation in 2001.

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

LACCD is a lead district in the American's College Promise campaign and is now focused on developing.

CIVIC AND COMMUNITY ACTIVITIES

Past Member of the Board, YWCA Glendale; Past Member of the Board, American Youth Soccer Organization; Former Director, AmeriCorps – Welfare to Work Program

OTHER

Member, California Placement Association

Member, National Student Employment Association

Member, CIWEA (California Internship and Work Experience Association)

Member, National Association of Colleges and Employers

President, National Women's Political Caucus, San Fernando Valley

Former Member, School Site Council, Sherman Oaks Elementary School



Form: CCCT Board Nomination Form

Thu, 02/13/2020 - 13:57

District Name Los Rios Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Pam

Last Name Haynes

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

 \boxtimes Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board





Form: CCCT Board Statement of Candidacy

Thu, 02/13/2020 - 14:01

Candidate First Name Pam

Candidate Last Name Haynes

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The true cost of college attendance;

Food and housing insecurity, textbooks, transportation and mental health services;

Implementation of AB705;

Credit for prior learning;

Job skill attainment for 21st Century jobs through career education;

Expanding educational and career opportunities for incarcerated and formerly incarcerated;

Embedding equity wherever there is student interaction.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a Trustee, CCCT Member, BOG's Vice President, I can:

Advocate with intentionality on behalf of all our students;

Empower students to use their voices to inform decision-makers;

Articulate a more accurate student/adult learner profile:

61% attend part-time;

Average age 20-28;

Lives independently;

30% are parents;

Support you.



Form: CCCT Board Biographic Sketch

Thu, 02/13/2020 - 14:08

First Name Pam

Last Name Haynes

Address 1169 Brownwyk Drive

City and Zip Code Sacramento, CA 95822

Phone Number 916-752-5860

Email Address pamhaynes@sbcglobal.net

EDUCATION

Certificates/Degrees AA, Santa Monica City College; BA, UCLA; MPA, Harvard University

PROFESSIONAL EXPERIENCE

Present Occupation Retired

Other Deputy Director, Speaker's Floor Analysis and Research, California State Assembly

COMMUNITY COLLEGE ACTIVITIES

Your Community College District Los Rios Community College District

Years of Service on Local Board 21

Offices and Committee Memberships on Local Board Board President, Board Vice President, Foundation Board

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Vice President, California Community Colleges Board of Governors

Vice President, Calbright College

Member, California Community College Trustees, CCLC

Member, African American/Black Career Education Advisory Panel

Presenter, AB 705 Implementation

Presenter, The Roles of Trustee and CEO

Presenter, Calbright College

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc. Member, Association of Community College Trustees

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

Member, Leadership California Senior Fellow, American Leadership Forum, Sacramento Valley Chapter Member, NAACP, Sacramento Chapter Member, Greater Sacramento Urban League

OTHER

Enter any remaining activities or information here.



Form: CCCT Board Nomination Form

Mon, 02/06/2020 - 16:31

District Name North Orange County Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Barbara

Last Name Dunsheath

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

 \boxtimes Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy

Tue, 01/21/2020 - 13:57

Candidate First Name Barbara

Candidate Last Name Dunsheath

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

- 1. Obtain a fair, equitable, and reliable funding formula. Community Colleges are the lowest funded Higher Education institutions in California. The SSFF: Needs to protect the 27 districts currently in "hold harmless".
- 2. Secure Basic Needs for students. Homeless/Hungry Students struggle to succeed.
- 3. Full implementation of Guided Pathways.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Community Colleges are a beacon of hope for our students/communities. I will contribute by cultivating partnerships with constituents (faculty groups, foundations, community partnerships etc.) to educate them about these issues and formulate sustainable solutions. "If you want to go fast, go alone. If you want to go far, go together."



Form: CCCT Board Biographic Sketch

Tue, 01/21/2020 - 13:55

First Name Barbara

Last Name Dunsheath

Address 4193 Paseo de Plata

City and Zip Code Cypress, CA 90630

Phone Number 714-745-2623

Email Address bdunsheath@nocccd.edu

EDUCATION

Certificates/Degrees BA History Bradley University, IL; MA California State University Long Beach; EdD California State University Long Beach

PROFESSIONAL EXPERIENCE

Present Occupation Professor, East Los Angles Community College

Other none

COMMUNITY COLLEGE ACTIVITIES

Your Community College District North Orange County CCD

Years of Service on Local Board 15

Offices and Committee Memberships on Local Board

President, 2011, 2016; Vice President, 2010, 2015, 2020; Secretary, 2009, 2019 Board Representative to the Cypress College Foundation

Board Representative to Strategic Conversation Committee

Board Self Evaluation Committee

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCLC Advisory Council on Educational Services (Aces) Co-Chair 2018-19.

Commissioner, Accreditation Commission for Community and Junior Colleges (ACCJC) since 2017.

Faculty Association California Community College - Communications committee, author numerous articles FACCCT. John McFarland Award, 2015.

Commission on the Future, Co-Chair.

Frequent presenter at CCLC's Effective Trustee, Student Trustee, and Annual Trustees Conferences including topics such as Accreditation, Enrollment Management, Legacy Programs for the Foundation, Title IX.

California Leadership Alliance for Student Success.
Vision for Student Success 2020- Subcommittee on Professional Development.

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc. National Women's History Alliance Presenter, ACCT Annual Conference.

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

League of Women Voters: Higher Education Study Committee, 2016. California Historical Association American Association of University Women

OTHER

Enter any remaining activities or information here.

Presenter California State University Long Beach and Fullerton doctoral students - "CC Board Responsibilities".

Presenter 2020 Academic Senate CCC Accreditation Institute (Anticipated) "Alignment between Accreditation, Guided Pathways and Equity."

Presenter Student Success Conference.

Presenter on Women's History: Monterey Park Public Library; LWV; Rancho Los Alamitos Historic Park. Presenter Assessment Conference: Student Learning Outcomes.



Form: CCCT Board Nomination Form

Thu, 02/13/2020 - 14:48

District Name Ohlone Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Suzanne Lee

Last Name Chan

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

 \boxtimes Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy

Thu, 02/13/2020 - 14:54

Candidate First Name Suzanne Lee

Candidate Last Name Chan

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Student Centered Funding Formula; Fiscal Climate that impact our Budgets, Student Success; Closing the Achievement Gap; Legislative Advocacy; Commitment to Diversity, Equity, and Inclusion for our Students, Faculty/Staff, and Administration; Housing and Food Insecurities; Veterans and Incarcerated Students; Geographic Representation/Equity on CCCT Board of Trustees; Professional Development; Ethical Leadership

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Decades of legislative lobbying & extensive network to advocate for students and colleges. As Vice Mayor/Councilmember, served on League of CA Cities Board of Directors - understand protocol, process & duties.

As an Asian female, seasoned elected official, my experience, connections, & dedication would be an asset to the Board.



Form: CCCT Board Biographic Sketch

Thu, 02/13/2020 - 14:57

First Name Suzanne Lee

Last Name Chan

Address 43600 Mission Blvd.

City and Zip Code Fremont, 94539

Phone Number 510-659-6200

Email Address suechan4ohlone@gmail.com

EDUCATION

Certificates/Degrees B.S - Biology, University of Illinois; M.S. - Cal State Los Angeles

PROFESSIONAL EXPERIENCE

Present Occupation Retired

Other Co-Founder - Cal State University East Bay Asian Pacific Islander Leadership, Education, Action and Development (API LEAD) Class

COMMUNITY COLLEGE ACTIVITIES

Your Community College District Ohlone Community College District

Years of Service on Local Board 2

Offices and Committee Memberships on Local Board Audit Committee

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

APITA Treasurer

Member Joint Caucuses

Attendee CCCT Conferences, Annual Convention and Legislative Day

Excellence in Trusteeship Program Applicant

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc.

ACCT Leadership Conference ACCT Voting Delegate Asian Pacific Islander, and Native American Trustees Member

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

- ABODE Services ending Homelessness in the TriCities
- SAVE Shelter for Abused and Battered
- Drivers for Survivors providing rides for cancer patients to their chemotherapy treatments
- South Bay Chinese Club
- Citizens for Better Community
- Friends of Children with Special Needs
- Martin C. Kaufman One Hunded Club of Alameda County
- Fremont Education Foundation
- Indo American Community Federation
- Federation of Indo Americans of Northern California
- TriCity Democratic Forum

OTHER

Enter any remaining activities or information here.

Suzanne "Sue" Lee Chan, daughter of immigrant parents from the Toisan region of China, was born and raised in Peoria, Illinois, at a time when ethnic diversity was essentially non-existent. Working in the family owned Chinese restaurant, she learned first-hand the importance of hard work, which instilled a lifelong strong work ethic that has been a guiding principle and motivator.

Sue earned a Bachelor of Science in Microbiology from the University of Illinois and a Master of Science in Immunology with Honors at Cal State Los Angeles. She has been a clinical bacteriologist, researcher at the National Institute of Health and adjunct professor at number of Bay Area Colleges.

A long time community activist and leader, Sue was elected to the Fremont City Council in 2008 and served as Vice Mayor in 2011 and 2015. Fremont is the fourth largest city in the San Francisco Bay area with a population that s majority-minority with over 50% of its residents identifying as being Asian.

Sue proudly represents her Asian Pacific Islander community with passion and heart that has led to leadership positions on local, county, state, and national levels. Sue has been actively involved on local, state, and national levels with the Asian Pacific American experience. Having served as President of the League of CA Cities Asian Pacific Islander Caucus and National League of Cities Asian Pacific American Municipal Officers Association, Sue is representative of the growing number of Asian Americans being elected to public office.

Sue is currently an Ohlone Community College Board Trustee.

Sue is Co-Founder of an Asian Pacific Islander Leadership course at Cal State East Bay – in a continuing effort to inspire, encourage, and mentor the next generation as they become leaders in their own right.

She also serves on a number of Regional Boards and is active in many non-profit groups. Most recently she has been very active in the effort to have Congress recognize Chinese American World War II Veterans with the Congressional Gold Medal for their service to our country – these veterans served with honor and

bravery when the Chinese Exclusion Act was still enforced.

A strong advocate for ethnic diversity, education, affordable housing, access to health, senior services, and veterans affairs, Sue continues to fight for those less fortunate and in need. Her efforts have been recognized with a number of awards:

- 2017 Assembly Member Bill Quirk's Woman of the Year for Social Justice
- 2916 Silicon Valley Business Journal Women of Influence
- 2015 APAPA Judge Stuart Hing's Mentor of the Year
- 2014 Powerful Women of the Bay Area Recipient
- Citizens for Better Community Citizen of the Year
- Senate Majority Leader Ellen Corbett's 2013 Woman of the Year Trailblazer



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

The govern	ning board of the Com	pton	Community College District
nominates Barbara Jean Calh			to be a candidate for the CCCT Board.
This nomin	nee is a member of the	Compton	Community College District
governing	board, which is a mem	ber in good standing of the Comr	nunity College League of California. The
nominee ha	as been contacted and l	nas given permission to be placed	into nomination. Enclosed are the
Statement	of Candidacy and the O	CCCT Biographical Sketch Form	for our nominee.

Signature of Clerk or Secretary of Governing Board

CCCTBoard Statement of Candidacy

Barbara Calhoun January 21, 2020

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less)

The CCCT and League should focus on addressing and finding solutions for the growing number of community college students facing housing and food insecurity, as well as expanded support and resources for the approximately 89,000 Veterans, active duty service members and dependents enrolled at a California community college each year.

What do you feel you can contribute in these areas? (50 words or less)

I have extensive experience in Civil Service and Community/Social impact. As founder/Coordinator of the Annual Compton Homeless Veteran Standdown, I understand the needs of Veterans looking to transition into civilian life. I served two terms on the Compton City Council and one on the Compton School Board.

CCCT Board Biographic Sketch Form

Barbara Calhoun 1403 W. 133rd Street, Compton, CA 90222 310-918-6667 bcalhoun@compton.edu

Education:

Certificates/Degrees:

- High School Diploma from John C. Fremont High School, Gompers Jr. High School
- Studied Labor Law at Trade Technical College in South Los Angeles
- Completed the U.S. Department of Justice FBI Community Relations Executive Seminar (2015)
- Emergency Management Institute Integrated Emergency Management Course (2012)
- National League of Cities Leadership Training Institute various courses (2006-2010)

Professional Experience:

Present Occupation: Retired

Other: 34 years at the City of Los Angeles, traffic officer, clerk typist supervisor

Community College Activities:

College District Where Board Member: Compton Community College District Years of Service on Local Board: 1-1/2 years
Officer and Committee Membership Hold on Local Board:

Offices and Committee Membership Held on Local Board:

- 2018-2019 Board Member
- 2019-2020 Board Clerk

State Activities

(CCCT and other organizations, boards, committees, workshop presenter, Chancellor's Committee's etc.)

- Member of the African American California Community College Trustees (AACCCT)
- Annually attend the CCLC Legislative Conference.
- Elected member of the State Democratic County Committee
- Delegate to the 52nd Assembly District and representative to the Executive Board for the California Democratic Party
- Delegate to the 64th Assembly District and representative to the Executive Board for the California Democratic Party

National Activities

(ACCT and other organizations, boards, committee's etc.)

- Member of the African American California Community College Trustees (AACCCT)
- Annually attend the ACCT Community College Legislative Summit.

Civic and Community Activities

- City Council Member for the City of Compton (2003-2011)
- Compton Unified School District School Board Member (2001-2003)
- Member of the New Frontier Democratic Club and Martin Luther King, Jr. Democratic Club



Form: CCCT Board Nomination Form

Mon, 02/10/2020 - 11:31

District Name Peralta Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Cindi

Last Name Reiss

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

Signature of Clerk or Secretary of Governing Board





Form: CCCT Board Statement of Candidacy

Mon, 02/03/2020 - 19:23

Candidate First Name Cindi

Candidate Last Name Reiss

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

- 1) Ensuring CCCs STAY RELEVANT by responding to our rapidly changing landscape
- 2) **ADVOCATING** for increased funding commensurate with our higher education partners
- 3) **FISCAL** accountability/sustainability
- 4) Need for synergistic **CEO/ BOARD relationships**
- 5) **Relentlessly educating** the public/legislators that CCCs are the great equalizer of society—now more than ever

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

My 25-years as tenured faculty within the system, my active involvement on the Statewide Senate (ASCCC), and my experience as an ACCJC Commissioner allow me the keen, unique, and informed perspective that may be valuable to the CCCT as the System confronts critical issues in the years ahead.



Form: CCCT Board Biographic Sketch

Mon, 02/03/2020 - 17:55

First Name Cindi

Last Name Reiss

Address 1693 trestle glen

City and Zip Code Oakland, 94610

Phone Number 4156404902

Email Address cinapoli@aol.com

EDUCATION

Certificates/Degrees PhD, Art History; Certificate Educational Leadership, Harvard Graduate School Education; MA, Art History; BA, Comp Lit; BA, Hist

PROFESSIONAL EXPERIENCE

Present Occupation Art History Professor, West Valley College

Other Commissioner, ACCJC

COMMUNITY COLLEGE ACTIVITIES

Your Community College District Peralta Community College District

Years of Service on Local Board 1

Offices and Committee Memberships on Local Board Vice-President

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

CCCT Executive Board Nomination Committee:

ASCCC (Statewide Academic Faculty Senate) Legislation and Advocacy Committee; ASCCC Educational Policies Committee; ASCCC Curriculum Committee; ASCCC Governance and Internal Policies Committee;

CCLC Presentations:

May 2019, "New Directions for ACCJC and Accreditation," CCLC Annual Trustees Conference (May, 2019); November 2017 " Affirming the Mission of Democracy's Colleges: CCC Work to Create Change through Civic Engagement

January, 2017 " Global Citizenship Initiative in CCCs"

ASCCC Presentations

" From Punitive to Instructive: Changing the Conversation on Academic Integrity"

"Civil Discourse: Why Us? Why Now?"

ASCCC Papers authored:

Kim Harrell and Cynthia Napoli-Abella Reiss, "Beyond the Classroom: Fostering Local and Statewide Engagement in Our Faculty," Rostrum (June 2013); 1-3

Cynthia Napoli-Abella Reiss, "Civic Engagement and Civil Discourse: If not now, when?" published September, 2017

Carolyn Holcroft and Cynthia Napoli-Abella Reiss, "Sound Principles for Faculty Evaluation," published Spring, 2013

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc.

Commissioner, Accrediting Commission for Community and Junior Colleges

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

Board Member, Oakland Leaf; East Bay Women's Alliance; APALA; Asian Pacific American Democratic Caucus; League of Women Voters; The Renaissance School Parent Teacher's Association;

OTHER

Enter any remaining activities or information here.

[&]quot;Using Design Standards in Online Education to Address Equity Gaps, "

[&]quot;Truths, Myths, and Assumptions: AB1725, Title 5, and Faculty Roles in Shared Governance Past and Present."

[&]quot;Panel Discussion: Civic Engagement and Global Citizenship in Higher Education: The Role of the Community College,"

[&]quot;Distance Education IS Different: Issues with Academic Integrity in Distance Education (DE) Modalities,"

[&]quot;Civic Engagement Across Curriculum: Protecting the Learning Environment,"

[&]quot; Legislative Issues and Curriculum,"

[&]quot;Institutionalization: Changing the Conversation on Academic Integrity,"

[&]quot; What Might a Faculty-led Global Citizenship Initiative Look Like?"

[&]quot;Egregious Cheating, If not now, When?"



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

The governing board of the South Orange County Community College District nominates T. homas J. Prendergust, III. to be a candidate for the CCCT Board.
monimates 1.776WYas 0. Frenandas1, 111. to be a candidate for the ever Board.
This nominee is a member of the South Orange County Community College District
governing board, which is a member in good standing of the community College League of California. The
nominee has been contacted and has given permission to be placed into nomination. Enclosed are the
Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Signature of Clerk or Secretary of Governing Board



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

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

CCCT BOARD BIOGRAPHIC SKETCH FORM

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

DEDCONAI

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

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



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

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

James Cody Birkey Date: 2020.02.12 16:24:31 -08'00'

Signature of Clerk or Secretary of Governing Board



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

CANDIDATE'S NAME:

Marisa Perez

DATE:

rebluary 12, 2020
What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)
Meeting students' basic needs, including housing, transportation, and food insecurity. Distribution of equitable dollars is critical to educational access, particularly for underserved students. The League should focus on increasing per-student funding, investment in equity programs that close achievement gaps, and adequate allocation of CalGrant resources and financial aid to students.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I have a proven record of over 17 years' experience improving legislative/organizational changes, and establishing strategic relations with key policymakers, and industry and trade associations, state and nationwide. I bring to the CCCT board the experience necessary to enable true reform in education.

CCCT BOARD BIOGRAPHIC SKETCH FORM

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

PERSONAL

NAME: Marisa Perez	DATE: February 12, 2020
Address: 5921 Allington Street	CITY & ZIP CODE: Lakewood, CA 90713
PHONE: 323-359-6839	EMAIL: marisaforlakewood@gmail.com

EDUCATION

CERTIFICATES/DEGREES: Master of Public Policy, University of Southern California (1998), B.S., Bioengineering, Texas A&M University (1996)

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Board Consultant for Judith Mitchell, South Coast Air Quality Management District, Diamond Bar, CA

OTHER: Executive Director - Office of the Superintendent President, Long Beach Community College, CA (2004 to 2005)

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Cerritos Community College District

YEARS OF SERVICE ON LOCAL BOARD: 8 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Cerritos Community College District

Board President, 2012-13

Board Clerk, 2013-15

Board Vice President, 2015-16

Board Vice President, 2018-19

Board President, 2020-

Appointed by Board President to serve on the President/Superintendent Screening Committee, which concluded in the hiring of Dr. Jose Fierro. Appointed to the Bond Construction Advisory Committee to oversee the \$349 million Measure G bond for campus construction. Appointed to serve on the Board Advisory Committee on Accreditation.

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Elected to the CCCT board, 2017-2020

Appointed to represent Cerritos College on the Los Angeles County School Trustees Association (2014-15).

Selected to represent the CCCT Board on the Chancellor's EEO & Diversity Advisory Committee (2018-current)

Selected to represent the CCCT Board on the Chancellor's Vision for Success Diversity Taskforce (2019-current)

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Associate Director for Domestic Policy, The White House - Executive Office of the President, Washington DC – 1 Year

Associate Director for Transportation – Mayor Antonio Villaraigosa, City of Los Angeles, CA - 2005 to 2009

Selected to attend the National Association of Latino Elected Officials Annual National Summit on the State of Latino Education

CIVIC AND COMMUNITY ACTIVITIES

Former School Site Committee Member, Esther Lindstrom Elementary School Executive Board, PTA, Esther Lindstrom Elementary School Board Member, Lakewood Little League Graduate, Hispanas Organized for Political Equality Leadership Institute Former Council Member, MTA Gateway Cities Service Sector Former Member, Bellflower Unified School District Citizens Task Force

OTHER

Received the 2018 Student Equity Award from Campaign for College Opportunity and the National Organization of Latino Elected and Appointed Officials (NALEO)



Form: CCCT Board Nomination Form

Wed, 02/12/2020 - 16:36

District Name Ventura County CCD

The above named district nominates the following candidate for the CCCT Board:

First Name Larry

Last Name Kennedy

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

 \boxtimes Yes, I agree to this statement.

Signature of Clerk or Secretary of Governing Board

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy Wed, 02/12/2020 - 16:04

Candidate First Name Larry

Candidate Last Name Kennedy

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

Yearly increasing tax returns that fund colleges lag behind expectations as we strive to meet needs of a diverse student population challenged with homelessness, food insecurity, federal immigration policies, and student success outcomes. We must partner with local communities and state government to solve issues our students face. Think big!

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

I have served more than seven years as a Trustee, Vice Chair, and Chair for Ventura County CCD, a multicollege district. CCCT Board and ACES positions, founder of the Veterans Caucus, and former business professor allow me to advocate for statewide solutions to issues on our campuses.



Form: CCCT Board Biographic Sketch

Wed, 02/12/2020 - 16:34

First Name Larry

Last Name Kennedy

Address 2043 Klamath Drive

City and Zip Code Camarillo 93010

Phone Number 805-479-0289

Email Address larryvcccd@gmail.com

EDUCATION

Certificates/Degrees MBA, California Lutheran University; BA University of California Santa Barbara; lifetime Community College Instructor Credential

PROFESSIONAL EXPERIENCE

Present Occupation Residential Property Management

Other Owner and principal of Kennedy Consulting Services specializing in workforce and organizational development

COMMUNITY COLLEGE ACTIVITIES

Your Community College District Ventura County CCD (Moorpark, Oxnard, and Ventura colleges)

Years of Service on Local Board 7

Offices and Committee Memberships on Local Board

Board Chair; Board Vice Chair; Policy, Planning, and Student Committee Chair; Administrative Services Committee Chair.

STATE ACTIVITES

CCCT Board; CCLC ACES Committee; CCLC Veterans Caucus Presenter; California Workforce Association (CWA) Board.

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc.

ACCT Presenter 2012 National Conference; ACCT National Legislative lobbying for Veterans 2016-2019.

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

Board of Director: American Red Cross; County of Ventura Economic Development (CEDS); Workforce Investment Board (WIB); Rotary International; County of Ventura Management Council; Oxnard College

Academic Senate; Employers Advisory Council; Chambers of Commerce; California Workforce Association; Oxnard College Foundation.

OTHER

Enter any remaining activities or information here.

High School Teacher (1 year); Community College Professor (33 years); Community College Job and Career Center Director (13 years); Testified to California State Senate on Welfare Reform (2 years).



Form: CCCT Board Nomination Form

Thu, 02/06/2020 - 07:51

District Name Santa Monica Community College District

The above named district nominates the following candidate for the CCCT Board:

First Name Barry

Last Name Snell

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

Kathryven Jeffery

Signature of Clerk or Secretary of Governing Board



Form: CCCT Board Statement of Candidacy

Thu, 02/06/2020 - 08:24

Candidate First Name Barry

Candidate Last Name Snell

What are the major issues and activities that should be considered by the CCCT Board and the League in the next two years? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

The major issues that should be considered by CCCT and CCLC in the next two years are: (1) the ramifications of the Student-Centered Funding Formula on the ability for community colleges to meet the goals established by the State Chancellor's Office, and (2) meeting students' basic needs regarding food and housing security.

How do you feel you can contribute in these areas? (Please use 50 words or less. Any portion of the statement beyond this limit will not be included.)

As a CPA, my background working with various public governmental organizations will allow me to help craft policies that will enhance educational outcomes for our students. I will bring to the CCCT Board experience with working with school and city budgets and a knowledge of housing and development.



Form: CCCT Board Biographic Sketch

Thu, 02/06/2020 - 07:58

First Name Barry

Last Name Snell

Address 2020 Delaware Avenue Unit 2

City and Zip Code Santa Monica 90404

Phone Number 310-410-0119

Email Address SNELL BARRY@smc.edu

EDUCATION

Certificates/Degrees (1) BA in Accounting (2) MS in Taxation (3) CPA

PROFESSIONAL EXPERIENCE

Present Occupation Certified Public Accountant

Other N/A

COMMUNITY COLLEGE ACTIVITIES

Your Community College District Santa Monica

Years of Service on Local Board 6 years

Offices and Committee Memberships on Local Board

Los Angeles County Committee on School Districts, Board Member Century Community Charter School (Grades 6-8), Board Member Santa Monica-Malibu Unified School District, Former Board Member

STATE ACTIVITES

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc. N/A

NATIONAL ACTIVITES

ACCT and other organizations, boards, committees, etc. N/A

CIVIC AND COMMUNITY ACTIVITIES

Civic engagement and community service related volunteer work

Downtown Santa Monica, Board Member Santa Monica Education Foundation, Finance Committee Member Santa Monica Education Foundation, Audit Committee Member

OTHER

Enter any remaining activities or information here. Los Angeles County School Trustees Association (LACSTA), Member Designate

CCCT BOARD NOMINATION FORM 2020

Must be emailed to agnes@cc statement of candidacy and bid the League website by following	ographic sketch form. These for	oruary orms m	ay also be completed on
The governing board of the Mont	erey Peninsula	0	Community College District
nominates Trustee Dr. Loren Sto	eck	to be	a candidate for the CCCT Board.
This nominee is a member of the	Monterey Peninsula		Community College District
governing board, which is a mem- nominee has been contacted and h	ber in good standing of the Comm has given permission to be placed	nunity C	College League of California. The mination. Enclosed are the
Statement of Candidacy and the C	CCCT Biographical Sketch Form	for our i	nominee.

Signature of Clerk or Secretary of Governing Board



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

CANDIDATE'S NAME:	
_oren Steck	
DATE:	
02/02/2020	

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

The most significant issue facing districts in hold harmless is the fiscal cliff at its end. Other aspects of SCFF also present great difficulties for all districts. Another issue demanding our attention is the inequity our students face in obtaining financial aid, compared to those at UC and CSU.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I am heavily involved in solving the problems inherent in SCFF, both as an individual trustee and as a member of the CEO Taskforce. I also serve on the CCLC Financial Aid Taskforce. Its focus has been streamlining the financial aid process, but equity advocacy is also in our purview.



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

PERSONAL

NAME:Loren Steck	Date:02/02/2020
Address:27205 Meadows Road	CITY & ZIP CODE:Carmel, 93923
PHONE:(831) 626-3620	EMAIL:lorensteck@gmail.com

EDUCATION
CERTIFICATES/DEGREES:PhD, UCLA (1982); MA, UCLA (1976); BA, UC Santa Cruz (1973)

PROFESSIONAL EXPERIENCE

PRESENT OCC	CUPATION:Psychologist (mostly retired), winery and vineyard owner
OTHER:	

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Monterey Peninsula College
YEARS OF SERVICE ON LOCAL BOARD:16
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:
Board Chair, Board Vice Chair, Presidential Search Committee Chair, member of Board Policy Committee, Liaison to MPC Foundation, Liaison to Community Human Services (local JPA)

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Community College System (current): CCCT Board; CEO Student Centered Funding Formula Taskforce; CCCT Financial Aid Taskforce; CCCO Equity, Diversity and Inclusion Taskforce; CCCT Higher Education Master Plan Review Committee

Community College System (past): Chancellor's Scorecard Technical Advisory Committee; CCLC Advisory Committee on Educational Services (ACES); continued under "other" below

NATIONAL ACTIVITIES			
(ACCT and other organizations, boards, committees, etc.)			

CIVIC AND COMMUNITY ACTIVITIES

Community Human Services JPA: Board Vice Chair; Strategic Planning Committee Chair; Facilities Committee Chair; Bylaws Committee Chair

Carmel Valley Association: Director, Secretary

Carmel Valley Forum: Director, Vice Chair

Community Foundation for Monterey County: Director

OTHER

University of California: Office of the President Chancellor's Search Committee; Office of the President Speaker's Bureau; Office of the Treasurer Investment Forum Presenter; Alumni Associations of the University of California board member; Annual Legislative Conference Organizing Committee.

UC Santa Cruz: Faculty member and Fellow, Porter College; President, UC Santa Cruz Alumni Association; UCSC Foundation Trustee and Chair, Investment and Finance Committee

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.2 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: OCSBA Maureen DiMarco Award Nomination

ACTION: Approval

BACKGROUND

The Orange County School Boards Association (OCSBA) created the Maureen DiMarco award to recognize individuals or organizations demonstrating countywide service in addressing the needs of young people. The award is given in memory of Maureen DiMarco, who served as California's First Cabinet Secretary for Child Development and Education, President of California School Boards Association and President of Orange County School Boards Association.

STATUS

OCSBA is seeking nominations for the Maureen DiMarco Award. The Maureen DiMarco Award Committee consists of five OCSBA past presidents, including the immediate OCSBA past president, who serves as the chair of the committee. The committee determines whether the award is presented annually based on a candidate demonstrating the following criteria: Exemplary and far-reaching leadership countywide in addressing the broad needs of young people. Inspiring others to action in addressing the broad needs of young people. Exhibiting vision in addressing the needs of young people. Recipient may or may not have served as a school board member. *The deadline for submission is Friday, April 3, 2020.* The award, if any, will be presented at the OCSBA dinner meeting at the Marriott Hotel in Irvine, on Wednesday, May 6, 2020.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine if they wish to make a nomination for the Maureen DiMarco Award (Exhibit A), and, if so, approve the nomination for transmittal to OCSBA.

Item Submitted By: Kathleen F. Burke, Chancellor

Orange County School Boards Association

200 Kalmus Drive • Costa Mesa, CA 92628-9050 • ocsba@ocde.us

February 19, 2020

TO: Board Members of Orange County School Districts, Community

Colleges and Regional Occupational Programs

FROM: Lauren Brooks, Chairperson, Maureen DiMarco Award Committee

SUBJECT: 2020 Maureen DiMarco Award Nominations

The Maureen DiMarco Award recognizes an individual or an organization for exemplary and far-reaching leadership in addressing the broad needs of our young people countywide. The award is given in memory of Maureen DiMarco, who served as California's First Cabinet Secretary for Child Development and Education, President of the California School Boards Association, and President of the Orange County School Boards Association.

Criteria for the award are as follows:

- a. Inspiring others to take action in addressing the broad needs of young people.
- b. Exhibiting vision in addressing the needs of young people across Orange County.
- c. Recipient may or may not have served as a school board member.

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Friday, April 3, 2020**. Should a nominee be selected, the award, will be presented on Wednesday, May 6, 2020, during the OCSBA Annual Dinner meeting at the Irvine Marriott Hotel.

Please submit all award nominations to ocsba@ocde.us. If you have any questions, please contact Rosalee Hormuth at (714)708-4980 or Thea Savas at (714)966-4230.

Enclosures: Nomination Form

List of Past Recipients

cc: Superintendents and Chancellors



Maureen DiMarco Award Past Recipients

2019	Ronald William Bennett	
2018	Ronald Wenkart	
2016	Draper Family Foundation	
2015	Celia Jaffe, Huntington Beach City SD Board member	
2014	Rudy Hanley, President and CEO SchoolsFirst Credit Union	
2013	Jan Harp Domene*	
2012	LEAPS Initiative	
	(Life Threatening Events Associated with Pediatric Sports)	
2009	Dr. Dore Gilbert	
2009	SchoolsFirst Credit Union	
2004	Lynn Daucher	
2003	Pam Iles	
2002	Bob Lindsay*	
2002	Marilyn Buchi	
2000	Joanne Stanton*	
1994	Marian Bergeson*	
1993	Maureen DiMarco*	
1993	William Steiner	



Orange County School Boards Association

2020 Maureen DiMarco Award Nomination Form



The Maureen DiMarco Award recognizes an individual or an organization for exemplary and farreaching leadership in addressing the broad needs of our young people countywide. The award is given in memory of Maureen DiMarco, who served as California's First Cabinet Secretary for Child Development and Education, President of California School Boards Association, and President of Orange County School Boards Association.

Criteria includes:

- a. Inspiring others to take action in addressing the broad needs of young people.
- b. Exhibiting vision in addressing the needs of young people across Orange County.
- c. Recipient may or may not have served as a school board member.

Submit the completed nomination form and attachments by *Friday, April 3, 2020* 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

Name of Nominee:			
Organization:	_Email:		
Address:	_Phone:		
Name of school board making the nomination:			
Contact:			
Email Address:	Phone:		

Please explain in detail the nominee's contribution(s) and service to Orange County in addressing the broad needs of our young people. Please attach a maximum of two pages, single-sided. No other supporting documentation will be considered. **Failure to follow these directions will result in disqualification of the nomination.**

If a recipient is selected, the award will be presented during the OCSBA Annual Dinner Meeting on May 6, 2020 at the Irvine Marriott in Costa Mesa. Confidentiality of the selection shall be maintained by the committee until presentation of the award.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.3 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board of Governors 2020 Classified Employee of the Year

Award

ACTION: Approval

BACKGROUND

The Classified Employee of the Year award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. The award was established through a resolution at the May 2008 Board of Governors meeting.

Award recipients are selected by representatives of the Board of Governors for California Community Colleges, the Chancellor's Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient will receive a \$500 cash award and a commemorative plaque at the May 19, 2020 Board of Governors meeting in Sacramento, California.

STATUS

Each local California Community College Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by March 27th. Classified employees with a minimum service of 5 years as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the Vision for Success; the California Community Colleges mission; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond their local institution.

Saddleback College and Irvine Valley College will alternate nominating one classified employee each year. This year's designated college from SOCCCD is Saddleback College.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees endorse the nomination for transmittal to California Community Colleges Chancellor's Office. (Exhibit A)

Item Submitted By: Kathleen F. Burke, Chancellor

CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success*, professionalism and California Community Colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by **March 27**, **2020**. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 19, 2020 Board of Governors meeting in Sacramento, California. Classified employees with a minimum service of 5 years as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: *the Vision for Success*; the California Community Colleges mission; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond their local institution.

Craig Connor Nominee's Name	2/5/2020 Date				
Admissions & Records Systems Specialist					
Job Title of Nominee					
39657 Maple Leaf Ct. Murrieta, CA. 92563	949.307.8746				
Nominee Address, City, Zip Code	Telephone				
South Orange County Community College District					
Community College District					
28000 Marguerite Parkway Mission Viejo, CA. 92692	2-3635				
Address, City, Zip Code					
Kathleen F. Burke/ Elliot Stern	949.582.4840				
Name of District Chancellor/College President	Telephone				

Disqualification warning: It is the responsibility of the nominator to initiate this nomination form and see that all pages are COMPLETELY filled ut, on the CORRECT form, and NO alterations have occurred.

Signature Required.	Darren England			
Signature of Nominator with Contact Telephone Number	(Print Name)			
28000 Marguerite Parkway, Mission Viejo, CA 92692				
Mailing Address, City, Zip Code				

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee	Craig Connor
years of service as a	s of service with the district *NOTE: employees with a minimum 5 a permanent employee within the nominating Community College part-time) are eligible for the award.

1. Describe how the nominee demonstrates a commitment to the *Vision for Success*, the California Community Colleges mission, and the mission of the local community college district?

Currently in his 10th year at Saddleback College, Craig has exemplified the philosophy of a holistic approach to "student centric support", in all that he does. In his position as an Admissions & Records Systems Specialist, Craig is responsible for much of the technological support for the Admissions & Records area, including assistance with the ongoing operation of the college's Student Information System, Issuing of Awards, office technology needs, and general student technical support. He has led or assisted with many local and district-wide project aimed at increasing staff productivity and decreasing various barriers to students' success. Craig has been a crucial part of Saddleback College team and loves working with students, staff, faculty, and administration to resolve issues and enhance the California Community College, and more specifically, the South Orange County Community College and Saddleback College student experience.

2. Describe the nominees' commitment to high standards of job performance and ways the classified employee exemplifies professionalism. Factors to be considered may include: competence and knowledge on the job; leadership role in employee/management collaboration; promotes collaboration within the work environment; commitment to high standards of performance and professionalism.

In addition to his role in Admissions & Records, Craig has served on the Saddleback College Classified Senate since 2011, first starting in the role as Senator and then increasing his elected responsibilities and moving through the ranks of Senator At Large, Vice President, and President. Each position, with an exception of the President position, lasted two years; whereas his Senate Presidency was for three years. Craig now serves on the Saddleback College Classified Senate in the position of Past President, providing his advice and guidance to the Senate by his very comprehensive institutional knowledge and experience.

The Mission and Purpose of the Saddleback College Classified Senate: Mission:

The Classified Senate shall represent the classified employees of Saddleback College with regard to governance and decision-making, and on matters that are not related to collective bargaining and contract negotiations.

Purpose:

- 1. To support the professionalism of all classified professionals.
- 2. To encourage individual leadership, contribution, and development among the members of the Classified Senate.
- 3. Provide examples of how the nominee demonstrates a commitment to serving the institution through participation in college, professional and/or community activities. Examples may include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups.

During his participation with Classified Senate, Craig has served on 10 different college and district-wide shared governance committees and currently co-chairs the Saddleback College Accreditation Steering Committee. This committee is responsible for ensuring the college is meeting accreditation standards and is tasked with the creation of accreditation self-study reports.

Recently, Craig has been been elected to serve on the local union (CSEA) Executive Board in the position of 2nd Vice President. Craig indicates he plans to use his knowledge and experience of shared and participatory governance to bridge gaps and foster relationships between the union and the district Classified Senates to strengthen the voices of the Classified within the SOCCCD district while also promoting unity and cooperation between Senates and Unions statewide.

4. Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities. Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

In 2019, Craig sought to expand his knowledge and experience of the California Community College system so he ran for, and was elected as, a regional Executive Board Member for the Statewide California Community Colleges Classified Senate organization; its mission to serve the state's Classified Senates. Craig has been invaluable locally at Saddleback College and within the South Orange County Community College District as well as at regional and state level in his support of Classified Senates and the participation of classified professionals within shared governance in California.

5. Briefly provide any additional reason(s) this nominee should be selected as a 2020 Classified Employee of the Year.

The only further information that can be said about Craig Connor is that he is 100% dedicated to supporting students, staff, and faculty in the quest to increase student success and support by finding and championing ways to decrease barriers to student success.

Thank you!

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MARCH 27, 2020 TO:

California Community Colleges Chancellor's Office **Attn: Classified Employee Awards Program/BOG** 1102 Q Street, 4th Floor Sacramento, California 95811-6549

* Note: The signature below certifies that the nominee ha	s been endorsed by the local Board of Trustees		
	T.J. Prendergast III		
Signature of Board of Trustees President	(Print Name)		
South Orange County Community College District			
Name of Community College District			

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.4 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Regional Strong Workforce Program Participation

Agreement for FY 2019-2020 between Rancho Santiago Community

College District and SOCCCD

ACTION: Approval

BACKGROUND

In 2016, the state legislature approved a \$200 million appropriation to fund "better and more" career technical education (CTE) throughout the state. The funding was split 60 percent (directly to local colleges) and 40 percent for regional CTE development activities. Each year, the region determines the amount of funding for agreed upon projects for all participating colleges. The nine Orange County community colleges collaborate on the desired projects where funding would be provided for the lead and participating colleges.

Saddleback College is the regional lead college in several regional Strong Workforce Program (SWP) initiatives including regional Marketing & Branding project and the Vertical Sector Lead for Health, Automotive and Advanced Manufacturing projects.

<u>STATUS</u>

The original Master Agreement that was submitted by Rancho Santiago Community College District (fiscal agent), covered activities over a four year period from July 1, 2016 to June 30, 2020, as seen in EXHIBIT B. This current Participation Agreement is for the Scope of Work for the 2019-2020 allocation of \$1,845,411 for the SWP Regional funds, and extends the term to December 31, 2021, as seen in EXHIBIT A. Saddleback College and Irvine Valley College are participating in various CTE projects, and both colleges will continue to lead and participate in the regional support of career technical education program development and improvement with the other Orange County community colleges.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Regional Strong Workforce Program participation agreement in the amount of \$1,845,411, extend the term to December 31, 2021, and authorize the Vice Chancellor, Business Services or designee to sign the agreement and amendment.

Item Submitted By: Dr. Elliott Stern, President, Saddleback College
Ann-Marie Gabel, Vice Chancellor, Business Services



Building the future through quality education

2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rsccd.edu

Santa Ana College • Santiago Canyon College

February 07, 2020

Anthony Teng Dean, Advanced Technology and Applied Science Saddleback College 28000 Marguerite Parkway Mission Viejo, CA 92692

RE: Participation Agreement for SWP-Regional Share Allocation Year 19/20 Projects

Dear Dean Teng:

Your college's participation in or leadership of Strong Workforce Program-Regional Share approved projects for the Fiscal Year 2019/2020 allocation has been approved. <u>Enclosed is the Participation Agreement (PA) to allocate \$1,845,411 for Saddleback College's performance of FY 1920 projects</u>. The term for performance of SWP-RF, 19/20 projects is 7/1/2019 – 12/31/2021.

The Participation Agreement consists of the following:

- 1. The Participation Agreement Summary Sheet including budgets for the 83% Base fund projects. Amendments will be issued to include Incentive project budgets when the 17% incentive funds are known and received by Fiscal Agent.
- 2. Workplan templates Excel workbook to be completed for each project your college is involved in.
- 3. The existing Master Agreement* with the college district, which is the Board approved Agreement that contains the terms and conditions for the use of Strong Workforce Program Regional Funds. *Will be amended to extend June 30,2020 end date (more to follow).
- 4. Project applications representing the Scope of Work are in the process of being certified in NOVA and will be shared once the Participation Agreements have been fully executed.

The Participation Agreement represents the Scope of Work to be performed, and are developed for each fiscal year allocation.

Instructions:

- Please have the authorized representatives sign the Participation Agreement Summary Sheet, in blue ink, and mail or scan in color and email the sheet directly to <u>Landa_Alejandra@rsccd.edu</u> by <u>March 17, 2020</u>. Workplans for all participating projects must be submitted with the signed PA.
- 2. Retain a copy of the signed Participation Agreement Summary Sheet, the SWP Project Applications, and the Master Agreement for your files, as these together constitute the SWP-RF 19/20 Agreement for your college.

Once we receive the signed Summary Sheet, we will generate a purchase order for you to charge against. Please work with your Fiscal Office to set up the budget at your institution so that you can expedite the use of funds.

If you have any questions or require additional assistance, please contact me. Respectfully,

Alejandra Landa Strong Workforce Program – Regional Funds Landa Alejandra@rsccd.edu (714) 484-5413

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Zeke Hernandez • Lawrence R. "Larry" Labrado • Nelida Mendoza Yanez • Phillip E. Yarbrough

CHANCELLOR:

BOARD OF TRUSTEES:

Participation Agreement: DO-19-2182-29

Master Agreement: DO-17-2185-13

EXHIBIT A

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Saddleback College's** Scope of Work for the **2019-2020** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-13**, and is subject to the terms and conditions as outlined in the Master Agreement.

Master Agreement Number	DO-17-2185-13
Participation Agreement Number	DO-19 -2182- 29
ACTION	Original
Fiscal Year Allocation	2019 - 2020
Term	07/01/2019 - 12/31/2021
Name of College	Saddleback College
District	South Orange County CCD
Participation Agreement Point of Contact	
Name	Anthony Teng
Title	Dean, Advanced Technology and Applied Science
Address	28000 Marguerite Parkway
City, State Zip Phone, Email	Mission Viejo, CA 92692
	(949) 582-4895, ateng@saddleback.edu
	are FY 19/20) - REGIONAL PROJECTS
83% PROJECTS	
1. Project Name	Automation Pathways: Multi-Sector
a. Is the college a Lead for this Project?	No (lead is Santiago Canyon)
b. Amount of funds for this project	\$54,000
2. Project Name	Cloud Computing - A Faculty Driven Approach to Learning
a. Is the college a Lead for this Project?	No (lead is Rancho Santiago CCD)
b. Amount of funds for this project	\$0
3. Project Name	K12-Community College CTE Crosswalk Enrollment Tool
a. Is the college a Lead for this Project?	No (lead is Cypress)
b. Amount of funds for this project	\$0
4. Project Name	NetLabs 19-20
a. Is the college a Lead for this Project?	No (lead is Coastline)
b. Amount of funds for this project	\$0
5. Project Name	OC Center of Excellence
a. Is the college a Lead for this Project?	No (lead is LAOCRC-OC)
b. Amount of funds for this project	\$0
6. Project Name	Regional Director Funding (Business & Entrepreneurship)
a. Is the college a Lead for this Project?	No (lead is Santa Ana)
b. Amount of funds for this project	\$0
7. Project Name	Regional Director Funding (ECU)
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this project	\$92,000
	L

Participation Agreement: DO-19-2182-29 Master Agreement: DO-17-2185-13

EXHIBIT A

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Saddleback College's** Scope of Work for the **2019-2020** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-13**, and is subject to the terms and conditions as outlined in the Master Agreement.

8. Project Name	Regional Director Funding (Health)
a. Is the college a Lead for this Project?	No (lead is Golden West)
b. Amount of funds for this project	\$0
9. Project Name	Regional Director Funding (RHT)
a. Is the college a Lead for this Project?	No (lead is Orange Coast)
b. Amount of funds for this project	\$0
10. Project Name	Regional Marketing
a. Is the college a Lead for this Project?	Yes (\$30K is for Saddleback's local CTE marketing)
b. Amount of funds for this project	\$1,323,731
11. Project Name	TalentEd Story Maps: Regional Implementation
a. Is the college a Lead for this Project?	No (lead is Coast CCD)
b. Amount of funds for this project	\$0
12. Project Name	VSL Advanced Manufacturing
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this project	\$183,200
13. Project Name	VSL Automotive Collaborative
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this project	\$83,920
14. Project Name	VSL - Business+Entrepreneur (BUS+ENT)
a. Is the college a Lead for this Project?	No (lead is Santa Ana)
b. Amount of funds for this project	\$0
15. Project Name	VSL Health
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this project	\$108,560
Total 83% Funds	\$1,845,411
7% INCENTIVE FUNDS PROJECTS	
16. Project Name	Advanced Manufacturing and STEM Work Based Learning
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this project	\$0
17. Project Name	OC Careers in Education Pathway Collaborative
a. Is the college a Lead for this Project?	No (Co-leads are Santa Ana & Santiago Canyon)
b. Amount of funds for this project	\$0
Total 17% Incentive Funds	\$0
Grand Total Allocation	\$1,845,411

Participation Agreement: DO-19-2182-29

Master Agreement: DO-17-2185-13

EXHIBIT A

Participation Agreement - Summary Sheet

Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes **Saddleback College's** Scope of Work for the **2019-2020** allocation of Strong Workforce Regional Funds under the Master Agreement **DO-17-2185-13**, and is subject to the terms and conditions as outlined in the Master Agreement.

NOTE on Scope of Work: The Project Applications included with this Participation Agreement represent the Scope of Work to be performed. As each Project may be a combined effort of multiple colleges and partners, it is understood that the college in this Participation Agreement has responsibility to implement some component of this work, as represented in the Project Application and as appropriate to meeting the goals and intent of the project.

NOTE on Project Leadership: Colleges that serve as the Project Lead are responsible for keeping informed about the progress of all colleges and partners in the Project, convening Project partners, facilitating modifications to project plans and budgets according to the terms of the Master Agreement, and providing project update reports as requested by the Regional Consortia, Fiscal Agent, or the California Community Colleges Chancellor's Office.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that all Parties have signed the Agreement.

Name of President or Designee:		
Signature:	Date:	-
Name of Fiscal Officer or Designee:		
Signature:	Date:	-
	Regional Consortium	
LA/OC RC Director: Gustavo Chamorro, Ed.D.		
Signature:	Date:	_
	RSCCD - Fiscal Agent	
Name of Fiscal Agent Representative: Sarah Sant	oyo	
Signature:	Date:	

ORANGE COUNTY REGION STRONG WORKFORCE PROGRAM – REGIONAL FUND MASTER AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

July 1, 2016 – June 30, 2020

This Agreement, entered into February 27, 2017 between Rancho Santiago Community College District, hereinafter referred to as "Fiscal Agent," and South Orange County Community College District (hereinafter referred to as "Sub-recipient). The Fiscal Agent and Sub-recipient are also referred to collectively as "Parties" and individually as "Party." This Agreement is based on the Strong Workforce Program-Regional Fund Agreement between the Fiscal Agent and the California Community Colleges Chancellor's Office, i.e., Prime Sponsor, and is effective to cover activities beginning July 1, 2016 and ending June 30, 2020 supported by Strong Workforce Program-Regional Fund allocations disbursed in 2016-2017, 2017-2018, and 2018-2019.

WHEREAS, the Rancho Santiago Community College District has been designated as the Fiscal Agent for the Strong Workforce Program – Regional Share for the Los Angeles and Orange County region and is responsible for distributing funds to the South Orange County Community College Districts within the region following certification of the Regional Plans by the Regional Consortia, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the Fiscal Agent Scope of Work (Exhibit B), and

WHEREAS, Rancho Santiago Community College District has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, Sub-recipient has agreed to participation in the purpose of the Agreement according to the terms and conditions hereinafter set forth,

NOW, THEREFORE, the Parties agree as follows:

1. PARTICIPATION AGREEMENT

Sub-recipient shall perform the Scope of Work detailed using individually executed Participation Agreements (Exhibit A). Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Sub-recipient agree that Participation Agreements signed by the Parties will be binding under this Master Agreement without further action by the Parties.

2. TERM OF AGREEMENT

Effective Date of Agreement: July 1, 2016

Expiration Date of Agreement: June 30, 2020

Parties may modify this Master Agreement and any Participation Agreement annually, contingent upon the availability of grant funds, as mutually agreed upon.

3. RULES FOR DELIVERABLES

- A. Each Participation Agreement will identify a point of contact for the Participation Agreement, and points of contact for major project components in the Scope of Work as appropriate. The Sub-recipient will inform the Fiscal Agent of any changes to the point(s) of contact in a timely manner.
- B. Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.
- C. Products, results, and measureable outcomes shall be provided as detailed in each Participation Agreement.
- D. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- E. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).
- F. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

4. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

Project allocations from Fiscal Agent to the Sub-recipient will be specified in the Participation Agreement, based on the Regional Plans certified by the Regional Consortia. Funds are to be utilized by the Sub-recipient in accordance with the terms and conditions of both this Master Agreement, the pertinent Participation Agreement, and guidance on the allowable use of funds from the California Community Colleges Chancellor's Office (Exhibit C). If the there is a reduction in funding by the Chancellor's Office, the Fiscal Agent reserves the right to require adjustment to the scope of work and funding of the Participation Agreements accordingly, up to and including the end of all activities under this Agreement and any Participation Agreement.

The Fiscal Agent shall make payments to the Sub-recipient up to the amount listed in the Participation Agreement, to be paid on a quarterly basis through a reimbursement process

according to the expenditures submitted in the quarterly reports and upon submission of an invoice for payment. Invoices referencing the Participation Agreement number should be submitted to the following address:

Rancho Santiago CCD ATTN: Resource Development 2323 North Broadway, Ste. 350 Santa Ana, CA 92706

5. BUDGET MANAGEMENT

The Sub-recipient will manage its budgets so that there is a clear distinction between Local Strong Workforce funds (which are not in any way related to this Agreement) and Regional Strong Workforce Funds (which are the subject of this Agreement), and a clear distinction between the fiscal year of the allocation (e.g., that the allocation for 2016-2017 is distinct from the allocation for 2017-2018). Since the term for the use of the funds is more than one year there will be concurrent use of separate allocations. In such cases, it is advised that the Sub-recipient assign separate project numbers to each year's allocation, or in some other manner make a clear distinction between the separate allocations.

6. REPORTING

Program and financial reports will be submitted on a quarterly basis, according to the system and requirements of the California Community College Chancellor's Office. A reporting schedule will be disseminated to the Sub-recipient at least 30 days prior to the due date of the first report. Reports will be due 20 days after the end of the last month of the quarter.

NOTE: The <u>first</u> quarterly report will be due on the next due date following approval of this Agreement.

A Final Program and Expenditure Report will be due at the end of the project, according to the requirements of the Chancellor's Office. The Fiscal Agent will inform the Sub-recipient of the requirements and the due date for the Final Report at least three months before the end date of the Agreement.

The Sub-recipient is responsible for all Strong Workforce Program-Regional Funds reporting to the Fiscal Agent. Fiscal Agent is responsible for all Strong Workforce Program-Regional Funds Reporting to the Chancellor's Office.

7. MODIFICATIONS

If a Sub-recipient desires to change the amount, scope of work, or make substantial revision to the outcomes of a Participation Agreement the following process must be followed:

A. The Sub-recipient notifies the Fiscal Agent and the Project Lead of the desired changes.

- **B.** The Sub-recipient notifies the other colleges involved in the regional project related to the Participation Agreement, and secures agreement of the change(s) from the other colleges and/or the Project Lead.
- C. The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions, and will modify the Participation Agreement to reflect the requested changes.
- D. The Sub-recipient and Fiscal Agent will sign the amended Participation Agreement, which will replace the prior Participation Agreement and become the active Participation Agreement once executed.

8. USE OF FUNDS - TRAVEL

If Strong Workforce Program-Regional funds will be used for out-of-state travel, the Party must submit an Out-of-State travel request form to the Fiscal Agent who will review it to ensure compliance with the California Community Colleges Chancellor's Office requirements.

9. SHARED USE OF EQUIPMENT or RESOURCES

In the event that Sub-recipient uses funds to secure equipment or other resources to be used in common or for shared use with other colleges, a separate agreement may be needed between or among them to outline the terms and conditions of that use. The Sub-recipient should notify the Fiscal Agent of the intent for shared use of equipment and resources, and the Fiscal Agent will clarify the requirements with the Chancellor's Office, and provide guidance to the Sub-recipient regarding development of a shared use agreement.

10. SUBCONTRACTS

- A. In any event, if the Sub-recipient wishes to enter into a subcontract agreement for performance of any part of the activities listed in the Participation Agreement, the Sub-recipient shall disclose the intended purpose and amount of the subcontracting and identify the proposed subcontractor to the Fiscal Agent in a timely manner.
- B. The Sub-recipient agrees to be as fully responsible to the Fiscal Agent for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Sub-recipient. The Sub-recipient's obligation to pay its subcontractors is independent from the obligation of the Fiscal Agent to make payments to the Sub-recipient. As a result, the Fiscal Agent shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

11. RECORDS AND AUDITS

A. The Sub-recipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Participation Agreement.

- B. The Sub-recipient must maintain a list of the cost and location of the equipment purchased with Strong Workforce Program funds.
- C. The Sub-recipient agrees that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Sub-recipient agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Sub-recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-recipient agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation Agreement.
 - 1) If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the five (5) year period, whichever is later.
 - 2) All records must be retained throughout the project. The five (5) year period of retention starts on the last day of the performance period stipulated in the Participation Agreement.

12. NOTICES

A Party to this Agreement may give notice to the other Party by sending an email or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current.

South Orange County Community College District

Primary Contact

Name: Dr. Debra L. Fitzsimons

Title: Vice Chancellor

Address: 2800 Marguerite Pkwy.

City, State Zip: Mission Viejo, CA 92692

Email, phone:

Fiscal Contact

Name: Himberly mccord
Title: Executive Director

Address: 2800 Marguerite Pkwy.

City, State Zip: Mission Viejo, CA 92692

Email, phone:

Fiscal Agent - Rancho Santiago Community College District

Primary Contact
Janeth Manjarrez, SWP Director
2323 North Broadway, Ste. 350
Santa Ana, CA 92706

Manjarrez Janeth@rsccd.edu (714) 480-7471

Fiscal Contact

Peter J. Hardash, Vice Chancellor of Business Operations & Fiscal Services 2323 North Broadway, 4th Floor Hardash Peter@rsccd.edu, (714) 480-7340 Santa Ana, CA 92706

13. TERMINATION

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Sub-recipient. In the event that such funding is terminated or reduced, RSCCD shall provide the Sub-recipient with written notification of such determination and RSCCD shall reimburse the Sub-recipient for costs incurred up to the termination date. Notice shall be deemed served on the date of receipt by the Sub-recipient; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

14. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

15. DISPUTES

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Prime Sponsor. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Sub-recipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Sub-recipient a written request to appeal said decision. Pending final decision of the appeal, Sub-recipient shall act in accordance with the written decision of the Fiscal Agent or the Prime Sponsor, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. INDEMNIFICATION

All Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Parties, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or willful misconduct of the Parties or any of its agents or employees.

17. INSURANCE

All Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. The Parties each warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Fiscal Agent and Parties performance of this contract.

18. INDEPENDENT CONTRACTOR

The Sub-recipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Fiscal Agent. The Sub-recipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Sub-recipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Sub-recipients shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Sub-recipient's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Sub-recipient's employees or independent subcontractors. The Sub-recipient agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Sub-

recipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

19. ASSURANCES

- A) By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill (*Exhibit C*), and with the guidance documents provided by the California Community College Chancellor's Office (*Exhibit D*).
- B) By signing this Agreement the Sub-recipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

20. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Fiscal Agent from enforcing the terms of this Agreement.

21. SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

22. AGREEMENT IS COMPLETE

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.

IN WITNESS WHEREOF, all Parties agree.

FISCAL AGENT

Rancho Santiago Community College District

Peter J. Hardash

Vice Chancellor, Business Ops. & Fiscal Svcs.

Date:

Board approved: February 27, 2017

SUB-RECIPIENT

South Orange County Community College District

10

Name: Title:

Dr. Debra L. Fitzsimons

Vice Chancellor Business Services

Date:

MAY 1 5 2017

EIN: 95-2479872

DO-17-2185-13

Strong Workforce Program-Regional Funds

Page 8 of 8 Master Agreement

EXHIBIT B

STATE OF CALIFORNIA

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4550 SACRAMENTO, CA 95811-6549 (916) 445-8752

http://www.cccco.edu



August 25, 2016

To:

Regional Consortium Chairs

From:

Matt Roberts, Ed.D. Dean of Field Operations Workforce and Economic Development Division

Subject:

Guidance on use of funds for strong workforce program

This memorandum provides guidance on the use of funds for the strong workforce program.

August 24, 2016 - Scope of Work

Roles and Responsibility

Regional Share Fiscal Agent

The fiscal agent has no authority over decisions on the use of funding, rather the fiscal agent role is to dispense, monitor and audit sub-grants once spending decisions have been authorized by the CTE Regional Consortia as stipulated in Strong Workforce legislation. The district designated as the fiscal agent shall perform the following roles and responsibilities:

- Provide a single-point of contact to act as an embedded member of the CTE Regional Consortium (RC) Team to account for financial operation and control associated with the Regional Share.
- Review sub-awardee applications for compliance with grant terms and requirements. Work with sub-awardees to resolve issues that arise.
 - Review sub-award application budgets to ensure that expenditures are allowable under the grant terms and conditions, are properly classified, and that the calculations are correct. Work with sub-awardees to resolve any issues that arise.
- Develop policies, procedures, systems and timelines for disbursement of funds.
- Determine the documentation required to ensure funds are properly accounted for
- Develop systems to track each of the contracts/grants and their status that can be shared with the RCs, the CCCCO grant monitors, and
- Develop sub-award agreements with each of the sub-awardees that incorporate the contracting requirements of the CCCCO and the Fiscal
- Provide information, guidelines and technical assistance to sub-awardees.
- Manage the flow of funds to sub-awardees by receiving, reviewing and approving claims for funds and ensure that proper documentation has been received to verify that what was requested conforms to what was approved when discrepancies occur.
- Issue payments and verify that payments have been received.
- Fulfill reporting requirements by receiving and monitoring quarterly reports and final reports from the sub-awardees.
- Follow-up on missing or incorrect reports. Work with sub-awardees to resolve issues.
- Consolidate reports and report up to the RC/CCCCO as required and upon request.
- Conduct sub-recipient monitoring and audits, in accordance with grant requirements and OMB Uniform Guidelines.
- Field questions on allowable expenditures in accordance with any CCCCO guidance
- Review sub-awardees' requests for approval of contracts and sub-agreements, prior to forwarding requests to CCCCO for final approval. Provide guidance and direction to the colleges to ensure compliance and facilitate CCCCO review and approval, as needed
- Collaborate with RCs to standardize Strong Workforce related fiscal related and reporting processed, procedures and to develop recommendations and responses to CCCCO.

EXHIBIT B

Expanded Regionalized Coordination:

everaged with the Perkins 1b funds, and becomes the total funds available for RC basic operations and key talent expenditures. These amounts Under this model, the CTE Regional Consortia shall use 5% of the regional share allocation for basic operations of the CTE Regional Consortia The chart below shows a regional model funding breakdown that includes the following sources: Perkins 1b and the regional share allocation. capacity including any fiscal agency costs. 2% of the 5% regional share operational amount will cover the fiscal agency costs (with amounts adjusted to a maximum of \$200,000 and a minimum of \$100,000. This adjustment affects Regions B, D, & G1). The remaining 3% is then are represented in the last column of the chart.

					From Regional Share	Fiscal Agent Costs	FA Minimum	FA Maximum	Allowable Fiscal Agent Costs*	Regional Share Available for RC	Total Funds for RC	or RC
tegion	Region	Perkins 1	B Leadership	Regional Share	ĸ	ž		٠,		Infrastructure		
⋖	Northern Inland, Northern Coastal, Greater Sacramento	s	370,000.00 \$	6,970,845.00	'n				33,416.90	•	•	125.35
æ	SF/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/Monterey	s	370,000.00 \$	16,675,900.00	10				\$ 200,000.00	10	•	28.00
Ų	Central Valley, Mother lode	•	300,000,00 \$	7,779,382.00	*				\$ 155,587.64		•	381.46
۵	South Central Coast	•	220,000,00 \$	4,227,548.00	40				\$ 100,000,00			377.40
ш	San Diego & Imperial	•	220,000.00 \$	6,604,171.00	**				\$ 132,083.42		• • •	125.13
u.	Inland Empire & Desert	•	220,000.00 \$	7,703,557.00	10				\$ 154,071.14		• • • • • • • • • • • • • • • • • • • •	106.71
ច	Los Angeles	s	185,000.00 \$	18,631,147.00	40		\$ 100,000.00	\$200,000.00	\$ 200,000.00	31,557.35	•	916,557.35
8	G2 Orange County	•	185,000.00 \$	7,407,450.00	\$ 370,372.50 \$. 0	\$ 148,149.00		\$	223.50
		s	2,070,000.00 \$	76,000,000.00	40	1,520,000.00			\$ 1,229,308.10	\$ 2,570,691.90	\$ 4,640,	,640,691.90
	* 2% or a ceiling of \$200,000 and a floor of \$100,000											ChartA

Budget Development Guidance/Fiscal Agent fees

As you continue budget development, please consider the following points:

- The total amount taken from the regional share allocation is 5%. Of this amount, the fiscal agency costs shall be capped at 2% (=40% of the 5%) or a maximum of \$200,000 and a minimum of \$100,000 for each region, leaving 3% (=60% of the 5%) to cover regional consortium
- operational costs such as office space, network support, copier use, personnel, etc. The 3% (along with the Perkins 1B allocation) will fund Indirect cannot be taken on any part of the 5% funds. The 2% (with a max of \$200,000 and a min of \$100,000) shall fund the fiscal agent the regional consortium operational costs such as clerical/office staff, travel, meeting facilitation, etc.
- Perkins 1B funds should be used to pay for Key Talent costs, such as the RC salaries. Keep in mind that these funds have a 4% indirect being charged to the each of these grants. •
- CTE program(s). The remaining 10% covers soft costs associated with Task Force recommendations should not be used to build regional If 5% of the regional allocation is for fiscal agent and regional consortium costs, and 85% of the regional allocation is for more and better consortium capacity or infrastructure. This percentage should be used for the following:
 - Region-wide outreach to employers with ultimate goal of increasing internships/hires
 - Region-wide outreach to students/parents about CTE options
 - Additional data-related needs
- Professional development for curriculum approval

1	Strong Workforce Program
2	Trailer Bill Language – 2016-2017 California State Budget
3 4 5	Highlighted in yellow is language of interest to local colleges/districts and their CTE Regional Consortia.
6 7	88820.
8	This part shall be known, and may be cited, as the Strong Workforce Program.
9 10	88821.
11	(a) The Legislature finds and declares all of the following:
12 13	(1) California's economic competitiveness is fueled, in part, by the strength of its regional economies and its skilled workforce.
14	(2) Upward social and economic mobility helps keep the state's economy diversified and vibrant.
15 16	(3) The attainment of industry-valued "middle skill credentials" serves as a gateway for a large and diverse number of careers in the state's economy.
17 18 19 20 21	(4) California's local educational agencies, community college districts, interested public four-year universities, local workforce development boards, economic development and industry leaders, and local civic representatives should collaboratively work together to inform the offerings of courses, programs, pathways, and workforce development opportunities that enable students to access the current and future job market and further social and economic mobility.
22 23 24	(b) The Strong Workforce Program is hereby established for the purpose of expanding the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.
25 26 27 28	(c) To facilitate program coordination and alignment with other workforce training, education, and employment services in the state, the Strong Workforce Program shall operate in a manner that complies with the California Strategic Workforce Development Plan, required pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), and expand upon existing consortia infrastructure.
29 30 31 32 33	(d) To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs.
34 35	(e) All of the following guiding principles shall apply to each consortium participating in the Strong Workforce Program:
36 37 38 39	(1) A community college district participating in the consortium shall ensure that its community college career technical education and workforce development courses, credentials, certificates, degrees, programs, and pathway offerings are responsive to the needs of employers, workers, civic leaders, and students.
40 41 42	(2) The consortium shall collaborate with other public institutions, including, but not limited to, local educational agencies, adult education consortia, local workforce development boards, and interested California State University and University of California institutions.

43 44	(3) The consortium shall collaborat Studing Winnispress Pitaginary , representatives from the labor community, and ecolinated Bible to Bi
45 46 47	Highlighterms petiow is half group de pulle here time gestions gestions is then tified on the gword visions of the planning meetings, provide them with adequate notice of the consortium's proposed decisions, and solicit, consider, and respond to comments from them regarding the consortium's proposed decisions.
48 49 50 51 52	(5) Collaborative efforts shall focus upon evidence-based decisionmaking and student success with workforce outcomes aligned with the performance accountability measures of the federal Workforce innovation and Opportunity Act (Public Law 113-128), and closing labor market and employment gaps. Each consortium shall strive to align programmatic offerings in the most effective and efficient manner to avoid duplication of effort and streamline access to services, and education and training opportunities.
53 54 55 56 57 58 59	(6) Community college districts and other entities participating in a consortium are encouraged to develop long-term partnerships with private sector employers and labor partners to provide coordinated courses, programs, and pathways with employer involvement in the assessment, planning, and development of community college career technical education courses, programs, and pathways. To the extent practicable, employer partnerships should build upon regional partnerships formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) and other state or federal programs.
60 61 62 63	(7) Community college districts and other entities participating in a consortium are encouraged to develop and work closely with public and private organizations that offer workforce development programs and pathways to young adults with autism and other developmental disabilities to provide a comprehensive approach to address workforce readiness and employment.
64 65 66 67 68 69 70 71	(f) The chancellor's office shall, in consultation with the California Workforce Development Board, the Academic Senate for California Community Colleges, and its partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), as applicable, develop and implement policies and guidance necessary to implement the Strong Workforce Program, including policies and guidance necessary for consortia, including community college districts and their regional partners, to increase the number of aligned middle skill and career technical education courses, programs, pathways, credentials, certificates, and degrees. No later than June 30, 2017, the chancellor's office shall develop and implement policies and guidance pursuant to this subdivision and bring before the Board of Governors of the California Community Colleges any policies, regulations, and guidance necessary to accomplish all of the following:
73 74 75	(1) Facilitate the development, implementation, and sharing of career technical education effective practices, curriculum models and courses, and community college credentials, certificates, degrees, and programs across regions and among community college districts.
76 77	(2) Enable community college districts to develop career technical education and workforce outcomes, and applicable associate degrees and certificates as appropriate.
78 79 80 81	(3) Provide accessible performance and labor market data that can be used flexibly by participating community college districts and their regional partners to support the implementation of the Strong Workforce Program and related efforts to align regional workforce and education programming with regional labor market needs.
82 83	(4) Encourage local efficiency through coordinated and collaborative regional workforce efforts in which community college districts are partners.
84 85 86	(5) Support curriculum processes to ensure that students are able to efficiently transfer college-level career technical education credits across community college districts and to the California State University and the University of California.

87	(6) Improve sector-based engagem striong Memployar-Program a region.
00	Trailer Bill Language – 2016-2017 California State Budget
88	(7) Provide, in partnership with employers, work-based learning opportunities for students that increase
89	Hi ुंते संप्रात्र ाक्ष्मिक्ष्मिक्षां अपने कुरावपुंख्यम् भौक्षां चेत्रे-to local colleges/districts and their CTE Regional Consortia.
90	(8) Enable community college districts to facilitate and optimize their resources to support the Strong
91	Workforce Program and other related regional workforce development efforts.
92	(9) Ensure that community college district Strong Workforce Program expenditures are focused on
93	improving student success with workforce outcomes for all students enrolled in community college career
94	technical education courses, programs, and pathways.
95	(10) (A) Notwithstanding the June, 30, 2017, implementation date specified in this subdivision, develop
96	and implement a plan to streamline the course and curriculum approval process, both at the state and
97	local levels. The plan shall reflect an expedited state approval process for career technical education
98	courses, programs, and certificates, and may include the elimination of an existing state course and
99	program approval process. The plan shall reflect one of the following two options:
100	(i) A process of course and curriculum approval that enables community college districts
101	to develop a course or program within one academic year and to offer that course or
102	program the subsequent academic year.
103	(ii) A process of course and curriculum approval that enables community college district
104	to develop a course or program within one academic semester and to offer that course
105	or program the subsequent academic semester.
106	(B) The plan described in subparagraph (A) shall also reflect the creation of a process that enables
107	career technical education courses and programs to be portable among community college districts.
108	This process shall enable a community college district to adapt, adopt, or adapt and adopt another
109	community college district's approved career technical education courses, programs, and curriculum
110	within one academic semester and to offer that course or program, or utilize that curriculum, the
111	subsequent academic semester.
112	(C) The chancellor's office shall consult with the Legislature and the Governor prior to implementing
113	the plan. The plan shall be developed no later than July 1, 2017, and implemented no later than
114	January 1, 2018.
115	(11) Eliminate barriers to hiring qualified instructors for career technical education courses, including
116	reevaluating the required minimum qualifications for career technical education instructors.
117	(g) After June 30, 2017, and only as necessary, the chancellor's office may develop and implement revised polices
118	and guidance and bring regulations before the Board of Governors of the California Community Colleges as
119	necessary for a community college district and its regional partners to accomplish both of the following:
120	(1) Implement and expand the amount of aligned middle skill and career technical education credentials,
121	certificates, degrees, courses, programs, and pathways in accordance with paragraphs (1) to (11),
122	inclusive, of subdivision (f).
123	(2) Implement the recommendations of the Strong Workforce Task Force.
124	(h) (1) For purposes of this section, the chancellor's office shall consider input provided by relevant stakeholders,
125	including the Academic Senate of the California Community Colleges and the California Workforce Development
126	Board, prior to implementing revised guidance, policies, or regulatory changes.

127 128 129 130 131 132	(2) For purposes of this article and in costoping of orthorize Programation requirements in Sections 70901 and 70902, the Academic Seriander Bills Carigorage & Costo
134	88822.
135 136	For purposes of this part, the following terms have the following meanings:
137 138 139	(a) "Career pathways" means an identified series of positions, work experiences, or educational benchmarks or credentials that offer occupational and financial advancement within a specified career field or related fields over time.
140 141	(b) "Career technical education credential" means a workforce certificate, degree, or industry-recognized credential.
142 143 144	(c) "Career Technical Education Regional Consortium," or "consortium," means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor's office for the purpose of coordination and joint planning within regions, as defined in subdivision (i).
145	(d) "Chancellor's office" means the Office of the Chancellor of the California Community Colleges.
146 147	(e) "Industry" or "industry sectors" means trade associations or those firms that produce similar products or provide similar services using somewhat similar business processes.
148 149 150	(f) "Middle skill credential" means a certificate, associate's degree, or industry-recognized credential that is less than a bachelor's degree but more than a high school diploma and facilitates student success with workforce outcomes.
151	(g) "Plan" means the regional plan established under this part.
152	(h) "Program" means the Strong Workforce Program established under this part.
153 154 155 156 157 158	(i) "Region" means a geographic area of the state defined by economic and labor market factors containing at least one industry cluster and the cities, counties, or community college districts, or all of them, in the industry cluster's geographic area. To the extent possible, for the purposes of this part, collaborative regions should align with federal Workforce Innovation and Opportunity Act (Public Law 113-128) regional planning unit boundaries specified in the California Strategic Workforce and Development Plan and expand upon existing consortium infrastructure established by the chancellor's office.
159 1 60	(j) "Strong Workforce Task Force" means the Task Force on Workforce, Job Creation and a Strong Economy commissioned by the Board of Governors of the California Community Colleges.
161 162	88823.
163 164 165	(a) Commencing July 1, 2017, as a condition of receipt of funds from this program for a fiscal year, each consortium, in consultation with collaborating entities identified in paragraph (2) of subdivision (e) of Section 88821, shall submit a plan to the chancellor's office that has been updated for that fiscal year.
166	(b) The plan pursuant to subdivision (a) shall include all of the following requirements:

167 168 169	(1) The names of the community college glatic college glatic college glating in the consortium, including the name of the community college glatic college glatic college glatic college glating glati
170 171 172	Highlighted in yellow is language of interest to local colleges/districts and their CTE Regional Consortia. (2) The governance model for the consortium. Decisions governing, or relating to, the distribution of fiscal resources shall be determined exclusively by the community college districts participating in the consortium.
173 174 175	(3) An analysis of regional labor market needs informed by a federal Workforce Innovation and Opportunity Act (Public Law 113-128) economic analysis and other sources as applicable. This analysis shall also include wage data for each industry sector or labor market need identified.
176 177	(4) An inventory of regionally prioritized and locally prioritized projects and programs that close relevant labor market and employment gaps.
178 179	(5) Measurable regional goals that align with the performance accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
180 181 182	(6) For regionally prioritized projects and programs, a work plan, spending plan, and budget. The work plan, spending plan, and budget shall identify the amount of funding allocated for one-time and ongoing expenditures.
183 184 185 186	(7) A description of the alignment of work plans, spending plans, and other education and workforce plans guiding services in the region, including plans pertaining to the building of career pathways and the employment of workforce sector strategies and those plans required pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
187 188	(c) Each consortium shall submit a plan by January 31 once every four years and shall annually update the plan by January 31 of each year until the next new plan is submitted.
189 190 191 192 193	(d) The chancellor's office shall review the plans on a four-year cycle and ensure that annual updates are made by each consortium. The chancellor's office shall determine if each consortium has made significant progress in meeting the goals and measures outlined in its plan, and provide technical assistance to a consortium that has not met its goals. The chancellor's office is encouraged to provide technical assistance pursuant to this subdivision through the Institutional Effectiveness Partnership Initiative.
194 195 196	(e) To avoid duplication of effort, plans developed pursuant to this section shall be informed by, aligned with, and expand upon regional plans and planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
197 198 199	(f) Community college districts participating in a consortium shall utilize their region's plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.
200 201 202	(g) Community college districts shall meet with the members of their consortium not less than annually to inform on the delivery of career technical education and workforce development courses, programs, and pathways within the region.
203 204 205 206 207 208	(h) Each region's plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region's plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.

(i) It is the intent of the Legislature to align carrong Mcorkforge Paograms chnical education programs within the Strong Workforce Program. Strafficional banguage Ho2016f2017 Kollingian Straffin Blydget Office, and the Department of Finance are requested to investigate the potential consolidation of community college career technical education by the local consolidation of the community college career technical education by the local consolidation of the local consolidation

88824.

- (a) This section only applies for the 2016–17 fiscal year.
- (b) To promote the success of community college students and the career technical education programs that serve them, up to 5 percent of the funds appropriated for the program in the annual Budget Act may be allocated by the Board of Governors of the California Community Colleges to a community college district for statewide activities to improve and administer the program, including the facilitation of system, program, and data alignment at the state and regional levels. The chancellor's office shall consult with the California Workforce Development Board and other appropriate state agencies on the development of all statewide activities that would be implemented by the selected district to facilitate broader workforce and education system alignment. Statewide coordination activities funded out of this allocation may include, but are not limited to, the following activities:
 - (1) State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.
 - (2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.
 - (3) Development and prototyping of innovative policies, practices, and coordinated services with local workforce and education partners.
 - (4) Participation of community college districts in existing regional coalitions and planning efforts.
- 232 (5) Cross-training local program staff.
- 233 (6) Development and maintenance of a state-level cross-system data reporting mechanism with partners 234 formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) for the 235 purpose of monitoring workforce program outcomes and performance accountability.
 - (7) Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.
 - (c) (1) The chancellor's office shall provide to the Department of Finance and the Legislative Analyst's Office its recommendations for the allocation of funds available for each consortium no later than August 30, 2016. The department shall approve the allocation plan before the release of funding. Each consortium, in consultation with local colleges, community college districts, and the chancellor's office, shall select a community college to be a fiscal agent that shall directly receive funds apportioned for the consortium in accordance with this section. The chancellor's office shall determine, for purposes of allocating funds for the consortium and its community college districts, the local unemployment rate, the region's proportion of career technical education full-time equivalent students, and proportion of projected job openings. Each of these three factors shall comprise one-third of the allocation formula. Funds may be used for regionally prioritized projects and programs and locally prioritized projects and programs that meet regional needs for career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.
 - (2) Forty percent of the funds apportioned for the program shall be provided directly to the fiscal agent of the consortium for the purpose of funding regionally prioritized projects and programs that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans.

253 254 255 256 257 258	(3) Sixty percent of the funds apportion at the consortion of the funds apportion of the funds apportion of the consortion of the purpose of funding regionally prioritized projects and programs within the community college district that missisting the consortion of the community of the community of the consortion of
259 260	(d) As a condition of receipt of funds pursuant to subdivision (c), a community college district shall comply with all of the following requirements:
261	(1) Be a member of a consortium.
262 263 264	(2) Participate in regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) and other efforts to align workforce, employment, and education services.
265 266 267	(3) Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017, for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
268 269 270 271 272	(4) Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
273	(5) Certify that the use of funds will meet the intent of the program to accomplish all of the following:
274 275	(A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.
276 277 278 279	(B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
280 281 282	(C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.
283 284 285 286 287 288	(e) Funds appropriated to community college districts for the program shall supplement, not supplant, existing funding of community college career technical education programs. This subdivision shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year.
289	(f) A consortium shall allocate funds only to community college districts.
290 291	88825.
292	(a) This section applies commencing with the 2017–18 fiscal year.
293 294	(b) To promote the success of community college students and the career technical education programs that serve them, up to 5 percent of the funds appropriated for the program may be allocated by the Board of Governors of

295 296 297 298 299 300 301 302	the California Community Colleges to a com Stroity Woldge distribution state activities to improve and administer the program, incl Tdaile tiBilfacities of 2916-2017 California State Buiggertent at the state and regional levels and the implementation of the 25 recommendations presented to the board of governors on January 19 and 20, 2016 phighte Strope/Manisforms/Tayle Spinter Electromed North Colleges in the development of all statewide activities that would be implemented by the selected district to facilitate broader workforce and education system alignment. Statewide coordination activities funded out of this allocation may include, but are not limited to, the following activities:
303 304 305	(1) State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.
306 307	(2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.
308 309	(3) Development and prototyping of innovative policies, practices, and coordinated services with local workforce and education partners.
310	(4) Participation of community college districts in existing regional coalitions and planning efforts.
311	(5) Cross-training local program staff.
312 313 314	(6) Development and maintenance of a state-level cross-system data reporting mechanism with partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) for the purpose of monitoring workforce program outcomes and performance accountability.
315 316	(7) Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.
317 318 319 320	(c) (1) Forty percent of the funds apportioned for the program shall be apportioned directly to the fiscal agent of the consortium for the purpose of funding regionally prioritized projects and programs that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans.
321 322 323 324 325 326	(2) Sixty percent of the funds apportioned for the program shall be apportioned directly to community college districts in the consortium. Funds apportioned directly to a community college district shall be expended for the purpose of funding regionally prioritized projects and programs within the community college district that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans. As a condition of receiving direct funding, each community college district shall actively participate in its consortium.
327 328 329	(d) The allocation of funds to a consortium shall be based on a schedule determined by the chancellor's office and is effective for the four years of each plan cycle. Within the four-year plan cycle, this schedule may be altered to reflect changes in the statewide allocation for the program as appropriated in the annual Budget Act.
330 331 332	(e) The chancellor's office shall provide to the Department of Finance and the Legislative Analyst's Office its recommendations for the allocation of funds available for each consortium no later than August 30 of each year. The department shall approve the allocation plan before the release of funding.
333 334	(f) (1) For each four-year plan cycle, the chancellor's office shall determine the amount of funds to be allocated to each consortium based on the following weighted factors in each region:
335	(A) The unemployment rate. This factor shall comprise 33 percent of the allocation formula.

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338 339	Highlighted <mark>(नि) ग्रेंशकार कुण्यानंतुका बुध अनुपानसंख्यां एक स्थाना स्थान विश्वेत विद्यान स्थान स्यान स्थान स्थान स्थान स्थान स्थान स्थान स्थान स्थान स्थान स्थान</mark>
340 341 342	(D) The proportion of successful workforce outcomes as evidenced by the performance accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128). This factor shall comprise 17 percent of the allocation formula.
343 344 345	(2) For each four-year plan cycle, the chancellor's office shall determine the amount of funds to be allocated directly to each community college district within a consortium based on the weighted factors, specified in subparagraphs (A) to (D), inclusive, of paragraph (1), in each district within the region.
346 347 348	(g) A consortium shall allocate funds in accordance with its plan and only to community college districts. Decisions governing, or relating to, the distribution of the consortium's fiscal resources shall be determined exclusively by the community college districts participating in the consortium.
349 350	(h) As a condition of receipt of funds under this section, a participating community college district shall comply with all of the following:
351	(1) Be a member of a consortium.
352 353 354	(2) Participate in regional planning efforts formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) and other efforts that align workforce, employment, and education services.
355 356	(3) Work with other consortium members to create and submit a plan to the chancellor's office by January 31 of every fourth year of a four-year plan cycle.
357 358 359 360 361	(4) Provide accessible performance and labor market data that can be used by community college districts and their regional partners to support the implementation of the program and any related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).
362	(5) Include interested public universities in regional planning.
363	(6) Certify that the use of funds will meet the intent of the program to accomplish all of the following:
364 365	(A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.
366 367 368 369	(B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
370 371 372	(C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.
373 374 375	(i) Funds appropriated to community college districts for the program shall supplement, not supplant, existing funding of community college career technical education programs. This subdivision shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs,

376 but the percentage of that community collegerding latter before the percentage of that community collegerding latter before the percentage of that community colleger latter before the percentage of the percentage 377 technical education courses italione illustrate in the district shall not be 378 reduced from the percentage computed for the 2015-16 fiscal year. Highlighted in yellow is language of interest to local colleges/districts and their CTE Regional Consortia. 379 (j) Programs, courses, or instructional materials developed using funding from the program may be made available 380 to all community college districts, as appropriate, through the online clearinghouse of information created as part 381 of the Institutional Effectiveness Partnership Initiative. 382 88826. 383 384 (a) The chancellor's office shall implement performance accountability outcome measures for the program that 385 provide the Governor, the Legislature, and the general public with information that quantifies employer and 386 student outcomes for those participating in the program. These performance accountability measures shall, to the 387 extent possible, align with the performance accountability measures of the federal Workforce Innovation and 388 Opportunity Act (Public Law 113-128). Outcome measures shall include, to the extent possible, demographic data, 389 to allow policymakers and the general public to evaluate progress in closing equity gaps in program access and 390 completion, and earnings of underserved demographic groups. 391 (b) The chancellor's office shall post on its Internet Web site, for ease of access, all regional plans and their 392 subsequent progress plans, and solicit feedback from each consortium on recommendations they have for overall 393 program improvement. 394 (c) (1) Commencing in 2018, the chancellor's office shall submit a report on the program to the Governor and the Legislature on or before the January 1 immediately subsequent to the fiscal year which the report addresses. This 395 396 report shall include, but is not limited to, all of the following: 397 (A) Data summarizing outcome accountability performance measures collected by the chancellor's office 398 pursuant to subdivision (a). 399 (B) A summary of recommendations for program improvement collected by the chancellor's office 400 pursuant to subdivision (b). 401 (C) Recommendations for future allocations to consortiums based upon program outcomes, including, at 402 a minimum, the number of certificates granted to, and wage increases of, students who have completed a 403 career technical education program. 404 (2) A report to be submitted pursuant to paragraph (1) shall be submitted in compliance with Section 9795 of 405 the Government Code.

Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment

(Local and Regional Share)

Reasonable

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that can guide this definition are: necessary for the performance of the funding; follow sound business practices (procurement processes, follow state and local laws, follow the terms of the funding source); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

The following, directly relate to Strong Workforce Education Code Requirements and some examples of the standard non-allowable activities that meet the "front-page of the newspaper" test of reasonable and the allowable indirect cost rate:

- Supplanting: Funds appropriated to community college districts for local or regional share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. [EC§88824(e)]
- Funding CTE Only: Funds expended must show a direct benefit to the requirements of the Strong Workforce Program outcomes of increasing the number of quality students or programs in CTE courses programs and pathways and addressing the recommendations of the Strong Workforce Task Force. [EC§88824(d)(5)(A-C)]
- Duplication of Effort: To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs. [EC§88821(4)(d)
- District Procedures: All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending (local and regional) allocations.

Non-Allowable Activities:

Entertainment – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Alcoholic Beverages - Costs of alcoholic beverages are unallowable.

Contingency (Rainy Day Funds) – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

Goods and Services for Personal Use – Cost of goods and services for Personal use is unallowable.

Lobbying – Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

Contributions or Donations – Cash or property contributions or donations are unallowable.

Fund Raising and Investment Costs - Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

Indirect Cost Rates Allowed

Allocation	Indirect Cost Rate (Total Direct Costs)
60% Local Share	4%
40% Regional Share	No Indirect Allowed

The following table can be used as a quick reference guide for participation requirements and/or plan requirements as listed within Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines. This table is not meant to substitute a full review of

Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines in their entirety in addition to all recommendations from the Strong Workforce Task Force. Links to the above mentioned documents and documents that are designed to inform in the development of these investments can be found at: http://doingwhatmatters.ccco.edu/StrongWorkforce.aspx

Recipients of Local or Regional Share Funding Shall	Plans for Local or Regional Share Funding Shall Address
Be a member of a consortium [EC§88824(d)(1)] (Career Technical Education Regional Consortium," or "consortium," means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor's office for the purpose of coordination and joint planning within regions, as defined in subdivision [EC88822§(c)])	Increasing the number of student in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes. [EC§88824(d)(5)(A)]
Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017 [EC§88824 (d)(2)], for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	Increasing the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes (completions, transfer, employment rates, employment in a field of study, earning, median change in earning, proportion of student who attained living wages). [EC§88824(d)(5)(B)]
Collaborate: [EC§88821(a-e)] All Community College Districts participating in local or regional investments are required to follow collaboration requirements as specified in these sections.	Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning. [EC§88824(d)(5)(C)] http://doingwhatmatters.ccco.edu/portals/6/docs/sw/2016 11%20Workforce Task Force Implementation%20Recommendations%20Version%201.pdf
LMI Data: [EC§88824(d)(4)] Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	Local Investment Shall: Provide Evidence of Demand for Workers within the funded CTE Program or Across Multiple Programs Identify geography and occupations targeted Identify demand and supply and gap Cite source of Labor Market Information

Local Investment Planning Efforts:

[EC§88823(f)] Community College Districts participating in a consortium shall utilize their region's plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.

Regional Investment Shall -- [EC 88823(b)(3-7)] review for the following:

Summary of Local Share Investments by Sector

Regional/Sub Regional Labor Market Information

Supply & Demand Table with Living Wage Occupations

Other Establish Questions & Agenda for Collaborative Regional Planning

Are priority and emergent sectors for the region still the same?

What more must be done for students to move through the region's career pathways in the sectors?

How will job placement, internships, and regional industry engagement be coordinated?

How can industry inform and co-invest in CTE?

Certifications: [EC§88824(d)(5)(A-C)]Community College Districts will certify that the use of funds will meet the intent of the program to accomplish all of the following:

- (A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.
- (B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
- (C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

Regional Share Plan [EC §88823 (h)]

Each region's plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region's plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.

Regional Share Consortium Shall:

- [EC§88824(c)(1) & §88823(b)(1)] each consortium shall select a CCD to be fiscal agent.
- [EC§88824(f)] a consortium shall allocate funds only to CCDs.
- [EC§88823(b)(2] a consortium shall establish
 a governance model for the consortium.
 Fiscal Resources shall be determined
 exclusively by the CCDs participating in the
 consortium.

Frequently Asked Questions for \$200M Budget Rollout Strong Workforce Program

Local Strong Workforce System FAQs

- Q: What is the URL link for the Local Strong Workforce System?
- A: http://swplocal.cccco.edu/
- Q: How do I obtain the user name and password for the Local Strong Workforce System?
- A: The District Contact person will need to email **strongworkforcehelpdesk@cccco.edu** to obtain a list of usernames and passwords for colleges within their district. The usernames and passwords will then be distributed to the colleges.
- Q: How do we know who is the district representative? Is it the CEO, the VPI, the CBO?
- A: The Chancellor's Office will leave it to the discretion of the CCD to assign the representative that will, on behalf of the CCD, acquire and distribute its colleges usernames and passcodes.
- Q: Is there a Board of Trustees action required?
- A: No, under statute there is no required board of trustee approval required at the local level. However, colleges and districts should follow local policy.
- Q: Does the template receive some sort of "official approval," and if so, do we have to wait to begin expending funds?
- A: Yes, the Local Share Template is certified at the college level and then at the district level to verify the budget. However, funds can be expended now, but be mindful that the expenditures are contingent on the budget, and the proposed increase to the Strong Workforce Metric outcomes.
- Q: Who is the CSA (college signing authority) for my college?
- A: A list of CSAs by college can be found here.
- Q: Who is the DSA (district signing authority) for my district?
- A: A list of DSAs by district can be found here.
- Q: Does the criterion of "evidence of demand" include existing programs or just new and emerging programs?
- A: Evidence of demand can include existing programs. For example, the Labor Market Information (LMI) or Launch board data might indicate there is an oversupply in a particular area where a program currently exists. A second example might include expanding an existing program because of greater need as shown by LMI or Launch board data.
- Q: Is there any plan to share effective practices in college decision making for the local funds. In other words, how are colleges ensuring that the discussions are broad and engaging of faculty leaders across the institution while at the same time ensuring that CTE faculty expertise and discipline knowledge is respected?

A: The **guidance document about allowable costs** talks about ensuring that input has been received by faculty and dean levels in order to inform planning. In addition, the Labor Market Information (LMI) and data elements called for in the plan are designed to help create and sustain data conversations that are part of effective planning. Keep in mind that FTES must not go below the baseline ratio established for CTE FTES.

Q: Oh no! I've submitted my plan on accident. What do I do now?

A: If you've submitted a plan on accident, you will need to look at the spreadsheet and see who at your College was given CSA access. The CSA can then login and mark your plan as "Needs Revision". This kicks the submitted plan back to you to edit and re-submit.

Q: As a test, I created too many plans that I do not need. Can I delete them?

A: Yes! Although plans that are not submitted do not hinder the application process and those that are accidently submitted can be unlocked, we have worked diligently to bring you this feature. To prevent data loss, this feature will be implemented overnight and will be live 1/25/2017.

Q: Oops. I submitted a plan that I do not want at all.

A: Follow the same procedure as above. Have the CSA unlock the plan and then just do not resubmit it. You can then delete on 1/25/2017.

Q: The budget total is not calculating!

A: The field requested that we make the indirect costs field customizable. In our effort to remove the hard locked auto calculation for indirect costs, it released a cascade of issues. Fortunately, our staff has applied a fix, and as of 1/24/2017, the budget is working properly.

Q: I am still having issues. How can I make it easier for you to replicate this and solve it within a reasonable period?

A: Login to the Local Share Template, and on the navigation bar click on "Report Issue". Here you can replicate the steps so that our staff can properly address the issue. You can also go here https://swplocal.cccco.edu/issues/lognew

Q: Why did the Task Force Recommendations pop up on my system?

A: If you chose All Programs, you are then prompted to choose Strong Workforce Task Force Recommendations that are most applicable to how you are spending the money. Please note that you will need to click on the recommendations to expand them. Click through the recommendations until you can see check boxes. You are free to choose as many as you would like in each category.

Q: I can't seem to find ALL Programs.

A: The All Programs Top Code does populate. However, you have to scroll further down so you can see it. A quick work around is entering TOP 6 - All Programs - (All)

Q: Where did the optional CTE Calculator go?

A: Due to confusion and low user interaction, we have removed this feature.

All Other FAQs

Q: Are we required to obtain approval from the Chancellor's Office for out-of-state travel funded by SWP?

A: No, however colleges should review such expenditures to ensure that the extra expense involved in out-of-state travel will contribute significantly to meeting the goals of the Strong Workforce Program. Colleges should also be comfortable that out-of-state travel could appear on the front page of the paper or the evening news without causing the public to question the validity of the expense. Colleges must, of course, follow their district's policies with regard to travel.

Approved by CO: 4/6/17

Q: We have a building that requires renovation in order for us to offer a new CTE program that meets a need in our regional labor market. May we use Strong Workforce Program funds to support this renovation?

- A: As with all CTE investments, colleges should judge the appropriateness of an investment by assessing the extent to which it supports the Strong Workforce Program goals. As 888824(5) states, districts must certify that the use of Strong Workforce Program funds meets the following requirements:
- A) Increase the number of students in quality CTE courses, programs, and pathways that will achieve successful workforce outcomes
- B) Increase the number of quality CTE courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging CTE courses, programs and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
- C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

Colleges should also take into consideration the requirement that these funds not supplant. Assuming that there is a documented strong labor market demand for the program and that the program is the sole beneficiary of the renovation, then this could be a very appropriate expenditure. If the building renovation would also benefit programs that are not CTE or are serving occupations that are not demand, it would be appropriate to fund the renovation with SWP funds in proportion to the indemand CTE program's share of the overall costs and benefits of the renovation.

Approved by CO: 4/6/17

Q: Can SWP funds be used to cover registration fees and other supportive costs for College Promise programs modeled after the Long Beach Promise?

- A: The Ed Code does not allow colleges to use district resources to pay for student registration fees that are not otherwise waived. (The Board of Governors Fee Waiver is an example of a specifically authorized fee waiver.) See Enrollment Fee Waivers Legal Opinion O 11-03 for more information. Other expenses consistent with the goals of the legislation may be eligible. As 888824(5) states, districts must certify that the use of Strong Workforce Program funds meets the following requirements:
- A) Increase the number of students in quality CTE courses, programs, and pathways that will achieve successful workforce outcomes

- B) Increase the number of quality CTE courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging CTE courses, programs and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
- C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

Approved by CO: 4/6/17

Q: Is it acceptable to offload existing faculty salaries onto Strong Workforce Program funding?

A: The statute 88824 (e) specifically says "Funds appropriated to community college districts for the program shall supplement, and NOT SUPPLANT, existing funding of community college career technical education programs."

888824 (5) states that districts must certify that the use of Local Share meets the following:

- A) Increase the <u>number</u> of students in quality CTE courses, programs, and pathways that will achieve successful workforce outcomes
- B) Increase the number of <u>quality</u> CTE courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging CTE courses, programs and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
- C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

Successful workforce outcomes are limited to these multiple measures:

INCREASE QUANTITY ("more") - required

CTE enrollment

IMPROVE QUALITY ("better") - choose at least one

- Completion
- Transfer
- Employment rates
- Employment in field of study
- Earnings
- Median change in earnings
- Proportion of students who attained living wages

Shifting existing salaries to this pot is supplanting. And, is out of compliance with the law as allowable use for the dollars.

Q: Can you explain the performance-based portion of the Strong Workforce program that is scheduled to begin in 2017-18?

A: The statute introduces a *workforce success and social mobility incentive* into the formula for allocating 1/6th of the dollars starting the second year of Strong Workforce Program. As a trade-off for offering unprecedented flexibility in the use of these dollars to drive more and better CTE, the Governor and Legislature incorporated this incentive to ensure that our colleges remain focused on

delivering the much-needed 1 million more industry-valued middle-skill credentials that served the goal of the Board of Governors Strong Workforce Task Force.

In order to advise the implementation of the *workforce success and social mobility incentive*, a stakeholder committee (to be called the '17% Committee') is being formed to examine several possible several possible models across states for implementing incentives and advise on the roll out. The aim is to ensure there is fairness for the colleges while meeting the intent of the statute. The ASCCC has been invited to participate on this committee, which will not meet until early 2017.

Q: Can I hire (e.g., CTE faculty, CTE Deans, coordinators, job developers, counselors for CTE counseling, etc.) using the Strong Workforce Program funds?

A: It is your decision on how best to use the funds as long as you are driving more CTE and better CTE outcomes and adhering to the requirements of the trailer bill language.

We recommend that no less than 17% of your Local Share be kept flexible. This is because in year two, 17% of your Local Share is determined based on your college's contributions to workforce outcomes. This variable is new in year two, and not in year one. Financially strong districts have a rule of thumb to not spend more than 75% of a categorical on personnel cost. In a few year's time, your CTE programs may need a monies retool/upgrade to keep them relevant. So, it is best to give yourself some financial flexibility by not committing all your Local Shares to ongoing personnel cost.

- Q: Where can I find a copy of the Strong Workforce Program trailer bill language?
- A: Click here for a pdf or word version.
- Q: When will Local Share and Regional Share allocations be known?
- A: Preliminary allocations will be published by the CCCCO by 7/31/16 and made final upon approval by the Board of Governors at its 9/19/16 meeting.
- Q: What is the data source for modeling the allocations?
- A: The **trailer bill language** specifies the factors and the weighting of the factors in determining the Local Shares and Regional Shares. The CCCCO has used EMSI five-year projections as the source for 'projected job openings'. ESRI by zip code is the source for 'unemployment'. 'CTE FTES' data is from 2014-15, which is the latest year of data provided by colleges to the CCCCO MIS system. The CCCCO does not need any data from colleges/districts to model the allocations.
- Q: Will non-credit be included in the 'CTE FTES' calculations for allocations?
- A: Yes, both non-credit and credit 'CTE FTES' are included.
- Q: Will the local Strong Workforce funds come to the college as categorical?
- A: Yes
- Q: Are these ongoing funds?
- A: Yes, every year, \$200M in funds will be made available as a categorical to our system.
- Q: Can we collect FTES apportionment on these CTE programs?

A: Yes, as long as some portion is funded by general funds and the district does not otherwise receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group in accordance with Education Code Section 84752 and California Code of Regulations, Title 5 Section 58051.5.

Q: How long do we have to spend the funds?

A: The 2016-17 allocations will be available for Local Share spending through December 31, 2018. Note: Each year, you will get another year's allocation of Local Share.

Q: What if I can't figure out enough ways to use my 2016-17 Local Shares?

A: Your use of Local Share will be reviewed in year two and we will start a discussion with you to return funds halfway through year two if any are still uncommitted.

Q: With the development of new programs comes substantive change applications with the ACCJC. Not only is it time consuming for someone to prepare the substantive change documents, but they also have to pay a fee to ACCJC to process it. Can the Strong Workforce funds be used to pay for this?

A: It is your decision on how to use the funds as long as you are meeting the multiple measures of CTE outcomes and adhering to the requirements of the trailer bill language.

Q: Does the 50% law apply?

A: These are restricted categorical funds and therefore excluded from the 50% law.

Q: Does the FON apply?

A: If any staff hired is tenure track, that portion can count towards your FON.

Q: Who can be voting members of the CTE Consortium for the use of the Regional Shares of the \$200M?

A: Trailer bill section 88823 under subdivision of bullet point (b), (2), states: "Decisions governing, or relating to, the distribution of fiscal resources shall be determined exclusively by the community college districts participating in the consortium." Each CTE Regional Consortia has or will post to their website the decision-making structure agreed upon by their participating colleges/districts.

Q: What are the TOP codes associated with "CTE FTES" in COMIS? Isn't there a data dictionary online?

A: TOP codes are identified as being Vocational (CTE), or not, in the TOP Code Manual.

Q: Where can find out more about the federal Workforce Innovation & Opportunities Act (WIOA)?

A: See helpful WIOA links.

Q: How should a multi-college district allocate Local Share funds between its colleges?

A: There are a number of methods districts have used to allocate Local Share funds between their colleges. Below are some examples:

- 1. Allocate based on CTE FTES

- Allocate based on FTES
 Allocate based on weighting CTE FTES and FTES
 Allocated based on weighting CTE FTES and FTES
 Allocated based on the same 3 variables as SWP: unemployment, projected job openings, CTE FTES

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.5 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: HVAC and Roofing for 5 Buildings and Central Plant at Irvine

Valley College, Architectural Services, Westberg + White, Inc.

ACTION: Approval

BACKGROUND

On August 27, 2018, the Board of Trustees approved the fiscal year 2018-2019 Adopted Budget. The budget included basic aid funds equaling \$3,828,162 for Irvine Valley College scheduled maintenance projects (college-wide). Combined with matching local funds, a budget of \$7,656,324 was made available for this work.

There is a need to obtain architectural services for HVAC and Roofing for 5 Buildings and the Central Plant at Irvine Valley College.

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

STATUS

On December 6, 2019, Request for Qualifications and Proposals 370 for Architectural Services (RFQ&P) was issued by placing advertisements in the OC Register on December 6 and 13, 2019. The RFQ&P document was made available on the District's website and sent out to 165 firms through the PlanetBids system. The District further identified and reached out to 74 firms and distributed the RFQ&P. On January 21, 2020, nine proposals were received and have been deemed responsive in conformance to RFQ&P specifications (EXHIBIT A).

District and college facilities staff evaluated the submittals. Criteria for evaluation included experience with similar community college projects, number of years performing services, commitment to seeing projects through to completion and assurance that fees are fair and reasonable. After the initial evaluation, three firms were invited for interviews and oral presentations on January 30, 2020. Staff recommends award of the Architectural Services agreement (EXHIBIT B) to Westberg + White, Inc. for the HVAC and Roofing for 5 Buildings and Central Plant at IVC, in the amount of \$550,000.

Basic aid and matching local funds are available in the approved project budget of \$7,656,324.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Architectural Services agreement with Westberg + White, Inc. for the HVAC and Roofing for 5 Buildings and Central Plant at IVC, in the amount of \$550,000.



Architectural Services

HVAC and Roofing for 5 Buildings and Central Plant at Irvine Valley College

Submittals South Orange County Community College District March 23, 2020

COMPANY NAME	CITY	PROPOSAL EVALUATION SCORE	TOTAL PROPOSED FEE
*Westberg + White, Inc.	Tustin, CA	86	**\$550,000
Donald Krotee Partnership, Inc.	Santa Ana, CA	83	\$520,000
WLC Architects, Inc.	Rancho Cucamonga, CA	76	\$627,500
PBK Architects, Inc.	Costa Mesa, CA	69	\$570,000
IBI Group	Irvine, CA	65	\$627,500
Flewelling & Moody	Los Angeles, CA	60	\$594,000
Sillman Wright Architects	San Diego, CA	60	\$742,000
TAIT & Associates, Inc.	Santa Ana, CA	57	\$595,000
Morissey Associates, Inc.	Santa Ana, CA	57	\$679,450

^{*} Firm recommended for award of contract.

After consideration and committee review of the RFQ&P response, the committee recommends the above noted Architectural Services firm for the following reasons:

- Proven company track record with extensive community college experience.
- Demonstrated best fit in understanding the project's needs and end user expectations.
- Demonstrated the team's architectural knowledge, experience and expertise in relation to the project.

^{**}Final negotiated fee.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ARCHITECTURAL SERVICES AGREEMENT HVAC AND ROOFING FOR 5 BUILDINGS AND CENTRAL PLANT, IRVINE VALLEY COLLEGE

WESTBERG + WHITE, INC.

This AGREEMENT is made and entered into this 24th day of March in the year 2020 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Westberg + White, Inc., 14471 Chambers Road, Suite 210, Tustin, CA 92780 hereinafter referred to as "ARCHITECT";

WHEREAS, the DISTRICT is a community college DISTRICT organized under the laws of the State of California with authority conferred under Government Code sections 4525 et seq. and 53060 to contract for professional services in the field of architecture; and

WHEREAS, DISTRICT desires to obtain architectural services for HVAC and Roofing For 5 Buildings and Central Plant at Irvine Valley College, hereinafter referred to as "PROJECT"; and

WHEREAS, on December 6, 2019, the District issued RFQ&P No. 370 Architectural Services for HVAC and Roofing For 5 Buildings and Central Plant at Irvine Valley College ("RFQ&P") in conformity with state and local laws. The RFQ&P is referenced herein and made a part hereof, as Attachment A, and the ARCHITECT's response to the RFP ("ARCHITECT Proposal") to District, dated January 21, 2020, is referenced herein and made a part hereof, as Attachment B;

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California; and

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 ARCHITECT'S SERVICES AND RESPONSIBILITIES

- 1.1. <u>Services</u>. The ARCHITECT's services shall consist of those services performed by the ARCHITECT and ARCHITECT's employees as enumerated in this AGREEMENT, along with all aspects of services as identified in the RFQ&P (Attachment A) and ARCHITECT Proposal (Attachment B). The AGREEMENT, Attachment A and Attachment B shall collectively be defined as the "Services." The Parties understand and agree that the AGREEMENT along with the Fee and Rate Proposal (Attachment C) and Criteria and Billing for Extra Work (Attachment D) shall be the prevailing and governing documents and that Attachments B and C are intended to cooperate and be complementary.
- 1.2. Standard of Care and Professional Conduct. The ARCHITECT will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The ARCHITECT will furnish, at its expense, those Services that are set forth in this AGREEMENT and represents that the Services set forth in said EXHIBIT are within the technical and professional

areas of expertise of the ARCHITECT or any sub-consultant the ARCHITECT has engaged or will engage to perform the Service(s). The DISTRICT shall request in writing if the DISTRICT desires the ARCHITECT to provide Services in addition to, or different from, the Services described. The ARCHITECT shall advise the DISTRICT in writing of any Services that, in the ARCHITECT's opinion, lie outside of the technical and professional expertise of the ARCHITECT. The Work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof.

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

- 1.3. Key Individual Assignment. The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. The ARCHITECT shall designate Greg Beard as Project Executive, and a management team of Jon Gomer, Project Lead; and Marlis Harang, Project Architect. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT'S firm that will be associated with the PROJECT.
- 1.4. Replacement of Key Individual. If the designated PROJECT manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the ARCHITECT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview. A PROJECT manager and all lead or key personnel must also be designated by the ARCHITECT and are subject to all conditions previously stated in this paragraph.
- 1.5. Relationship of Architect to Other PROJECT Participants. ARCHITECT'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Contractor; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with bidding and/or construction of the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The ARCHITECT shall perform its duties in accordance with its contract(s) with the DISTRICT. ARCHITECT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements.
- 1.6. PROJECT Schedule. The ARCHITECT acknowledges that all time limits stated in this AGREEMENT are of the utmost importance to DISTRICT. The ARCHITECT shall submit for the DISTRICT'S approval a schedule for the performance of the ARCHITECT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having

jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

ARTICLE 2 SCOPE OF ARCHITECT'S SERVICES

2.1. <u>Services</u>. The ARCHITECT'S services consist of those described in Article 2 or this Agreement and Attachment A.

The ARCHITECT'S services include normal architectural, structural, mechanical (including basic commissioning), electrical, plumbing, and cost estimating, services necessary to produce a reasonably complete and accurate set of construction documents except those engineering services provided by the DISTRICT.

- a. <u>Coordination Efforts</u>. The ARCHITECT will coordinate scope to integrate with existing systems, and may need to work directly with IVC facilities, vendors, consultants, and administration. They will also design and provide within the contract documents protection from work underway for students, staff, and faculty as it pertains to egress and ADA concerns.
- <u>Utility Design</u>. Utility design will involve only those systems currently in place. Power and data will come from existing locations unless design warrants a change to infrastructure. There will be no need to design additional utilities beyond those currently serving existing equipment.
- c. <u>Fire Alarm</u>. Fire alarm programming will occur through college's consultant, however, this scope may include the replacement of devices associated with mechanical systems as replacement occurs. Coordination will be required.
- 2.2. <u>Coordination of Others</u>. The ARCHITECT shall coordinate efforts with the college, the college's designees, construction performed by separate contractors or by the DISTRICT'S own employees.
- 2.3. <u>Regulatory Compliance</u>. The ARCHITECT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.4. **Existing Conditions**. The ARCHITECT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.
- 2.5. **Non Responsibility**. ARCHITECT and ARCHITECT'S consultants shall have no responsibility for:
 - a. The presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
 - b. Ground contamination
 - c. Environmental Impact Report/CEQA declarations

- d. Historical significance report
- e. Soils Investigation/Geotechnical Hazard Report
- f. Topographical survey

2.6. **Design Phase**.

- a. Participate in a general PROJECT kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.
- b. After Schematic Design and before beginning Design Development of the PROJECT, the ARCHITECT shall submit to the DISTRICT a written preliminary estimate of the construction cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost.
- c. Based on the approved preliminary documents outlining the scope of work and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT.
- d. ARCHITECT must respond to/incorporate constructability comments during the construction document phases.
- e. Final documents shall include:
 - 1. Architectural:
 - i. Architectural details and large blow-ups completed.
 - ii. Associated utility plans completed.
 - 2. Structural:
 - i. Structural floor plans and sections with detailing completed.
 - ii. Structural calculations completed.
 - 3. Mechanical:
 - i. Large scale mechanical details completed.
 - ii. Mechanical equipment schedules completed.
 - iii. Completed electrical schematic for HVAC equipment.
 - iv. Complete calculations including energy conservation and report.

v. Specifications describing contractor's responsibilities related to mechanical system startup, test & balance, and functional testing to demonstrate completion of work. See also 2.38 below.

4. Electrical:

- i. Lighting and power plan including all switching and controls.
- ii. Complete electrical distribution including a single line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
- iii. All electrical equipment schedules completed.
- iv. All fire alarm systems completed and compatible with existing College fire alarm system to meet current DSA requirements.
- v. Electrical load calculations completed.
- 5. Civil: All site plans, as required for DSA submittal.
- 6. Landscape: Not applicable.
- 7. Probable Cost: Update and refine the probable cost. Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated CM fee and general conditions shall be listed separately.

8. Specifications:

- i. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the PROJECT in CSI format.
- ii. Specifications shall not contain restrictions that will limit competitive bids other than those approved by the DISTRICT as necessary to meet maintenance requirements.
- 9. Final contract documents shall consist of the following:
 - Drawings: All drawings with ARCHITECT/sub-consultant's State license stamp and DSA stamp.
 - ii. Specifications: Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.

- iii. Completely coordinated sub-consultant's work.
- 2.7. <u>Coordination for Government Authorities</u>. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT'S assistance. Included in this filing shall be an energy modeling document for submittal to the State. The DISTRICT shall pay all fees required by such governmental authorities.

A minimum of two weeks prior to anticipated plan submission to the Division of the State Architect (DSA), the ARCHITECT shall convene a final design review conference to be attended by the DISTRICT and all subconsultants for the purpose of confirming readiness for submission. The ARCHITECT shall utilize the most current version of Form DSA-3, Project Submittal Checklist, to document the completeness of the submission. Status indicated on the checklist shall be verified by physical examination of the project documents during the review conference. Any forms required to be submitted to DSA at the time of plan submission shall be reviewed in draft form at the design review conference. Should the project not be considered sufficiently complete for submission to DSA, the ARCHITECT shall convene, at no additional cost to the DISTRICT, an additional design review conference, after deficiencies from the initial conference have been resolved, to confirm readiness for submission.

- 2.8. **Qualified Personnel**. The ARCHITECT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.
- 2.9. <u>Subconsultants</u>. The ARCHITECT has submitted a list of qualified engineers for the PROJECT (Attachment B). ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this AGREEMENT. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this AGREEMENT. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.
- 2.10. <u>Utility Design</u>. Equipment to be replaced is served by existing utilities. Architect to evaluate and design power and data to serve new equipment if existing utilities are insufficient.
- 2.11. <u>Fire Alarm</u>. Fire alarm programming will occur through college's consultant. Fire alarm programming will not be a component of this PROJECT.
- 2.12. <u>Written Understanding</u>. The ARCHITECT and the DISTRICT have discussed the needs and the requirements of the PROJECT and have arrived at a mutual written understanding of such needs and requirements as identified in this contract will form the basis for the PROJECT Scope of Services.

- 2.13. Written Records. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.
- 2.14. <u>Schedule Budget Analysis</u>. The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT'S PROJECT schedule and construction budget requirements, each in terms of the other and shall advise the DISTRICT, in writing, of any adjustments to the schedule and/or estimate of Construction Cost. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
- 2.15. <u>Construction Cost</u>. The construction cost shall be the total estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
 - a. During Schematic Design and into Design Development, design shall be determined by the DISTRICT'S budget for the PROJECT. Construction costs will be assessed during the Design Development phase and at the DISTRICT'S discretion and upon approval, scope or budget may be adjusted if necessary for the Construction Document phase.
 - b. During the bidding phase, construction cost shall be determined by the lowest responsible bid.
 - c. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
 - d. Construction costs are considered hard PROJECT costs and therefore does not include the compensation of the ARCHITECT and ARCHITECT'S consultants, or other costs which are the responsibility of the DISTRICT.
 - e. The ARCHITECT'S evaluations of the DISTRICT'S PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost represent the ARCHITECT'S best judgment as a professional familiar with the construction industry.
 - f. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not commenced within ninety (90) days after the ARCHITECT submits the DSA stamped set of Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.
 - g. If the lowest bid received exceeds the fixed limit of construction cost, the DISTRICT shall:
 - 1. give written approval of an increase of such fixed limit;

- 2. authorize rebidding of the PROJECT within a reasonable time;
- 3. if the PROJECT is abandoned, terminate it in accordance this AGREEMENT; or
- 4. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost. If the DISTRICT chooses to proceed in accordance with this option, the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.
- 2.16. **Revit or CAD**. The ARCHITECT and their consultant(s) shall employ Revit or AutoCAD, or other District-approved software. The ARCHITECT will be responsible to manage the entirety of design documents for the PROJECT start to finish.
 - Building Information Modeling is not required for this project.
- 2.17. **Sustainability**. Not Used.
- 2.18. <u>Building Codes</u>. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this PROJECT. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.
- 2.19. **Coordination for Geological Report**. Not Used.
- 2.20. <u>Bid Prep</u>. The ARCHITECT shall prepare all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.
- 2.21. <u>Bid Marketing</u>. The ARCHITECT, following the DISTRICT'S approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.
- 2.22. Over-Budget at Bid. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.
- 2.23. **FFE Selection and Procurement**. The ARCHITECT shall provide interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

- 2.24. <u>Construction Administration</u>. The ARCHITECT shall provide administration of the construction contract. The ARCHITECT'S responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT and the final close out acknowledgement by the Division of the State Architect.
- 2.25. **Evaluate Contractor Performance**. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.
- 2.26. <u>Submittals</u>. The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT'S action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.
- 2.27. <u>Substitutions</u>. The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.
- 2.28. <u>District Representative</u>. The ARCHITECT shall be the DISTRICT'S representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.
- 2.29. Site Visits. The ARCHITECT shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT'S benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of his/her on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.
- 2.30. **Site Access**. The ARCHITECT shall have access to the work at all times.

- 2.31. <u>Certification of Payment</u>. The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT'S certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT'S observations and inspections at the site that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.
- 2.32. **Reject Work**. The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.
- 2.33. Change Orders. The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT'S approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the PROJECT. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.
- 2.34. <u>Claim Evaluation</u>. The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.
- 2.35. <u>Substantial Completion</u>. The ARCHITECT shall inspect the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.
- 2.36. **Record Drawings**. ARCHITECT shall prepare a set of CAD or Revit drawings showing significant changes in the work made during construction based on marked up prints, drawings and other data furnished by the Contractor to the ARCHITECT.
- 2.37. <u>Punch List</u>. The ARCHITECT'S responsibility to provide Services for the Close Out phase under this AGREEMENT includes a punch list walk, documentation and recommendation for incomplete or corrective work, and any subsequent punch list walks to determine completeness.
 - a. ARCHITECT shall develop and confirm completion of comprehensive punch lists items including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.

- b. ARCHITECT shall coordinate with the Contractor and the Inspector of Record to obtain DSA PROJECT close out.
- 2.38. <u>Commissioning.</u> ARCHITECT'S services shall include a basic level of mechanical systems commissioning and will include the following:
 - a. Equipment startup supervision and documentation. Startup requirements and checklist to be created by manufacturer or mechanical engineer, or both.
 - b. Test and Balance (T&B) report review and evaluation. T&B to be performed by third-party, certified technician.
 - c. Supervision of functional testing of general system operation, system controls, safeties, and alarms.

ARTICLE 3 ADDITIONAL ARCHITECT'S SERVICES

- 3.1. Additional Services. Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, ARCHITECT shall be compensated for the same in accordance with the provisions of the AGREEMENT relating to Additional Services and the amounts indicated in Attachment D. The District must approve an amendment to this AGREEMENT, fully executed, prior to ARCHITECT performing any Additional Services. The ARCHITECT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT.
- 3.2. <u>Notification and Authorization</u>. ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT'S control. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be <u>compensated based on attached standard hourly rates</u>. Such services shall include:
 - a. <u>Regulatory Revisions</u>. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. <u>Scope Change after Phase Approvals</u>. Providing services required because of significant changes made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT'S schedule, except for services required under Article V, paragraph 10 and changes related to design errors or omissions.
 - c. <u>Change Orders.</u> Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
 - d. <u>Damage or Destruction</u>. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.

- e. <u>Contractor Default</u>. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
- f. <u>Legal Services</u>. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
- g. <u>Consultant Coordination</u>. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
- h. <u>Test and Balance</u>. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- i. <u>FF & E</u>. Providing interior design and other similar services required for ensuring the accessibility clearance are met in all spaces are required in the baseline services. Services in connection with the selection, procurement or installation of furniture, furnishings and related equipment shall be additional.
- 3.3. <u>Construction Administration Add Service</u>. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more PROJECT Representatives to assist in carrying out more extensive representation at the site than is described herein. The PROJECT Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such PROJECT Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such PROJECT representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

ARTICLE 4 TERMS OF SERVICE

- 4.1. <u>Time is of the Essence</u>. Time is of the essence in the performance of each Party's obligations under this AGREEMENT, including without limitation ARCHITECT'S performance of the service required hereunder and DISTRICT'S payment of all sums due to ARCHITECT.
- 4.2. <u>Term</u>. The construction time frame is anticipated for 29 months. Services under this AGREEMENT shall be diligently performed by the ARCHITECT through the anticipated construction timeframe plus one additional year for the 11 month warranty walk. The ARCHITECT'S contract shall start on March 24, 2020 and shall terminate upon completion of the warranty walk for a completion date of October 31, 2024.

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

ARTICLE 5 INDEMNITY AND INSURANCE

- Hold Harmless and Indemnification. To the fullest extent permitted by law, the ARCHITECT shall 5.1. defend (with counsel of DISTRICT's choosing), indemnify, and hold harmless the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, and volunteers (collectively "Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, in law or equity, property damage, personal injury, damages or injuries of any kind, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, negligence, recklessness or willful misconduct of ARCHITECT, its officials, officers, agents, employees, representatives, subconsultant, or volunteers, in connection with the performance of the ARCHITECT's Work of this AGREEMENT or obligations hereunder, including without limitation the payment of all consequential damages, expert witness fees, attorney's fees, and other related costs and expenses. ARCHITECT shall reimburse the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers for all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity provided herein. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines, penalties, and extra-contractual liability. In no event shall the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers be liable for any loss of ARCHITECT's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District its Board of Trustees, officers, agents, employees, representatives, and/or volunteers have been advised in advance of the possibility of such damages.
 - a. ARCHITECT's obligation to indemnify the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers.
 - b. The Parties understand and agree that this shall be the sole indemnity, as defined by California Civil Code § 2772, governing this AGREEMENT. Any other indemnity that may be attached to this Agreement as an Exhibit shall be void and unenforceable between the Parties.

- c. Neither termination of this AGREEMENT nor completion of the acts to be performed under this AGREEMENT shall release ARCHITECT from its obligations to indemnify as to any claims or causes of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.
- 5.2. <u>Insurance</u>. The ARCHITECT and its subconsultants shall maintain in full force and effect throughout the term of this Agreement the following policies of insurance with no less than the limits set forth herein. DISTRICT may adjust ARCHITECT's required minimum coverage limits set forth herein at the commencement of a renewal term by providing ARCHITECT and subconsultant (if applicable) written notice. Should ARCHITECT maintain insurance policies with broader coverage and limits of liability that exceed the minimum coverage and limit requirements stated herein, those broader coverages and higher limits shall be deemed to apply to any loss or claim where ARCHITECT is required to indemnify the DISTRICT.
 - a. A.M. Best Financial Rating. ARCHITECT and its subconsultants' policies of insurance required herein shall be issued by insurers with an A.M. Best financial rating of A:VII or better.
 - b. Admitted Carrier(s). ARCHITECT and its subconsultants' policies of insurance shall be afforded by insurers who are admitted licensed to transact business in the State of California.
 - c. Workers' Compensation and Employer's Liability. In accordance with the laws of the State of California, ARCHITECT shall maintain Workers' Compensation insurance and Employer's Liability coverage with not less than One Million Dollars (\$1,000,000) for Each Accident, One Million Dollars (\$1,000,000) for Disease Each Employee, and One Million Dollars (\$1,000,000) for Disease Policy Limit.
 - d. Commercial General Liability. Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses including, but not limited to blanket contractual, broad form property damage, products & completed operations, personal injury, and wrongful death.
 - e. Automobile Liability. Insurance with combined single limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover bodily injury and property damage losses involving "Any Auto".
 - f. Professional Liability aka Errors and Omissions. ARCHITECT and its subconsultants shall each procure and maintain throughout the term of this AGREEMENT, Professional Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) general aggregate to cover against liability claims/lawsuits related to the professional Work as stated herein. If coverage is written on a claims made and reported form, such coverage shall contain an Extended Reporting

Period (aka tail coverage) for a minimum of two (2) years following the termination date of this AGREEMENT.

- g. Valuable Document Insurance. The ARCHITECT and its subconsultants shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications.
- h. Additional Insured Endorsement. ARCHITECT and its subconsultants shall each issue DISTRICT an endorsement naming District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers as Additional Insureds to ARCHITECT's and Consultant's subconsultants Commercial General Liability, Automobile Liability, and Valuable Document insurance policies.
- Primary and non-contributory endorsement. ARCHITECT and its subconsultants insurance coverage and limits shall be primary and any of the DISTRICT's insurance coverage and limits shall be non-contributory.
- j. Waiver of Subrogation Endorsements. ARCHITECT and its subconsultants shall each issue DISTRICT an endorsement waiving all rights of subrogation against the DISTRICT, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers with respect to ARCHITECT and subconsultant's commercial general liability, automobile liability, and workers' compensation policies.
- k. No Cancellation or Material Modification. ARCHITECT and its subconsultant's policies of insurance and accompanying endorsements required by this Agreement shall not be cancelled or materially modified, except upon thirty (30) days' advance written notice to DISTRICT. Written notice of cancellation or material modification shall be from the insurer(s) issuing the policy(ies) of insurance to the DISTRICT.
- I. Certificate(s) of Insurance and Endorsement(s). Certificate(s) and Endorsement(s) evidencing the required coverages and limits set forth herein shall be provided to DISTRICT upon ARCHITECT's execution of this Agreement. No work shall commence by ARCHITECT or its subconsultants until the required certificate(s) of insurance and endorsement(s) have been furnished to the DISTRICT. Should ARCHITECT or its subconsultant's insurance expire during the term of this AGREEMENT, renewal certificate(s) of insurance and endorsement(s) shall be provided prior to the expiration of the policies or within 10 days of expiration. Failure of ARCHITECT or its subconsultants to furnish the required certificate(s) and endorsement(s) shall not be deemed a waiver of this provision by the ARCHITECT, as stated herein.

ARTICLE 6 COMPENSATION TO THE ARCHITECT

6.1. <u>Contract Price for Services</u>. The Contract Price for the ARCHITECT'S performance of the Services under this AGREEMENT shall consist of the following lump sum prices:

Schematic Design Phase	\$54,000.00
Design Development Phase	\$108,000.00
Construction Document Phase	\$192,000.00
Bidding Phase	\$28,500.00
Construction Phase	\$139,000.00
Close Out Phase	\$28,500.00
Total	\$550,000.00

- 6.2. Price Inclusions. The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees, labor, material, all direct and indirect cost, personnel expenses of any subconsultant or subcontractor to the ARCHITECT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino, and Ventura, insurance and all other overhead/administrative expenses or costs and profit associated with performance of the Services, except for Allowable Reimbursable Expenses as described in the provision below. At no time shall meals be considered a reimbursable expense.
- 6.3. <u>Payment in Full</u>. This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.
- 6.4. Reimbursable Expenses. Any expenses incurred by the ARCHITECT and ARCHITECT's employees in the interest of the PROJECT shall require DISTRICT's written approval before being incurred. The DISTRICT shall not be liable to ARCHITECT for any costs or expenses paid or incurred by ARCHITECT and ARCHITECT's employees in performing services for DISTRICT, except reimbursable expenses that has been pre-approved in writing. Records of such expenses shall be provided to the DISTRICT's review and approval. Reimbursable Expenses:
 - a. Are in addition to compensation for Services and Additional Services and include expenses incurred by the ARCHITECT and ARCHITECT's employees and subconsultants in the interest of the PROJECT.
 - b. Shall only be authorized, pre-approved and most economical transportation, air fare for out-of-town travel related to the PROJECT; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. ARCHITECT's normal travel expense (including to and from the Project) and meals are excluded.
 - c. Expenses related to reproduction, (except those needed for the use of the ARCHITECT and their ARCHITECT or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents.
 - d. Expense of renderings, models and mock ups requested by the DISTRICT if not part of ARCHITECT's Services will be reimbursed.

- e. There shall be no markups on reimbursable expenses.
- 6.5. ARCHITECT Monthly Billing Statements. ARCHITECT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by ARCHITECT. Services are to be invoiced by phase in accordance with percent complete.
- 6.6. Non Waiver of Rights. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this AGREEMENT shall be construed to operate as a waiver of any rights under this AGREEMENT, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this AGREEMENT.
- 6.7. <u>DISTRICT Payment of Contract Price</u>. Within 30 days of the date of the DISTRICT'S receipt of ARCHITECT'S billing invoices, DISTRICT will make payment to ARCHITECT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due ARCHITECT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the ARCHITECT or any Contractor.
- 6.8. <u>Withholding Payment.</u> The DISTRICT may, however, withhold or deduct from amounts otherwise due ARCHITECT hereunder if ARCHITECT shall fail to timely and completely perform material obligations to be performed on its part under this AGREEMENT, with the amounts withheld or deducted being released after ARCHITECT has fully cured it failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.9. <u>Late payments</u>. Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.10. **Schedule Delay**. To the extent that the time initially established for the completion of ARCHITECT'S services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time may be computed at standard hourly rates as established in Attachment D.

ARTICLE 7 ARCHITECT'S WORK PRODUCT

7.1. <u>District Ownership of Documents</u>. The drawings, specifications, presentation materials including slides and models and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT. Such drawings and specifications and other documents

supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another PROJECT constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.

- 7.2. <u>Electronic Copy of Documents</u>. The ARCHITECT shall perform the work under this AGREEMENT using AutoCAD or Revit software and shall deliver electronic copy via CD, DVD or thumb drive in both the software format and PDF format upon submittal to the Division of the State Architect and upon Project completion, a reviewed set of the As-built documents including minor corrections, if needed. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.3. Copyright/Trademark/Patent. ARCHITECT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission, except ARCHITECT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. ARCHITECT consents to use of ARCHITECT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
- 7.4. <u>Documentation</u>. The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.

ARTICLE 8 TERMINATION

8.1. <u>Termination for Convenience</u>. DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate ARCHITECT only for services satisfactorily rendered to the date of termination. Seven day written notice by DISTRICT shall be sufficient to stop performance of services by ARCHITECT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the ARCHITECT or no later than three days after the day of mailing, whichever is sooner.

- 8.2. Termination for Cause. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this agreement by the ARCHITECT; or (b) any act by ARCHITECT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) ARCHITECT is adjudged a bankrupt, ARCHITECT makes a general assignment for the benefit of creditors or a receiver is appointed on account of ARCHITECT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. <u>Suspension of PROJECT</u>. The DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to ARCHITECT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the ARCHITECT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT'S services.
- 8.4. <u>Abandonment of PROJECT</u>. If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.5. **Non Payment**. The DISTRICT'S failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.
 - a. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the ARCHITECT within 7 days of the date of the notice, the suspension shall take effect without further notice.
 - c. In the event of a suspension of services, the ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.6. <u>Architect Compensation</u>. The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT. The DISTRICT shall pay

- the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.7. <u>Liability for District Damages</u>. In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by the DISTRICT due to ARCHITECT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

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

- f. Unless otherwise provided, this AGREEMENT shall be governed by the law of the state and county where the PROJECT is located.
- 9.3. Work to Continue. In the event of a dispute between the parties as to performance of the work, the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, ARCHITECT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, ARCHITECT agrees it will neither rescind this AGREEMENT nor stop the progress of the work. The DISTRICT and ARCHITECT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

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

Parker Davis, Assistant Director of Facilities, Capital Outlay Projects

- 10.3. <u>District Notification</u>. The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **PROJECT Description**. The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.
- 10.5. <u>Geotechnical Data</u>. The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.
- 10.6. **Reliable Information**. The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT'S obligations under this AGREEMENT.

- 10.7. <u>District Notification</u>. The DISTRICT shall give prompt written notice to the ENGINEER if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the ENGINEER of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.8. <u>Tests/Inspections</u>. The DISTRICT shall: (a) retain an Inspector ("Inspector") to provide construction observations and inspections as required by applicable laws, codes, rules, regulations, or ordinances; and (b) retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the Project as required by applicable laws, codes, rules, regulations, or ordinances. The foregoing notwithstanding, the Services of the ENGINEER include assistance to the DISTRICT in identifying, selecting, and retaining the Inspector and Test/Inspection Service Providers.

ARTICLE 11 MISCELLANEOUS

11.1. Equal Opportunity/Non-Discrimination. ARCHITECT shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

ARCHITECT shall ensure that all services and benefits rendered to the DISTRICT, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. ARCHITECT shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

11.2. Certification Regarding the California Penal Code Section 290. By executing this Agreement, ARCHITECT agrees to comply with the rules and regulations of the Sex Offender Registration Act, California Penal Code Section 290.95. ARCHITECT certifies and understands that every person required to register under Section 290 shall disclose his or her status as a registrant, upon application or acceptance of a position, to that person, group, or organization. Furthermore, no person who is required to register under Section 290 because of a conviction for a crime where the victim was a minor under sixteen (16) years of age shall be an employer, employee, or independent contractor, or act as a volunteer with any person, group, or organization in a capacity in which the registrant would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children. A violation of this section is a misdemeanor punishable by imprisonment in a county jail for not exceeding six (6) months, by a fine not exceeding One Thousand Dollars (\$1,000), or by both that imprisonment and fine, and a violation of this section shall not constitute a continuing offense.

- 11.3. Background Check. ARCHITECT hereby certifies that ARCHITECT has never been charged with a felony, including any "violent felony" as defined in California Civil Code Section 667.5(c) or serious felony defined by California Civil Code Section 1192.7 prior to, or on the date of, this AGREEMENT. ARCHITECT shall notify DISTRICT in writing immediately if ARCHITECT is charged with any felony during the term of this AGREEMENT in which case DISTRICT may terminate this AGREEMENT immediately. ARCHITECT further hereby authorizes the DISTRICT or other organizations to conduct a comprehensive review of his/her background upon DISTRICT's request. ARCHITECT hereby consents to the background check to the fullest extent permitted by law. ARCHITECT agrees to indemnify, defend and hold harmless the DISTRICT from any claims, damages, harms, and costs, including legal and processing fees arising from the requirements of this Article, including any such issue arising from any felony ARCHITECT has been charged with, or is charged with, during this AGREEMENT. Failure to complete any required step to provide the background check and information required herein upon DISTRICT request within thirty (30) days shall be grounds for termination of this AGREEMENT.
- 11.4. Compliance with Applicable Laws, Policies, Procedures, Rules & Regulations. ARCHITECT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to ARCHITECT, ARCHITECT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services. Additionally, ARCHITECT shall comply with DISTRICT's policies, procedures, rules, regulations and/or guidelines that include but are not limited to smoke free campus, alcohol and controlled substances, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.
- 11.5. Architect Accounting Records. Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the ARCHITECT, including, but not limited to the costs of administration of this AGREEMENT, if greater than \$10,000, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this AGREEMENT. During this time, ARCHITECT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.6. **Review, Approval or Acceptance**. Review, approval or acceptance of ARCHITECT'S work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT'S work.
- 11.7. <u>Cumulative Rights; Non Waiver</u>. Duties and obligations imposed by this AGREEMENT and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or ARCHITECT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

- 11.8. <u>Employment with Public Agency</u>. ARCHITECT, if an employee of another public agency, agrees that ARCHITECT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this AGREEMENT or the proceeds thereof.
- 11.9. <u>Governing Law</u>. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this AGREEMENT.
- 11.10. Independent Contractor. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT'S employees.
- 11.11. <u>Marginal Headings; Captions</u>. The titles of the various Paragraphs of the AGREEMENT and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of ARCHITECT and DISTRICT hereunder.
- 11.12. Non-Assignment. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the ARCHITECT pursuant to this AGREEMENT shall not be assigned by the ARCHITECT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT. The sale or transfer of a majority membership interest in ARCHITECT firm or the admission of new member to the ARCHITECT firm which causes there to be a change in majority ownership and/or control of ARCHITECT firm shall be deemed and assignment for purposes of this AGREEMENT. Nothing contained in this AGREEMENT is intended to make any person or entity who is not a signatory to the AGREEMENT a third party beneficiary of any right created by the AGREEMENT or by operation of law.
- 11.13. <u>Permits/Licenses</u>. ARCHITECT and all ARCHITECT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

- 11.14. Notifications. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.15. Communications between the parties shall be sent to the following addresses:

DISTRICT
Parker Davis
Assistant Director of
Facilities, Capital Outlay Projects
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Pdavis7@ivc.edu

ARCHITECT Gregory G. Beard

Principal, Director of Operations Westberg + White, Inc.

14471 Chambers Rd., Suite 210 Tustin, CA 92780 gbeard@wwarch.com

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

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

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

- 11.18. <u>Supersedes</u>. This AGREEMENT constitutes the entire agreement between the parties to this AGREEMENT and supersedes all prior and contemporaneous negotiations and understandings between the parties whether oral or written, expressed or implied in relation to the Services contemplated in this AGREEMENT for this specific project. No other Agreement or understanding concerning the same has been entered into or will be recognized.
- 11.19. <u>Binding AGREEMENT</u>. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.
- 11.20. <u>Approval by District's Board of Trustees.</u> Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

11.21. **Definitions**

- a. <u>Contract</u>. A Contract for Construction services awarded by the DISTRICT to a Contractor/Consultant for the construction of a portion of the PROJECT.
- b. <u>Contractor</u>. A Contractor to the DISTRICT under a Contract awarded by the DISTRICT for construction of the PROJECT.
- c. <u>Design Documents</u>. The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the ARCHITECT for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the ARCHITECT or DISTRICT.
- d. <u>Submittals</u>. Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
- e. <u>Site</u>. The physical area for construction and activities relating to construction of the PROJECT.
- f. <u>Construction Contract Documents</u>. The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are

referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.

- g. <u>Substantial Completion</u>. Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
- h. <u>Final Completion</u>. Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.

This AGREEMENT entered into as of the day and	year first written above.	
ARCHITECT Westberg + White, Inc.	DISTRICT South Orange County Community College District	
Gregory G. Beard Principal, Director of Operations	Ann-Marie Gabel Vice Chancellor, Business Services	
(Date)	(Date)	
(Taxpayer number) Attachment C Fee and Rate Proposal		

Attachment D Criteria and Billing for Extra Work

PROPOSAL FORM D FEE AND RATE PROPOSAL FEES REVISED PER NEGOTIATIONS ON 02/27/20

 Proposed Price. For completion of the Project Services and other obligations of the Architect under the Architectural Services Agreement, the Respondent proposes the following lump sum fixed prices:

Schematic Design Phase	\$ 54,000.00
Design Development Phase	\$ 108,000.00
Construction Document Phase	\$ 192,000.00
Bidding Phase	\$ 28,500.00
Construction Phase	\$ 139,000.00
Close Out Phase	\$ 28,500.00
Total Proposed Price	\$ 550,000.00

Additional Services. Set forth below the proposed hourly billing rates for Additional Services if the District authorizes any Additional Services.

Service	Position/Title	Proposed Hourly Rate
Architect	Project Manager	\$190.00
Mechanical Engineer	Engineer of Record	\$170.00
Electrical Engineer	Engineer of Record	\$175.00
Structural Engineer	Engineer of Record	\$190.00
Estimator	Senior Cost Estimator	\$150.00
Roofing Consultant	Specification Writer	\$150.00

- A. The following extra services to this AGREEMENT shall be performed by ARCHITECT if needed and requested by the DISTRICT.
 - 1. Making revisions in drawings, specifications or other documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
 - 2. Providing services required because of significant documented changes in the PROJECT initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
 - 3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.
 - 4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
 - 5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than 60 days after the date of substantial completion of work.
 - 6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the PROJECT.
- B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the ARCHITECT and each sub-consultant involved in the PROJECT.

Service	Position/Title	Proposed Hourly Rate
Architect	Project Manager	\$190.00
Mechanical Engineer	Engineer of Record	\$170.00
Electrical Engineer	Engineer of Record	\$175.00
Structural Engineer	Engineer of Record	\$190.00
Estimator	Senior Cost Estimator	\$150.00
Roofing Consultant	Specification Writer	\$150.00

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.6 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Subaward Application Approval - Hazard Mitigation Grant

Program

ACTION: Approval

BACKGROUND

In March 2019, the District submitted a subaward application to the Governor's Office of Emergency Services (Cal OES) for the Hazard Mitigation Grant Program. This subaward entitles the District to monies for the development and implementation of a Local Hazard Mitigation Plan (LHMP) that addresses long-term independent solutions to reduce the loss of life and property from future disasters.

STATUS

On February 13, 2020, the District received notification from Cal OES that the Federal Management Agency (FEMA) has approved the District's subaward application. Total eligible costs for this grant is \$170,041.00. The federal share is up to 73.5 percent or \$125,000.37. The District's obligation and share match is in the amount of \$45,040.63.

Payments will be made on a reimbursement basis. The subaward application approval and obligation of funds are presented in Exhibit A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve and accept this subaward from Cal OES in the amount of \$125,000.37, the District's share of \$45,040.63, and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.



MARK S. GHILARDUCCI DIRECTOR

February 13, 2020

Ann-Marie Gabel Vice Chancellor, Business Services South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692

Subject:

Notification of Subapplication Approval

Hazard Mitigation Grant Program

FEMA-4382-DR-CA, Project #PL0048, FIPS #059-91121

Dear Ms. Gabel:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of \$125,000.37. A copy of the FEMA award package is enclosed for your records. In order to receive payment as a grant subrecipient, your organization must have the following on file with the Recovery Grants Processing Unit:

- A.valid, current (approved within the last 3 years) Governing Body Resolution
- A Project Assurances for Federal Assistance agreement
- A Supplemental Grant Subaward Information sheet
- A current Federal Funding Accountability and Transparency Act (FFATA)
 Financial Disclosure form. This form must be submitted each fiscal year.
- An active DUNS Number registration with the federal System for Award Management (SAM) website. The registration must remain active for the duration of this grant subaward.

For your convenience, this subapplication approval package includes the required post-obligation documents as well as guides to completing and renewing a SAM registration. Please complete the documents and mail copies to the address listed at the end of this letter, keeping the originals with your records. Alternatively, you may scan and email the completed documents to the Recovery Grants Processing Unit at HMGrantsPayments@CalOES.ca.gov. Electronic copies of the post-obligation documents can also be requested at the same address.



Ms. Gabel February 13, 2020 Page 2

Payments will be made on a reimbursement basis using the enclosed Hazard Mitigation Reimbursement Request Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subaward closeout process.

Reimbursements can be made only for items listed on the approved subaward application. Expenditures for any other work should be separately maintained and are the sole responsibility of the subrecipient. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days of receipt of an invoice from Cal OES.

When mailing documents to the Recovery Grants Processing Unit, please use the following address:

California Governor's Office of Emergency Services Attention: Recovery Grants Processing Unit 3650 Schriever Avenue Mather, CA 95655

For further assistance regarding post-obligation documents or the reimbursement request process, please contact the Recovery Grants Processing Unit at (916) 845-8110. For program-related questions, please contact the Hazard Mitigation Grants Programs Unit at (916) 845-8150.

Recovery Grants Processing Unit

Enclosures

c: Applicant's File



U.S. Department of Homeland Security 1111 Broadway, Suite 1200 Oakland, CA 94607-4052



December 19, 2019

Mark S. Ghilarducci, Director Governor's Authorized Representative California Office of Emergency Services 3650 Schriever Avenue Mather, CA 95655

1033

Application Approval HMGP #4382-048-17P

South Orange County Community College District New Hazard Mitigation Plan (7%)

Supplement #3

Dear Mr. Ghilarducci:

Reference:

The Federal Emergency Management Agency (FEMA) have approved and issued Hazard Mitigation Grant Program (HMGP) funds for the South Orange County Community College District (subrecipient), HMGP #4382-048-17P, New Hazard Mitigation Plan.

The total eligible costs are \$170,041. As shown in the enclosed Supplement #3 Obligation Report, we have obligated \$125,000.37 for up to 73.5 percent federal share; the non-Federal share match is \$45,040.63. These funds are available in Smartlink for eligible disbursements.

This HMGP grant approval and obligation of funds are subject to the following:

- 1. Scope of Work (SOW) These funds are obligated based on the South Orange County Community College District Hazard Mitigation SOW.
- 2. Budget Revisions and Cost Overruns In accordance with the 2015 Hazard Mitigation Assistance Unified Guidance, Part VI D.3, when budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 2 CFR Part 200.308. The Recipient must obtain FEMA's prior written approval for any budget revisions.

Cost overruns must be approved by FEMA Region IX before implementation and the subgrant must continue to meet programmatic eligibility requirements, including cost effectiveness and cost share. Additional information can be found in 2 CFR Part 200.

3. Completion Date – The work schedule in the application states the activity completion time frame is 36 months. We will annotate December 19, 2022 as the project completion date. Please inform the subrecipient that work completed after this date is not eligible for federal funding, and federal funds may be de-obligated for work not completed within schedule for which there is no approved time extension.

In accordance with 2 CFR Part 200, a Grantee must liquidate all obligations incurred under the award no later than 90 days after December 19, 2022.

RECEIVED

N20-0020
JAN - 3 2020

Chron Room

HAZARD MITIGATION

141 27 2020 69719101 December 19, 2019 Page 2

4. This award of funds is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact me, or your staff may contact Aaron Lim, Hazard Mitigation Assistance Specialist, at Aaron.Lim@fema.dhs.gov (510)-627-7036.

Sincerely,

Juliette Hayes

Director

Mitigation Division FEMA Region IX

cc:

Karen Jones, Cal OES Robin Shepard, Cal OES Monika Saputra, Cal OES

Enclosures (3):

Supplement #3 Obligation Report Project Management Report Standard HMGP Conditions '12/19/2019 15:15

FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANTS PROGRAM

Obligation Report w/ Signatures

Disast No	er FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State		Recipi	ient	
4382	17 ·P	0	48	1	3	CA		Statev	vide	
	ipient: SOUTH (pient FIPS Code		INTY COMMUNI	TΥ	Project Title : 7	7% South	Orange County	Community Di	strict LMHMP - NEW	
_1	Total Amount Previously Alloca	•	Total Amount reviously Obligate	ed	Total Amou		Total Amount A			
	\$125,000.	.37	\$125,000.37		\$0	.00		00.00		5
	Project Amou		cipient Managem Cost Amount	ent	Total Obliga	tion	IFMIS Date	IFMIS Status	FY	
	\$125,00	00.37	\$0	0.00	\$12	25,000.37	12/19/2019	Accept	2020	_
			ser ld: KMOJI(ew Hazard Mitiga							

Authorization

Preparer Name: KAREN MOJICA

Preparation Date: 12/19/2019

HMO Authorization Name: AARON LIM

Authorizing Official Signature

HMO Authorization Date: 12/19/2019

Authorizing Official Signature Authorizing Official Title Authorization Date

Authorizing Official Title

12/19/2019 3:16 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number

FEMA

Project Number

Amendment Number

App ID

State

Recipient

4382

17 - P

48

CA

Statewide

Subrecipient:

SOUTH ORANGE COUNTY COMMUNITY

FIPS Code: 059-229F2

Project Title: 7% South Orange County Community District LMHMP - NEW

Mitigation Project Description

Amendment Status: Approved

Approval Status: Approved

Project Title: 7% South Orange County Community District LMHMP - NEW

Recipient: Statewide

Subrecipient: SOUTH ORANGE COUNTY COMM

Recipient County Name: Orange

Subrecipient County Name: Orange

Recipient County Code: 59

Subrecipient County Code: 59

Recipient Place Name: Orange (County)

Subrecipient Place Name: Orange (County)

Recipient Place Code: 0

Subrecipient Place Code: 99059

Project Closeout Date: 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	<u>Due Date</u>	Revised Date O	Completion Date
0	re a consultant and agree on Scope and Schedule of	2 months	00/00/0000	00/00/0000	00/00/0000
0	Agree on committee participants	0.5 month	00/00/0000	00/00/0000	00/00/0000
0	e on selection of natural hazards to be included in the	0.5 month	00/00/0000	00/00/0000	00/00/0000
0	onduct Community Outreach to get public participatio	0.5 months	00/00/0000	00/00/0000	00/00/0000
0	Committee Meeting #2¿	1 month	00/00/0000	00/00/0000	00/00/0000
0	Conduct a capability assessment and public asset list	0.5 month	00/00/0000	00/00/0000	00/00/0000
0	Consultant researches Hazard 1	1 month	00/00/0000	00/00/0000	00/00/0000
0	Hazard 1 presented to Committee at Meeting #3	1 month	00/00/0000	00/00/0000	00/00/0000
0	Continue process in #8 above for each hazard	9 months	00/00/0000	00/00/0000	00/00/0000
0	Assess community outreach	1 months	00/00/0000	00/00/0000	00/00/0000
0	Prioritize strategies at Meeting #4	1 months	00/00/0000	00/00/0000	00/00/0000
0	Review planning process	1 months	00/00/0000	00/00/0000	00/00/0000
0	Develop plan maintenance details for monitoring	1 month	00/00/0000	00/00/0000	00/00/0000
0	re for plan presentations to the decision makers, emp	1 month	00/00/0000	00/00/0000	00/00/0000
0	nduct a series of public presentations to impacted gro	4 months	00/00/0000	00/00/0000	00/00/0000
0	Cal OES/FEMA Review/Revisions	6 months	00/00/0000	00/00/0000	00/00/0000
0	ın Adoption ¿ Request/receive SOCCCD Board of Tru	2 months	00/00/0000	00/00/0000	00/00/0000
0	Grant Close¿out	3 months	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible

Federal Share Percent

Total Approved Federal Share Amount

Non-Federal Share Percent

Total Approved Non-Fed Share Amount

\$170,041

73.511900000

\$125,000

26.48810000

\$45,041

12/19/2019 3:16 PM

FEDERAL EMERGENCY MANAGEMENT AGENCY HAZARD MITIGATION GRANT PROGRAM

HMGP-AP-01

Project Management Report

Disaster Number

FEMA Project Number Amendment Number

App ID

State

Recipient

4382

17-P

0

48

CA

Statewide

Subrecipient:

SOUTH ORANGE COUNTY COMMUNITY

FIPS Code: 059-229F2

Project Title: 7% South Orange County Community District LMHMP - NEW

Allocations

Allocation IFMIS **IFMIS** Number Status Date

Submission Date FΥ

12/18/2019 12/18/2019 2020

ES/DFSC Support Req ID 2930569

ES/DFSC Amend Number 0

Total

Proj Alloc Amount Fed Share \$125,000.37

\$125,000.37

\$125,000.37

Recipient Admin Amount \$0.00

\$0.00

Subrecipient Admin Amount \$0.00

\$0.00

Total Alloc Amount \$125,000.37

\$125,000.37

Obligations

3

Action IFMIS Nr Status

IFMIS Submission Date Date

SFS Support 2931270

SFS Amend Nlumbar 0

Project Obligated Suppl Nr Amt - Fed Share 3 \$125,000.37 Recipient Admin \$0.00

Subrecipient Admin Amount \$0.00

Total Obligated Amount

A 12/19/20⁻12/19/2019 2020

Total

\$0.00 \$0.00 \$125,000.37 \$125,000.37

Standard Mitigation Grant Program (HMGP) Conditions FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

- 1. Applicable Federal, State, and Local Laws and Regulations. The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
- 2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
- 3. Match or Cost Share. Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
- 4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
- 5. Real Property and Land. The acquisition, use, and disposition must comply with 2 CFR 200.311.
- 6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
- 7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
- 8. Procurement. Procurement procedures must be in conformance with 2 CFR 200.318-320.
- 9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
- 10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
- 11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subpplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
- 12. Allowable Costs. Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

- 13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
- 14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
- 15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
- 16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
- 17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
- 18. NEPA and Changes to the Scope of Work (SOW). To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

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PROJECT ASSURANCES FOR FEDERAL ASSISTANCE **HAZARD MITIGATION GRANTS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact California Governor's Office of Emergency Services (Cal OES). Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial 1. and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will not dispose of, modify the use of, or change the terms of the real property title, or 3. other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
- Will comply with the requirements of the assistance-awarding agency with regard to the 4. drafting, review and approval of construction plans and specifications.
- Will provide and maintain competent and adequate engineering supervision at the 5. construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
- Will initiate and complete the work within the applicable time frame after receipt of 6. approval of the awarding agency.
- Will establish safeguards to prohibit employees from using their positions for a purpose 7. that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et 8. seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- 9. Will comply with all federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (i) the requirements on any other nondiscrimination statute(s) which may apply to the application.
- 10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the flood insurance purchase requirements of Section 102(a) of the 11. Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
- 12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) 13. related to protecting components or potential components of the national wild and scenic rivers system.

- 14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- 15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
- 16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
- 17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
- Will comply with all applicable requirements of all other federal laws, Executive 18. Orders, regulations and policies governing this program.
- 19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension.

i, the official named belov	w, CERTIFY UNDER	X PENALIT OF	PERJORY that I am duly
authorized by			
	(Name of Org	ganization)	
to enter into this agreement if the subrecipient to the terms		aid subrecipient, a	and by my signature do bind
Printed Name of Authorized	Applicant's Agent	Title	
Signature of Authorized Appl	licant's Agent	Date	
	Authori	zation	
I,Printed Name	, do hereby c	ertify as the autho	orized representative or
officer ofName of Orga		, that the in	formation contained in this
application is true and correc	ct.		
Title	Signature		Date

(† ... É OF CALIFORNIA CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES CAL OES 130

Cal OES	ID No:	

DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

BE IT RESOLVED BY THE	OF THE	
=	(Governing Body)	(Name of Applicant)
THAT		, OR
	(Title of Authorized Agent)	,
		, OR
	(Title of Authorized Agent)	
	(Title of Authorized Agent)	
'. 1 . 1 1 1		149
is nereby authorized to execute for and	(Name of	f Subrecipient) , a public entity
established under the laws of the State for the purpose of obtaining certain fe	of California, this application and to file it w	ith the California Governor's Office of Emergency Service 3-288 as amended by the Robert T. Stafford Disaster Relie
THAT the	, a public en	tity established under the laws of the State of California,
		ergency Service for all matters pertaining to such state
Please check the appropriate box be	low:	
	lution and is effective for only Disaster/Grantday of	
_	(Name and Title of Governing Body Rep	presentative)
	(Name and Title of Governing Body Rep	presentative)
·	(Name and Title of Governing Body Rep	presentative)
	CERTIFICATION	
I,(Name)	, duly appointed and	of
(rume)		
(Name of Applicant)	, do hereby certify tha	t the above is a true and correct copy of a
Resolution passed and approved by	y theor	f the
	(Governing Body)	(Name of Applicant)
on theday of	, 20	
(Signature)		(Title)
(bigliature)		(IIII)

SVA. È OF CALIFORNIA CALIFORNIA GOVERNORS OFFICE OF EMERGENCY SERVICE CAL OES 130 - INSTRUCTIONS

Cal OES Form 130 Instructions

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

- Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their
 names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another
 individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the
 Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency
 (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's
 signature.
- 2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

California Governor's Office of Emergency Services SUPPLEMENTAL GRANT SUBAWARD INFORMATION

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subre	cipient: South Or	ange County Commu	inity College	1a. DUNS#:	
2. Imple Agency	_			2a. DUN\$#:	
3. Imple Agency	menting Address:				
	•	Street	City	State	ZIP+4
4. Locati	on of Project:				
		City	Count	У	ZIP+4
Identific	<u></u>			e Period: 12/19/201 Federally Approve	
8. Supple	ement Information		<u></u>	•	
Supp No.	Federal Share	Non-Federal Share	Admin Cost	Total Supplement Cost	Fed / Non- Fed Percentage
3	\$125,000.37	\$45,040.63		\$170,041.00	73.5119% /
				\$0.00	26.4881%
				\$0.00	
				\$0.00	_
				\$0.00 \$0.00	-
Totals:	\$125,000.37	\$45,040.63	\$0.00	φ0.00	#470.044.00
9. Primar	y Authorized Age	nt:		Total Project Cost: _	\$170,041.00
Name:_			T	itle:	
Phone: _			Email:		
Mailing A					
	Street		City	State	ZIP+4
Payment Address:					
	Street		City	State	ZIP+4
Cal OES	2-101a				Page 1 of 2

California Governor's Office of Emergency Services SUPPLEMENTAL GRANT SUBAWARD INFORMATION

Cal OES Contact Information Section:

Governor's Office of Emergency Services Mark S. Ghilarducci, Director 3650 Schriever Avenue Mather, CA 95655 Phone: (916) 845-8510

Cal OES Use Only		
059-91121-00		
059-91121		
DR4382-PL0048		
82924		
07/23/2018		
04/22/2026		

Federal Awarding Agency Section

Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount
Hazard Mitigation Grant Program / 97.039	U.S. Department of Homeland Security, Federal Emergency Management Agency	\$170,041.00

Project Description Section:					
SOCCCD Single Jurisdiction Local Hazard Mitigation Plan					
Research and Development Section:					
Is this Subaward a Research and Development grant?	Yes 🗌	No 🗸			

Cal OES 2-101a Page 2 of 2

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions Please complete the sections marked with an asterisk (*)

1. Subrecipient

The subrecipient is the unit of government or community-based organization (CBO) that has the legal responsibility for these grant subaward funds (e.g. Alameda County, City of Fresno, or Women's Place of Merced).

*1a. Federal DUNS Number (Subrecipient)

Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the subrecipient listed above. If you do not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

*2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant subaward (e.g. Sheriff's Department, Fire Department, or Department of Public Works). If the implementing agency is the same as the subrecipient, enter the subrecipient's name again.

*2a. Federal DUNS Number (Implementing Agency)

Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the implementing agency listed above. If the implementing agency does not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

*3. Implementing Agency Address

Enter the address of the implementing agency. Provide the complete nine digit ZIP code (ZIP+4).

*4. Location of Project

Enter the city and county/operational area where the project is located. Provide the complete nine digit ZIP code (ZIP+4).

5. Federal Award Identification Number (FAIN)

This section shows the Federal Award Identification Number associated with this funding source/disaster. Example: 4301-DR-CA or FEMA-4301-DR-CA.

6. Performance Period

This section shows the beginning and ending dates of this grant subaward's project performance period.

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions Please complete the sections marked with an asterisk (*)

*7. Indirect Cost Rate

Indicate whether the subrecipient is using the 10% de minimis based on Modified Total Direct Costs (MTDC) or the indirect cost rate approved by the subrecipient's cognizant agency agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with the application. Indicate N/A if the subrecipient will not be claiming indirect costs under this grant subaward. *Indirect costs may not be allowable under certain federal fund sources*.

8. Supplement Information

This section features the FEMA supplement numbers, the federal and non-federal shares, and applicable subrecipient administrative costs for this grant subaward. The grant subaward's cost share percentage is displayed in the far right column.

*9. Primary Authorized Agent

The primary authorized agent will be the main contact for Grants Processing Unit (GPU) correspondence and must be one of the authorized agents named in the governing body resolution. Enter the name, title, phone number, email address, and correspondence mailing address of the primary authorized agent for this project. Enter the payment mailing address where reimbursement payments should be mailed (payments will be sent to this address to the attention of the primary authorized agent).

Federal Awarding Agency Section

This section shows the federal awarding agency, federal program, and the Catalog of Federal Domestic Assistance (CFDA) number for this funding. Also shown is the total project cost related to this grant subaward.

Project Description Section

This section features the name or a short description of the project.

Research and Development Section

This section indicates whether this grant subaward is for research and development.

Grant subrecipients must complete and submit to Cal OES a Federal Funding Accountability Transparency Act (FFATA) Financial Disclosure form each fiscal year. Please review this form and fill it out accordingly. If all three of the listed criteria apply to your entity, please complete the provided executive compensation chart. Otherwise, please check the box indicating that your entity is not subject to FFATA financial disclosure. The document must be signed by an Authorized Agent as designated by your entity's Authorized Agent resolution. The completed form can be submitted to Cal OES along with the other post-obligation documents.



Cal OES ID No: 059-91121	
DUNS No.:	~
Fiscal Year End Date:	

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in the U.S. Department of Homeland Security, Federal Emergency Management Agency's Grant Program Directorate Information Bulletin No. 350, dated November 23, 2010 (www.fsrs.gov).

Entity Name: South Orange County Community College District

You are subject to FFATA Financial Disclosure and must complete the below table if you can answer **YES** to **ALL** of the below criteria:

- Received 80% or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements in your preceding fiscal year
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements
- The public does not have access to information about the compensation of your senior executives.

tal nsatior

☐ Not subject to FFATA Financial Disclosure.			
I,, do hereby certify, as the authorized agen-			
of the above named entity, the information co	ontained in this document is true and correct.		
Title of Authorized Agent			
Cincondana of Audio of a di Associ			
Signature of Authorized Agent California Covernor's Office of Emergency Son	Date		

HAZARD MITIGATION GRANTS PROGRAM NOTIFICATION TO SUBGRANTEES GRANT ADMINISTRATION PROCEDURES

1. ADVANCES (HMGP Only)

7 5

The California Governor's Office of Emergency Services (Cal OES) may consider approval of a one time advance provided that the subgrantee justified the need for an advance in their Hazard Mitigation Grant Program (HMGP) application. An advance can be made after federal funds have been approved, but before the expenditure of eligible costs. The advanced amount will be subtracted from the subgrantee's first reimbursement request. The advance request must be made by submitting a Request for Advance of Funds form. Subgrantees who did not request an advance in their application are not eligible for advances. A special fund for the deposit of the state warrant must be established upon receipt of any advance funding.

2. WORK SCHEDULES

The subgrantee must provide Cal OES with a projected work schedule within thirty (30) days of receipt of this obligation package. This is a one-time-only report. It should outline the proposed work schedule for the approved activity, including milestones. The milestones listed in your work schedule will be used to measure the progress reported to Cal OES in the Quarterly Reports. Please provide a separate report for each grant. The work schedule should include the following information:

Table/Chart or Graph - Create a table, chart or graph depicting your proposed work schedule by major milestones (activities/measures) from the time of initiation to completion of proposed activity.

Time line - How long you anticipate the activity will take to complete (in months).

Phases - Explain in some detail, if you plan to perform your activity in several phases, and why.

Extended Start and Completion Dates - Explain any activity start dates beyond sixty (60) days from approval date, or completion dates beyond three (3) years.

The Work Schedule should be sent to:

California Governor's Office of Emergency Services

Hazard Mitigation Grants Division

3650 Schriever Avenue Mather, California 95655

3. PROCUREMENT/COMPETITIVE BIDS PROCESS

All contract/procurement transactions must be carried out in a manner consistent with financial administrative requirements found in Title 44 of the Code of Federal Regulations (44CFR) Part 13.

4. ALLOWABLE COSTS AND REIMBURSEMENTS.

Once Federal Emergency Management Agency (FEMA) approves a total eligible activity cost and obligates funding, Cal OES can process reimbursement requests for eligible activities. Payments are made on a reimbursement basis and no funds will be disbursed for activities that are not consistent with the approved scope of work. Activity expenditures will be reimbursed at 75% of eligible costs. Additionally, Cal OES will withhold retention of 10% from each reimbursement request. The retention amount will be released to the subgrantee upon completion of the closeout process.

Reimbursement requests must be submitted to Cal OES on a Hazard Mitigation Reimbursement Form. The form must be signed by the applicant's designated authorized agent.

Should the subgrantee be able to complete this work for less than the maximum allowable costs, the subgrantee will be reimbursed at 75% of the actual costs. Any remaining funds will be deobligated. If activity costs exceed the maximum allowable costs, the subgrantee will be reimbursed at 75% of the FEMA approved activity cost.

5. COST OVERRUNS (HMGP Only)

Cost over-runs can be considered if available funding exists in the HMGP for the declared disaster. Cost over-runs under ten (10) percent of the approved activity cost are allowed when offset by cost under-runs on other activities, as determined by Cal OES. Cost over-runs exceeding ten (10) percent of the approved activity cost require Cal OES to submit the request with a recommendation to the FEMA Regional Director for review and final determination.

Cost over-runs will be indicated by quarterly progress reports and may be verified by activity inspection. All cost over-runs must be requested before expenditure of costs in excess of the total approved activity costs and the request must be signed by the applicant's designated authorized agent. Costs in excess of total approved activity costs expended before approval of cost over-runs will not be considered eligible HMGP expenditures. All cost over-runs must be justified by the subgrantee and supported by a benefit-cost analysis prepared using the FEMA benefit-cost models. Unjustified over-runs will be denied by Cal OES.

There is no guarantee that HMGP funds will be available to cover cost over-runs.

6. SCOPE OF WORK CHANGES:

Any requests for changes to the approved scope of work must be consistent with program guidance and regulations, must be submitted to Cal OES and signed by the applicant's designated authorized agent. Pre-approval is required before the start of any activity not included in the approved scope of work. Costs associated with any activity that is not included in the approved scope of work are not eligible for reimbursement.

7. QUARTERLY REPORT PROCEDURES

Subgrantees are required to submit progress reports to Cal OES on a quarterly basis until the end of the approved performance period or the activity is complete. Quarterly Reports will not be required of activities with duration of less than three months. A single report for such short-term activities will satisfy reporting requirements.

The first Quarterly Report is due to Cal OES within three months following the activity initiation. Quarterly Reports will thereafter be numbered consecutively by quarter and year (e.g. a 24 month project is required to submit 8 quarterly reports.) The following is the schedule for the Quarterly Reports:

First Reporting Period: January 01 - March 31 Report due by April 15
Second Reporting Period: April 01 - June 30 Report due by July 15
Third Reporting Period: July 01 - September 30 Report due by October 15
Fourth Reporting Period: October 01 - December 31 Report due by January 15

Quarterly Reports shall include, at a minimum:

- A. The status and completion date for the activity funded, including any problem or circumstances affecting the completion date, scope of work, or costs which are expected to result in noncompliance with the approved grant conditions.
- B. A description of milestones completed in accordance with the work schedule provided by the subgrantee. The milestones declared in the subgrantee's work schedule will be applied as a standard of the activity's progress.

Cal OES will review subgrantee reports to identify activities requiring special attention or inspection. The Governor's Authorized Representative will review the reports and forward a report to the FEMA Regional Director on the status of each grant.

Cal OES will suspend reimbursements to subgrantees that are not current in the submission of quarterly progress reports. Reimbursement requests received for suspended grants will be returned to the subgrantee.

Ouarterly Reports must be sent to:

California Governor's Office of Emergency Services Hazard Mitigation Grants Division 3650 Schriever Avenue Mather, California 95655

8. INSPECTIONS

Cal OES reserves the right to inspect all activities for compliance. Cal OES may require the subgrantee to perform a final inspection and prepare a report. If inspections and review of the subgrantee support documentation reveal problems in performance of work and/or the documentation of such work, Cal OES shall require the subgrantee to correct the deficiencies before close-out.

9. PERFORMANCE PERIOD EXTENSIONS

<u>All</u> performance period extension requests must include the dates and provision of all previous extensions on this activity, a detailed explanation for the delay and a revised activity work schedule. All performance period extension requests must be submitted to Cal OES and signed by the applicant's designated authorized agent. Any costs incurred outside of an approved performance period will not be considered eligible activity costs.

HMGP

Extensions to original performance period of up to twelve months may be granted by Cal OES upon written request from the subgrantee. Requests for time extensions must be submitted to Cal OES prior to the end of the current approved performance period.

Requests for time extensions beyond the authority of Cal OES must be submitted to Cal OES in writing and received by Cal OES no later than ninety (90) days prior to the expiration of the current approved performance period. Time extension requests received by Cal OES less than ninety (90) days prior to the end of the current approved performance period will not be considered. Cal OES must submit these requests to the FEMA Regional Director for final determination.

Following the Regional Director's review, Cal OES will be notified in writing of the determination. Cal OES will notify the subgrantee of FEMA's determination. If the extension is denied, the subgrantee can submit a second request to be considered by the FEMA Associate Director.

FMA / LPDM / PDM / SRL

Performance period extension requests must be submitted to Cal OES in writing and received by Cal OES no later than ninety (90) days prior to the expiration of the current approved period of performance. Time extension requests received by Cal OES less than ninety (90) days prior to the end of the current approved period of performance will not be considered. Review program guidance for period of performance extension request requirements.

10. ADMINISTRATIVE DOCUMENTS

The administrative documents included with this package must be completed, signed by an authorized representative of the subgrantee and received by Cal OES before any payments can be processed. These forms include (1) Subgrantee Assurances and (2) Designation of Applicant's Agent Resolution. Completed forms must be mailed to:

California Governor's Office of Emergency Services Hazard Mitigation Grants Division 3650 Schriever Avenue Mather, California 95655

11. FINAL REPORTS

Final Claims must be filed using the Final Claim form. All activity costs are subject to audit; therefore, adequate documentation is required to verify the scope of work and the activity costs. All activity documentation must be retained by the subgrantee for three years from closeout. The subgrantee shall submit a final report package

to Cal OES when the activity has been completed. The documentation required is dependent on the type of activity. The package must include at least the following:

- Final Claim form
- Accomplishments and results report
- Budget summary
- Photographs/materials

Payment of the 10% retention will be processed upon completion of the closeout process.

12. AUDITS

The Cal OES may request an audit of any funds disbursed to a subgrantee at any time, regardless of the amount. Each subgrantee is required to provide reasonable and timely access to all records. Subgrantees that expend combined federal awards above \$500,000 must submit audit reports consistent with the requirements of Office of Management and Budget OMB Circular A-133. Such audits of subgrantees will be conducted in accordance with the requirements of the Single Audit Act and amended by 1996 (PL 104-156). Records must be retained by the subgrantee for three years from project closeout.

13. MONITORING

In order to provide reasonable assurance of compliance with applicable Federal and State laws and regulations, and to comply with Cal OES's administrative oversight responsibilities, subgrantee activities shall be monitored and associated finding (s) and program deficiencies resolved though viable corrective action plans. Financial and administrative compliance monitoring is comprised of desk reviews, as well as field reviews, of specific subgrantee information and supporting financial documentation and books of record.

14. APPEALS (HMGP Only)

A subgrantee may appeal any determination made by FEMA relative to grant assistance by submitting justification in writing to Cal OES within sixty (60) days of the action being appealed. Appeals must be submitted through the Governor's Authorized Representative (GAR). Subgrantees must provide sufficient information to allow the GAR to determine the facts and validity of the request.

Cal OES will review the appeal material submitted, make any additional investigations necessary and forward the appeal with a written recommendation to the FEMA Regional Director within sixty (60) days.

The FEMA Regional Director shall notify Cal OES as to the disposition of the subgrantee's appeal or need for additional information within ninety (90) days following receipt of all related information. If the decision is to grant the appeal, the Regional Director will take appropriate implementing action.

If the Regional Director denies the appeal, the subgrantee may submit a second appeal in writing to the GAR. The GAR reviews the second appeal and may forward it to the FEMA Associate Director through the FEMA Regional Director. Such appeals shall be made in writing and shall be submitted not later than sixty (60) days after receipt of notice of the Regional Director's denial of the first appeal. The Associate Director shall render a determination on the GAR's appeal within ninety (90) days following receipt of all related information. The Associate Director's determination is final.

In rendering such determinations, the Associate Director may, in those cases involving appeals of a highly technical nature, refer the appeal to an independent scientific or technical body for review. The GAR must first agree to such a process, including a waiver of the ninety (90) day time limitation for appeal resolution, as well as sharing the cost of such reviews.

See Part 44 of the Code of Federal Regulations (44CFR) Section 206.440.



Quick Start Guide for New Grantee Registration

Helpful Information

SAM an official free, U.S. governmentoperated website – it is FREE to register and maintain your entity registration record in SAM. It is FREE to get help.

What is an Entity?

In SAM, your company/business/ organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

O

- DUNS Number: You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering. If you do not have one, request a DUNS number for <u>free</u> to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at http://fedgov.dnb.com/webform. It takes no more than 1-2 business days to obtain a DUNS number.
- 2. Taxpayer Identification Number: You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS). Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: http:// www.irs.gov/Businesses/Small-Businesses-& -Self-Employed/How-to-Apply-for-an-EIN Allow approximately two weeks before your new EIN is ready for use when registering in SAM.
- All non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 60 days of activation.

Steps for Registering

- 1. Type www.sam.gov in your Internet browser address bar.
- 2. Select Log In to complete authentication and create an account.
- 3. On the My SAM page, select Entity Registrations from the subnavigation menu and select Register New Entity.
- 4. Select your type of Entity.
- 5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are <u>not</u> interested in pursuing Federal contracts, you will have a much shorter registration path. To choose the grants only path:
 - Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs." in response to the question "Why are you registering this entity to do business with the U.S. government?"
- 6. Complete the Core Data section:
 - Validate your DUNS information.
 - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN).
 Remember your MPIN as it will help identify you in several other government systems. You must have it to apply in Grants.gov.
 - Enter your CAGE Code if you have one. CAGE codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
 - Enter General Information (business types, organization structure, etc.) about your entity.
 - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
 - Answer the Executive Compensation questions.
 - Answer the Proceedings Details questions.
- 7. Complete the Points of Contact section:
 - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as the CAGE program, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
- 8. Complete the Representations and Certifications section (for non-federal entities only):
 - Select Yes/No on the Financial Assistance Response page.
- Make sure to select Submit after your final review. You will get Registration Submitted - Confirmation message on the screen. If you do not see this message, you have not submitted your registration.

Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

Please give yourself plenty of time before your grant application submission deadline. Allow up to 12-15 business days <u>after you submit</u> before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

For FREE help registering in SAM, contact the supporting Federal Service Desk (FSD) at https://www.fsd.gov/



Quick Start Guide for Updating an Entity Registration

Helpful Information

Viewing Your Entity Record

- If you chose to make your record public, you can view your entity record by going to www.sam.gov, selecting Search Records, and searching by your DUNS number or Legal Business Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS Number or Legal Business Name, selecting the "Inactive" checkbox, and clicking the "Apply Filters" button
- If you opted out of public search, you will need to log into SAM with the appropriate user account, select Entity Registrations and then Existing Entity
 Registrations to view your record

Before You Start

- When you renew or update your registration, you must review the entire record. Take the time to make sure all the information is accurate and complete.
- If your entity's physical address has changed since you last renewed, make sure to update the address Dun and Bradstreet (D&B) has on file prior to updating the registration in SAM.
- All non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 60 days of activation.

Steps for Updating an Entity Registration

- 1. Type www.sam.gov in your Internet browser address bar and then log in.
- 2. On the My SAM page, select Entity Registrations and then Existing Entity Registrations from the sub-navigation menu.
- 3. Search for the entity you want to update or select the Legal Business Name of the entity the Entity List.
- 4. Select Update Entity from the Registration Details panel.
 - You may not update a registration in Submitted status. You may only update registrations that are Active, Expired, or a Work in Progress.
- 5. You may delete a Work in Progress if necessary. This will not affect your Active or Expired entity registration.
- 6. Select what you would like to update: Purpose of Registration and remaining entity registration. All sections applicable to the registration besides the Purpose of Registration or Point of Contacts only (skip to step 10).
- 7. Update the Core Data section.
- 8. Update the Assertions section (not required if registering for Federal Assistance opportunities only).
- 9. Update the Representations and Certifications section.
- 10. Update the Points of Contact section, including optional POCs. You may remove optional POCs if they are no longer relevant.
- 11. If you qualify as a small business, update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification via the "SBA Supplemental" page.
- 12. Select Submit. Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

Please note: If your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.



International: 344,206,7828

California Governor's Office of Emergency Services (Cal OES) REIMBURSEMENT REQUEST FORM

 $e = e^{-\frac{i}{2}} - \frac{e^{-\frac{i}{2}}}{e^{-\frac{i}{2}}}$

<u>Email Reir</u>	<u>mbursement Request 1</u>	<u>o:</u>	Su	brecipient: _			
HMGrants	sPayments@CalOES.co	a.gov	FIP	'S ID #:			
<u>Mail Reim</u>	bursement Request to	<u>):</u>	Dis	saster/Subav	vard #:		
Recovery	Governor's Office of Em Grants Processing Uni iever Avenue CA 95655	-	Service	☐ chang	mark this box to e in the Mailing ized Agent sec	Address in	n the
	Project Number	Cumul	ative Ex to do	kpenditures ite		nt Reques riod of o	t for
		\$			\$		
rec the the per Sec	ue, complete, and ac eipts are for the purpo Federal award. I am a omission of any mate nalties for fraud, false s ction 1001 and Title 31, I Agent (Per Governing I	oses and aware the rial fact stateme Section	d objec nat any , may s nts, fals is 3729-	tives set forth	n in the terms a ous, or fraudule o criminal, civil o otherwise. (U.S.	nd conditi nt informa or administ	ons of tion, or trative
Printed No	ame	Tit	le		Phone	Number	
Signature		D	ate		Email A	ddress	
New Maili	ing Address Only						
		Cal OI	ES 400 (f	or Cal OES or	nly)		
	Obligated Amount						
	Expenditures to Date	•					
	Cost Share at 75%			Te			
	Less Retention						
	Prior Payments Made	•					
	Amount Allowable fo Payment	or					
 Reviewer	Title		Date	Approver		Title	 Date

California Governor's Office of Emergency Services (Cal OES) REIMBURSEMENT REQUEST FORM Instructions

Subrecipient	The subrecipient is the entity as identified in the original grant application. Do not identify any sub-departments or offices as the subrecipient.
FIPS ID #	This is the subrecipient's identification number as identified on the Notification of Approval Letter.
Disaster/ Subaward #	The disaster/subaward number can be found on the Notification of Approval Letter.
Address Change	Indicate a change in address by checking the box shown and noting the new address on the line labeled "New Mailing Address Only" in the Authorized Agent section.
Project Number	The project number can be found on the Notification of Approval Letter.
Cumulative Expenditures to Date	Provide the full, total grant expenditures incurred to date for this project (including applicable local share).
Reimbursement Request Period	The subrecipient may request reimbursement of all, or a portion of, grant expenditures incurred since the last Reimbursement Request. Indicate the month, day and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. This is not the Project/Budget Period listed on the subaward. HMGP Disaster Grants: No fiscal year restrictions. All other grants: A request period cannot cross the State fiscal year, which ends June 30 and begins July 1.
Authorized Agent Information	Complete all line items as requested and ensure that the form is signed by an Authorized Agent named on the Governing Body Resolution. The signature date must be on or after the final day of the indicated request period.
Mail	This form can be sent to Cal OES via email or regular mail. The subrecipient should maintain duplicate records of all documents sent to Cal OES.
Supporting Documents	Supporting documents are not required to be submitted with the Reimbursement Request; however, Cal OES reserves the right to request documentation at any time. Subrecipients are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request.
Additional Assistance	For additional assistance regarding this Reimbursement Request Form, please contact the Recovery/Hazard Mitigation Grants Processing Unit at (916) 845-8110 or at HMGrantsPayments@CalOES.ca.gov.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Hazard Mitigation Grant Program Planning
Subapplication

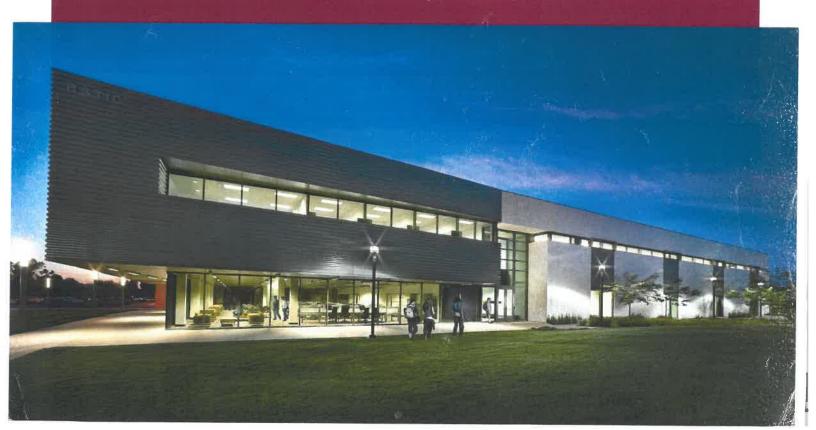


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HAZARD MITIGATION GRANT PROGRAM PLANNING SUBAPPLICATION

DISASTER NUMBER: JURISDICTION NAME:

DR 4382

South Orange County Community College

District (SOCCD)

SOCCD Local Natural Hazard Mitigation Plan

0048

PLAN TITLE:

CONTROL NUMBER:

THE CONTROL NUMBER IS RECEIVED AT TIME OF SUCCESSSFUL NOI SUBMITTAL



Notice of Interest (NOI) approved subapplications are due postmarked to Cal OES by:

DR-4344: July 2, 2018

DR-4353: September 4, 2018

HAZARD MITIGATION GRANT PROGRAM (HMGP) INTRODUCTION

INTRODUCTION

As a result of the declaration of a major federal disaster, the State of California is eligible for HMGP funding. The State has established priorities to accept subapplications from subapplicants statewide, state agencies, tribal governments, local governments, and private non-profits.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA).

HMGP is successful in meeting the FEMA requirements to qualify as an Enhanced State Hazard Mitigation Plan (ESHMP) state. ESHMP accreditation has resulted in additional millions of dollars available for local agencies' hazard mitigation plan and project funding. In order to maintain ESHMP status, further information is requested by FEMA. This information is requested as a means of assessing the pro-activity of your community or agency.

REGULATIONS

Federal funding is provided under the authority of the <u>Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)</u> through FEMA and the California Governor's Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing subapplications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44 CFR), Part 201 (Planning) and Part 206 (Projects), and in Title 2 of the Code of Federal Regulations (2 CFR), Part 200 (Uniform Administrative Requirements).

FEMA GUIDANCE

FEMA requires that all plans adhere to the <u>Local Mitigation Planning Handbook March 2013</u> and Hazard Mitigation Assistance Unified Guidance February 2015.

QUESTIONS

Submit all HMGP subapplication questions to the following mailbox: HMGP@caloes.ca.gov

SUBAPPLICATION FORMAT INSTRUCTIONS

Cal OES requires the following format to be used for all HMGP subapplications. Two complete subapplications must be submitted to Cal OES. Each subapplication must be in separate binders. The first copy is logged and retained for Cal OES records. The second copy will be forwarded to FEMA for review and final determination.

COMPLETE SUBAPPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

- **TWO** identical printed subapplications must be provided in 3-ring binders:
 - Each binder section must be tabbed in the format outlined below.
 - o Each binder must be large enough to hold all of the contents.
 - The use of additional binders is permitted as needed.
 - All printed attachments must be clearly titled.
- **TWO** identical CD-RWs must include functional electronic versions of all documents/attachments:
 - Attachments must be in one of the following formats: Microsoft Word version 2007 (or newer), Microsoft Excel or Adobe PDF.
 - All electronic attachments must be clearly titled.

ORGANIZATION OF THE BINDER SECTIONS MUST BE TABBED IN THE FOLLOWING FORMAT:

- O. Table of Contents
- 1. Subapplication
- 2. Scope of Work
- 3. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
- 4. Budget (HMGP Cost Estimate Spreadsheet and cost estimate narrative in Microsoft Word)
- 5. Match (Local Match Commitment Letter Template)
- 6. Letters of Commitment for Multi-Jurisdictional Local Hazard Mitigation Plans only (<u>Letter of Commitment Template</u>)
- 7. Supporting Docs (Any extra supporting documentation)

MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:

California Governor's Office of Emergency Services Hazard Mitigation Grants Program Unit Attention: HMGP 3650 Schriever Avenue Mather, CA 95655

PLANNING SUBAPPLICATION FORM

SU	BAPPLICANT IN	NFORMATION					
1.	SUBAPPLICANT:	South Orange Coun					
2.	TYPE:	STATE/LOCAL GOVERNME			LY RECOGNIZE		SPECIAL DISTRICT
3.	FIPS #:	06059 IF YOU DO NOT KNOW YOUR FEDERAL IDENTIFICATION PROCESSING S NUMBER (FIPS #), REQUEST BY EMAILING THE HMGP@CALOES.CA.GOV					
4.	DUNS #:	076060169		IF YOU DO NOT DUN & BRADST	KNOW YOUR DA	NTA UNIVERSA 866-705-5711	AL NUMBERING SYSTEM (DUNS) #, CALL OR VISIT WWW.SAM.GOV.
5.	POLITICAL			h and 45th	and 45th		
	DISTRICT NUMBERS:	STATE ASSEMBLY: STATE LEGISLATIVE:		74 th	POLITICAL DISTRICTS FOR THE SUBAPPLICANT.		
6.	PRIMARY CONTACT				ONS AND OD DE	אובפדפ בחף וו	NEODMATION
	NAME:	Mr. □Ms. FIRS		Todd	ONS AND/OR REC	LAST:	De Voe
	TITLE:	Emergency and Busi	ines	s Continu	ty Manag	er	
	ORGANIZATION:	South Orange Count	ty C	ommunity	College D	istrict (S	OCCCD)
	ADDRESS:	28000 Marguerite Park	way				
	CITY:	Mission Viejo		STA	TE: CA	ZIP	CODE: 92692
	TELEPHONE:	(949) 348-6272			FAX:		
	EMAIL:	tdevoe@saddleback	c.ed	u			
7.	ALTERNATIVE CON BACK-UP POINT OF CONTACT F	NTACT: OR YOUR PLAN, CAL OES WILL CON	TACT	THIS PERSON IF F	RIMARY CONTAC	CT IS UNAVAIL	LABLE
	NAME:	Mr. ☐Ms. FIRS	T:	Mike		LAST:	Betzler
	TITLE:	Lt					
	ORGANIZATION:	South Orange Count	y C	ommunity	College D	istrict (S	OCCCD)
	ADDRESS:	28000 Marguerite Parky	vay				
	CITY:	Mission Viejo		STA	TE: CA	ZIP	CODE: 92692
	TELEPHONE:	(949) 583-4585			FAX:		
	EMAIL:	mbetzler@saddleba	ck e	edu.			

LOCAL HAZARD MITIGATION PLAN INFORMATION

8.	PL	ΔN	J 7	ΓΥΙ	PF	:

STOP

B.

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Planning activity types are classified as one of the choices listed below. Pick **one** of the following choices that best describes the type of plan this subapplication will deliver:

1. New Single Jurisdiction Local Hazard Mitigation Plan	
Select for single jurisdictions that have no existing hazard mitigation plan.	
2. Update to Single Jurisdiction Local Hazard Mitigation Plan	FEMA APPROVAL DATE
Select for single jurisdiction that have a FEMA approved plan in place.	
3. New Multi-Jurisdictional Local Hazard Mitigation Plan	
Select if there is no existing plan, and multiple jurisdictions will be included.	
4. Dupdate to Multi-Jurisdictional Local Hazard Mitigation Plan	FEMA APPROVAL DATE
Select for multi-jurisdictions that have a FEMA approved plan in place.	
	•
5. New Tribal Mitigation Plan (in accordance with 44 CFR Section 201.7)	
Select for tribal federally recognized tribes that have no existing hazard mitigation plan	
6. Update to Tribal Mitigation Plan (in accordance with 44 CFR Section 201.7)	FEMA APPROVAL DATE
Select for federally recognized tribes that have a FEMA approved plan in place.	
7. Other Planning-Related Activities	
Describe planning activities:	
COMPLETE SECTION B IF YOU SELECTED 8.A.2., 8.A.4., OR 8.A.6. ABOVE	•
COMPLETE SECTION B IF 100 SELECTED 8.A.Z., 8.A.4., OR 8.A.8. ABOVE	•
PLAN UPDATES:	
Describe why the update to your plan is needed and describe how the up	ndate will build
	Duate Will Dullu
on your existing approved mitigation plan.	

COMPLETE SECTION C IF YOU SELECTED 8.A.3 OR 8.A.4 ABOVE:

C. MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN INFORMATION:

If your plan type is multi-jurisdictional, a Letter of Commitment (LOC) from each participating jurisdiction is required. Use the template here. A separate LOC must be executed by each participating jurisdiction and submitted to the lead agency and Cal OES jointly. The subapplication must include an LOC for each identified jurisdiction clearly stating commitment to participate in the development of the plan. Being

recognized as a member of an approved multi-jurisdictional plan verifies a local agency's eligibility for hazard mitigation grant funds as long as they meet the participation criteria set forth in the letter.

- Enter the names of all the jurisdictions that will be included in your plan.
- Enter the county name included in the plan.
- Enter all the congressional district(s) within plan jurisdictions from https://www.census.gov/mycd/.
- Enter the exact title of the Letter of Commitment (LOC) electronic file that will be included on the required CD-RW Discs and place hard copies of each LOC in the LOC tabbed section of the binder.
- Identify the population of the jurisdiction applying for the planning grant using current census data.

#	JURISDICTION	COUNTY	CONGRESSIONAL DISTRICT #	TITLE OF ATTACHED LOC	POPULATION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



If more than 15 jurisdictions will be participating in your multi-jurisdictional plan attach all information on a separate sheet and type the name of the attachment in box 1.

PLANNING INFORMATION

9. SCOPE OF WORK (SOW):

South Orange County Community College District

TITLE: Scope of Work to complete a Hazard Mitigation Plan

STATE EXACT SOW DOCUMENT TITLE:

- Describe the entire SOW of planning in clear, concise detail.
- Must provide a thorough description of all activities to be undertaken.
- Must be written in sequential order from start to finish of the plan.
- Describe method and schedule of monitoring, evaluating, and updating the plan within the 5-year cycle.

STOP

INSERT THIS DOCUMENT IN THE SOW SECTION OF THE BINDER.

WORK SCHEDULE INFORMATION

10. PLANNING WORK SCHEDULE:

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the plan.

- Describe the major milestones and the duration of time to complete each one.
- Show activity duration in months.
- The work schedule must include six months for State and FEMA review/revisions/approval, appropriate time for local adoption and 90 days for grant closeout.

WORK SCHEDULE EXAMPLE					
#	DESCRIPTION	TIMEFRAMI			
1.	Procure a consultant	3 months			
2.	Develop planning team	2 months			
3.	Community and stakeholder outreach	3 month			
4.	Planning process for hazard identification	3 month			
5.	Planning process for risk assessment	3 month			
6.	Mitigation strategy	2 month:			
7.	Maintenance plan development	1 month			
8.	Plan draft (with community/stakeholder input)	3 months			
9.	Cal OES/FEMA Review/Revisions	6 months			
10.	Local Plan Adoption	2 months			
11.	Grant Close-out	3 months			
	TOTAL MONTHS:	31 months			



TOTAL PLANNING DURATION (INCLUDING CLOSE-OUT) CANNOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).

#	DESCRIPTION	TIMEFRAME					
1.	Procure a consultant and agree on Scope and Schedule of Work	2 months					
2.	Agree on Committee participants; Send invitations to recommend committee members of the SOCCCD's Hazard Mitigation Committee; Hold kick off meeting #1 for the Committee; Educate the committee on Hazard Mitigation	1 month					
3.	Agree on selection of natural hazards to be included in the plan; Review district bonds, facility plans, finances and other documents						
4.	Conduct community outreach to get public participation on the Committee; Ensure the consultant is documenting the planning process	0.5 months					
5.	Additional Committee Meetings – Agree on a revised schedule identifying each hazard to be researched and presented; Describe the planning process to the committee; set plan goals, purpose, methodology, layout and discuss climate adaption requirement	0.5 months					
6.	Conduct a capability assessment and public asset list	0.5 months					
7.	Consultant researches Hazard #1; Presents district vulnerabilities to Project Manager for comment; PM provides additional info	1 month					
8.	Hazard #1 presented to Committee at Meeting #2: Committee provides additional						
9.	Continue above process for each hazard	9 months					
10.	Assess community outreach and methods to reach additional people	1 month					
11.	Prioritize strategies at next meeting; Provide plan draft to Committee	1 month					
12.	Review planning process; Research existing documents, capabilities, determine funding potentials for strategies	1 month					
13.	Determine plan maintenance details for monitoring, evaluating and updating the plan in a 5-year cycle	1 month					
14.	Prepare for plan presentations to the decision makers, employees and the public; Agree on needs, dates, times, political sensitivities, presenters, etc.	1 month					
15.	Conduct a series of public presentations to impacted groups	4 months					
16.	STANDARD VALUE (DO NOT CHANGE) Cal OES/FEMA Review/Revisions	6 months					

17.	Local Plan Adoption			2 months
18.	STANDARD VALUE (DO NOT CHANGE)	Grant Close-out		3 months
			TOTAL MONTHS:	36 months

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.

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11. HAZARD & RISK ANALYSIS:

•	HAZ	ARD ANALYSIS	TYPE:					
	Sele	ect the hazard(s)	below	that this plai	n will	address. Select	as mar	ny as needed.
		BIOLOGICAL	\boxtimes	EARTHQUAKE		LAND SUBSIDENCE		TERRORIST
		CHEMICAL	\boxtimes	FIRE	\boxtimes	MUD/LANDSLIDE	\boxtimes	TORNADO
		CIVIL UNREST		FISHING LOSSES		NUCLEAR		TOXIC SUBSTANCES
		COASTAL STORM	\boxtimes	FLOOD		SEVERE ICE STORM		TSUNAMI
		CROP LOSSES		FREEZING	\boxtimes	SEVERE STORM(S)	\boxtimes	WINDSTORM
	\boxtimes	DAM/LEVEE BREAK		HUMAN CAUSE		SNOW		OTHER (describe below):
	\boxtimes	DROUGHT		HURRICANE		SPECIAL EVENTS		

B. DESCRIBE PAST AND FUTURE PROBLEMS/HAZARDS/RISKS:

1. Describe the problem(s) this plan is attempting to solve and the expected outcome. Describe in detail how the plan will reduce the effects of hazards and how the plan will eliminate or reduce risks.

The district needs to identify its hazards; map the hazards, and determine what mitigation measures need to be conducted. This plan will assist us in not only mitigating our hazards but in knowing what hazards to prepare for and will help us prioritize which hazards to prepare for. The plan will cover the three district campuses: Saddleback College campus in Mission Viejo, Irvine Valley College campus in Irvine, and the Advanced Technology and Education Park in Tustin.

2. History: Describe the past hazards, risk to life and risk to safety in the community. Describe the type, location and extent of hazards. Include previous occurrences (repetitive losses) and the probability of future events.

South Orange County experienced major floods 4 times in the 1990s. Moderate damage was incurred and significant clean up was required after each storm. During the 2000's 6 major wildland/urban interface fires seriously threatened the area. The Santiago Canyon Fire impacted the 241 Freeway and the Sierra Fire impacted neighboring City of Lake Forest. Fortunately, the district has escaped being seriously impacted by these events, however classes were canceled due to the threats. The district is located on the San Joaquin Hills Fault which is considered the worst fault in Orange County as well as being near the Newport Inglewood Fault, the Rose Canyon Fault and most significantly the San Andreas Fault which is considered the greatest threat to Southern California.

 Describe the vulnerability to identified hazards. Include an overall summary of each hazard and its effect on the community, including a general description of types of structures affected by each hazard.

Most of the district structures are concrete construction with over 30 temporary buildigs and are extremely vulnerable to a major earthquake, tornado and damage occurring in a Santa Ana Wind incident. Fire could spread across the campuses in hours destroying everything in its path. The Irvine Campus was threatened by major

fires last year. The district office at the Mission Viejo campus is in a multi-story building in an area of liquefaction which would make an earthquake much more devastating. When periods of extended drought (very common in Southern Orange County) are followed by severe rain events, significant flooding and erosion can occur that can put parts of campus at significant risk of flood damage.

4. List improvements to the community that eliminated or reduced hazards/risks for at least the last 25 years.

The San Juan Creek has been improved since an embankment in San Juan Capistrano (south of Del Obispo bridge) nearly collapsed in 2005 which threatened the evacuration of Saddleback College

Describe types and numbers of existing and future structures and facilities that have the potential to incur damages and an estimate of potential dollar losses.

At this time the district is building a \$61 million dollar football stadium and additional buildings are scheduled to begin construction in 2020. The most recently completed new construction on the Saddleback College campus is the Science building which required the driving of large piles into the ground to stabilize the land and building. Saddleback campus has about 25 permanent buildings and 32 temporary buildings that would be at risk of incurring damage. Irvine Valley campus has over 20 permanent buildings at risk of incurring damage and ATEP campus has 1 permanent building with several future structures planned. The potential dollar losses for the district as a whole could be in the hundreds of millions depending on the severity of the event and the campus affected.

6. Describe mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards.

The district needs to review the age and type of construction of all its building across all three campuses. To date, this type of assessment involving both risk management and facilities has not been conducted. HMGP funding will provide the district the opportunity to work with other key personnel to set strategies to mitigate earthquake, fire and flood hazards. The district needs to ensure future buildings are being built for the hazards identfied. With input from the Cities of Mission Viejo, Irvine, Tustin and the County of Orange the district can learn more about potential threats and the hiring of a HAZUS expert to map the hazards will be the most valuable part of the plan.

COST ESTIMATE INFORMATION

12. HMGP COST ESTIMATE SPREADSHEET:

A. COST ESTIMATE INSTRUCTIONS:

✓ Using the <u>HMGP Cost Estimate</u>
<u>Spreadsheet</u>, provide a detailed cost estimate breakdown.

- Cost estimate describes the anticipated costs associated with the SOW for the proposed mitigation plan.
- Cost estimates must include detailed estimates of cost item categories.
- Only include costs that are directly related to performing the mitigation activity.
- Documentation that supports the cost estimate must be added to the budget section of the binder.
- Eligible costs must be included in both the cost estimate spreadsheet and the Scope of Work to be reimbursed.

COST ESTIMATE SPREADSHEET EXAMPLE									
ITEM NAME	UNIT	UNIT	UNIT	COST EST TOTAL					
PLAN INITIATION	80	HR	\$120	\$9,600					
PUBLIC ENGAGEMENT	40	HR	\$60	\$2,400					
REVIEW OF PLANS	140	HR	\$80	\$11,200					
HAZARD/RISK ASSESSMENT	100	HR	\$150	\$15,000					
LOCAL PLAN UPDATES	200	HR	\$67	\$13,400					
COMPILE DRAFT	120	HR	\$120	\$14,400					
REVIEW OF DRAFT	67	HR	\$120	\$8,040					
APPROVAL/ADOPTION	50	HR	\$150	\$7,500					
PLANNING CLOSE-OUT	80	HR	\$150	\$12,000					
	TOTAL COST ESTIMATE: \$93,540								



B. INELIGIBLE COSTS:

The following are ineligible line items:

Lump Sums

- Contingency Costs
- Miscellaneous Costs

"Other" Costs

- Indirect Charges
- Overhead Costs
- Cents (must use whole dollar amounts, round unit prices up to whole dollars)

C. PRE-AWARD COSTS:

Eligible pre-award costs are costs incurred after the disaster date of declaration, but prior to grant award. Pre-award costs directly related to developing the application may be funded.

- Submission of subapplication
- · Workshops or meetings related to development



SUBAPPLICANTS WHO ARE NOT AWARDED FUNDS WILL NOT RECEIVE REIMBURSEMENT FOR PRE-AWARD COSTS.

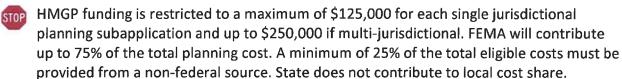
D. COST ESTIMATE NARRATIVE:

FEMA requires a cost estimate narrative that explains all projected expenditures in detail. The cost estimate narrative must mirror the cost estimate spreadsheet and should include a full detailed narrative explaining and supporting the costs listed in the Cost Estimate Spreadsheet. If your cost estimate includes city, county, or state employees' time, include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed, functional timesheets must be retained.

☐ Title the document "Cost Estimate Narrative" and include in the budget section of binder.

13. FEDERAL/NON-FEDERAL SHARE INFORMATION:

A. FUNDING RESTRICTIONS:



A jurisdiction may contribute an amount greater than the 25% non-federal share.

B. TOTAL PLANNING COST ESTIMATE:

Enter total cost formulated on HMGP

\$170,041 ENTER \$ IN BOX ABOVE

STOP

Cost Estimate Spreadsheet

FEDERAL	REQUESTED	\$125,000			
SHARE	AMOUNT:	ENTER \$ IN BOX ABOVE			
(75%	PERCENTAGE	73.5%			
MAXIMUM)	AMOUNT:	ENTER % IN BOX ABOVE			
NON-FEDERAL	REQUESTED	\$45,041			
SHARE	AMOUNT:	ENTER \$ IN BOX ABOVE			
(25%	PERCENTAGE	26.5			
MINIMUM)	AMOUNT:	ENTER % IN BOX ABOVE			

VERIFY ALL AMOUNTS ENTERED ARE ACCURATE.

INCORRECT
AMOUNTS
WILL DELAY
PROCESSING
OF YOUR
SUBAPPLICATION.

C. NON-FEDERAL MATCH SOURCE - MATCH COMMITMENT LETTER:

- Use the <u>Local Match Fund Commitment Letter Template</u> to complete this section and add completed letter to the match section of the binder.
- A signed Match Commitment Letter must be provided on agency letterhead.
- The non-federal source of matching funds must be identified by name and type.
- If "other" is selected for funding type, provide a description.
- Provide the date of availability for all matching funds.
- Provide the date of the Funding Match Commitment Letter.
- Funds must be available at the time of submission unless Cal OES prior approval has been received.
- If there is more than one non-federal funding source, provide the same information for each source on an attached document.
- Match funds must be in support of cost items listed in the cost estimate spreadsheet.
- Requirements for donated contributions can be found in 2 CFR 200.306.

PRINT THIS PAGE - ORIGINAL SIGNATURE IS REQUIRED

AUTHORIZATION

The undersigned does hereby submit this subapplication for financial assistance in accordance with the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) and the State Hazard Mitigation Administrative Plan and certifies that the subapplicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Subapplicant Authorized Agent

NAME:	Ann-Marie Gabel
TITLE:	Vice Chancellor Business Services
ORGANIZATION:	South Orange County Community College District (SOCCCD)
SIGNATURE:	Amy KMEn
DATE:	4/3/19

10. Scope of Work (SOW)

South Orange County Community College District Scope of Work to complete a Hazard Mitigation Plan

- 1. The South Orange County Community College District (SOCCCD) will procure the services of a qualified emergency management consultant (Consultant) to guide the Hazard Mitigation Planning Committee in the development of a Hazard Mitigation Plan.
 - a. Consultant is selected in accordance with grant requirements and District policy.
 - b. A designated SOCCCD employee (District Employee) will meet with the Consultant and agree on a schedule of work, review the Scope of Work (SOW), review draft schedules, book meeting room and acquire audio visual equipment.
- 2. The Consultant will work with the District Employee to form a SOCCCD Hazard Mitigation Planning Committee (Planning Committee)
 - a. Employee expertise, experience, training, and qualifications will be reviewed and analyzed to identify potential committee members.
 - b. Local Cities and County emergency managers, city planners, police and fire will be invited to participate
 - c. A plan will be developed to recruit the public to participate. Numerous invitations will be sent to key groups, using all media types to get the public involved in the planning process.
 - d. Invitations are created and sent to recommended committee members of the Planning Committee.
- 3. The planning process will be documented by the Consultant and including copies of all public outreach/involvement process documentation, meeting agendas, Power Points, meeting sigh-in sheets, and meeting notes
- 4. The Consultant and District Employee will prepare for the initial meeting (Kick-Off Meeting) of the Hazard Mitigation Planning Committee.
 - a. The Consultant provides handout materials and facilitates the Kick-Off Meeting.
 - b. Contact information with committee members will be confirmed and distributed
 - c. Planning Committee members will brief on the grant requirements
 - d. Schedule of meetings is proposed and adjusted as needed
 - e. The Contractor will guide the Planning Committee in voting on a selection of natural hazards to be analyzed and included in the plan.
 - i. There are anywhere from five to eight natural hazards that are typically threatening to Southern California communities.
 - f. Petition the SOCCCD Board of Trustees to recognize the Planning Committee as an official sanctioned committee.
- 5. The Consultant will work with each member of the Planning Committee to conduct a capability assessment and compile a list of District assets, City and County, non-profit, etc.
- 6. The Contractor will review and incorporate any relevant existing plans, studies, or reports such as the SOCCCD Comprehensive Master Plan, Maintenance & Operations Plans, and Bond Measures that may affect the creation of Hazard Mitigation Plan.
- 7. The Consultant and District Employee will prepare for the second meeting of the Hazard Mitigation Planning Committee.

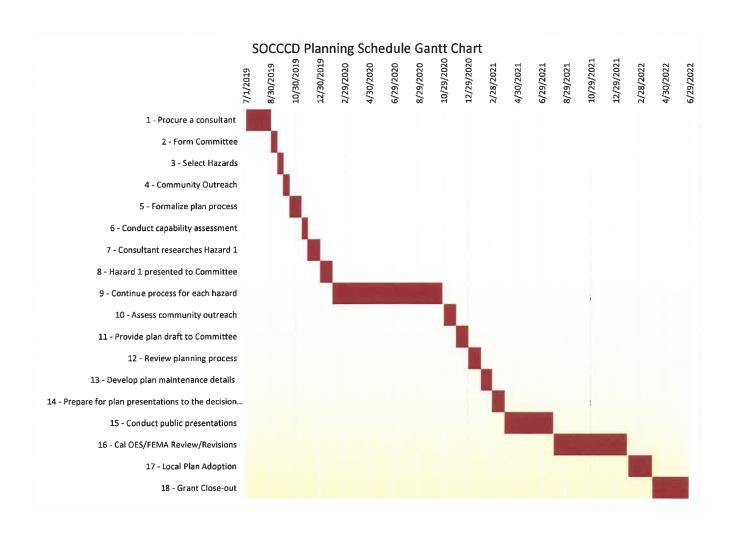
- a. The Consultant will present and updated schedule of meetings.
- b. The Consultant will describe the planning process
 - i. Goals of the planning process
 - ii. Purpose of the plan
 - iii. Methodology for creating the plan
 - iv. Layout of the draft plan
 - v. Mitigation strategy process and prioritization
- c. The Consultant will present research identifying each hazard to be analyzed and included in the plan.
- d. The Contractor will discuss climate adaption requirement and how they can be addressed in the plan.
- 8. The Consultant will conduct research that may include a Level-I HAZUS analysis, on each of the hazards selected by the Planning Committee to identify District vulnerabilities.
 - a. The Consultant will conduct research to identify any past events or emergencies that may have impacted the SOCCCD and assess the probability of future events
 - b. The Consultant will create map products illustrating the Districts vulnerabilities for inclusion into the Hazard Mitigation Plan
 - c. The Contractor will provide an overall summary of each hazard and its effect on the district, including a general description of types of structures and an estimate of potential dollar losses.
- 9. The Consultant will present the analysis of each of the hazards to the Planning Committee and lead the committee members though a process of identifying mitigation strategies appropriate for the district.
 - a. The Contractor will present a description of mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards.
 - b. The Consultant will provide lists of potential strategies for each of the identified hazard studied.
 - c. The Consultant will present a description of prioritization, implementation, and the administration process of mitigation activities.
 - d. The Planning Committee will determine the strategies most appropriate for the District by identifying and analyzing a comprehensive range of specific mitigation actions.
- 10. The Consultant will guide the Planning Committee through a process to determine how the Hazard Mitigations will be maintained.
 - a. The Contractor will describe methods and schedules for monitoring, evaluating, and updating the plan within the 5-year cycle.
 - b. The Contractor will describe processes for incorporating the mitigation plan elements into other planning mechanisms such as the SOCCCD Comprehensive Master Plan
 - c. The Contractor will describe how the District can continue to encourage participation in the planning process.
- 11. The Contractor will compile the results of the hazard analysis and the identification of the mitigation strategies into a properly formatted Administrative Draft of the Hazard Mitigation Plan.

- The Hazard Mitigation must meet all of the requirements of the California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA)
- 12. The Contractor and the District Employee will conduct a series of public presentations to educate interested parties on the purpose, scope and content of the Hazard Mitigation Plan, and to elicit input as well public participation in the planning process.
- 13. The Planning Committee and other identified District official shall review and provide edits
 - a. The Consultant will review one consolidated set of comments on the Administrative Draft and make necessary revisions to the document.
 - b. The Consultant will meet with District staff if necessary to discuss concerns and address outstanding issues in preparation for submittal to Cal OES and FEMA.
 - c. Upon completion of these revisions, the Consultant will submit a Final Draft Hazard Mitigation Plan for transmittal to Cal OES and FEMA by District Staff.
 - d. The Contractor, if necessary, will make any edits and corrections to the plan required by Cal OES or FEMA to the satisfaction of both agencies.
 - e. SOCCCD will search for a consultant that will continue work on the plan until approved by both the State and Federal government

WORK SCHEDULE INFORMATION

11. PLANNING WORK SCHEDULE:

#	DESCRIPTION	TIMEFRAME				
1.	Procure a consultant and agree on Scope and Schedule of Work	2 Months				
2.	Agree on committee participants; Send invitations to recommend committee members of the SOCCCD's Hazard Mitigation Committee; Hold kick off meeting #1 for the Committee; Educate the committee on Hazard Mitigation	0.5 Month				
3.	Agree on selection of natural hazards to be included in the plan; Review district bonds, facility plans, finances and other documents	0.5 Month				
4.	Conduct Community Outreach to get public participation on the Committee; Ensure the consultant is documenting the planning process					
5.	Committee Meeting #2— Agree on a revised schedule identifying each hazard to be researched and presented; Describe the planning process to the committee; set plan goals, purpose, methodology, layout and discuss climate adaption requirement	1 Month				
6.	Conduct a capability assessment and public asset list	0.5 Month				
7.	Consultant researches Hazard 1; presents district vulnerabilities to Project Manager for comment; Project Manager provides additional information	1 Month				
8.	Hazard 1 presented to Committee at Meeting #3; Committee provides additional information for plan; Committee determines mitigation strategies appropriate for the district	1 Month				
9.	Continue process in #8 above for each hazard	9 Months				
10.	Assess community outreach and methods to reach additional people	1 Month				
11.	Prioritize strategies at Meeting #4; Provide plan draft to Committee	1 Month				
12.	Review planning process; Research existing documents, capabilities, determine funding potentials for strategies	1 Month				
13.	Develop plan maintenance details for monitoring, evaluating and updating the plan in a 5-year cycle	1 Month				
14.	Prepare for plan presentations to the decision makers, employees, and the public; Agree on needs, dates, times, political sensitivities, presenters, etc.	1 Month				
15.	Conduct a series of public presentations to impacted groups	4 Months				
16.	STANDARD VALUE (DO NOT CHANGE) Cal OES/FEMA Review/Revisions	6 Months				
17.	Local Plan Adoption – Request/receive SOCCCD Board of Trustee approval	2 Months				
18.	STANDARD VALUE (DO NOT CHANGE) Grant Close-out	3 Months				
-	TOTAL MONTHS:	36 Months				



HMGP Cost Estimate Spreadsheet

DATE	JURSIDICTION NAME	DISASTER & PROJECT OR PLANNING #	PROJECT OR PLANNING TITLE
3/11/2019	South Orange County Community College District	DR-4382-0048	SOCCCD Local Natural Hazard Mitigation Plan

		Federal Share Request					Non-Federal Share Match								
# Iter	m Name	Unit Quantity	Unit of Measur e		nit Cost	Cost Estir		Unit Quantity	Unit of Measure Uni		Unit Cost	Cost Estimate Total		Cost Estimate Total	
1 foile	ocurement of qualified consultant lowing district policies; Prepare for the tial planning meeting	0	HR	\$	8	\$	8	60	HR	\$	102.00	\$	6,120	\$	6,12
2 For	rm Committee; develop invitations	0	HR	\$	27	\$		10	HR	\$	85.00	\$	850	\$	85
3 Dev	velop district profile	12	HR	\$	150.00	\$	1,800	12	HR	\$	85.00	\$	1,020	\$	2,82
4 Pre	pare for and facilitate kick-off meeting	12	HR	\$	150.00	\$	1,800	10	HR	\$	85.00	\$	850	\$	2,6
5 Dev	velop and present committee by-laws	10	HR	\$	150.00	\$	1,500	12	HR	\$	85.00	\$	1,020	5	2,52
6 Ray	new existing district plans, reports, etc	20	HR	\$	150.00	\$	3,000	60	HR	\$	92.00	\$	5,520	\$	8,52
7 Con	ntractor sub-contracts HAZUS study	1	EA	\$ 1	4,600.00	\$	14,600	0	HR	\$		\$		\$	14,60
8 Dev	velop/present/vote on potential hazard s	20	HR	\$	150.00	\$	3,000	15	HR	\$	92.00	\$	1,380	\$	4,38
9 Res	search hazard #1	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12.05
10 Res	search hazard #2	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12,0
11 Res	search hazard #3	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12,0
12 Res	search hazard #4	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12,05
13 Res	search hazard #5	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12,0
14 Pre	pare mitigation strategies by hazard	65	HR	\$	150.00	\$	9,750	25	HR	\$	92.00	\$	2,300	\$	12,05
15 Tou	ur hazard sites	12	HR	\$	150.00	\$	1,800	20	HR	\$	92.00	\$	1,840	\$	3,64
16 Dev	velop plan goals, methodology, layout, etc	55	HR	\$	150.00	\$	8,250	20	HR	\$	92.00	\$	1,840	\$	10,09
17 Dev	velop planning process; existing docs, etc	55	HR	\$	150.00	\$	8,250	20	HR	\$	92.00	\$	1,840	\$	10,09
18 Dev	velop maintenance, voting system, etc	50	HR	\$	150.00	\$	7,500	20	HR	\$	92.00	\$	1,840	\$	9,34
19 Con	mmunity Forums prep and presentations	36	HR	\$	150.00	\$	5,400	30	HR	\$	92.00	\$	2,760	\$	8,16
20 Con	nplete crosswalk; mail plan to FEMA	24	HR	\$	150.00	\$	3,600	4	HR	\$	79.00	\$	316	\$	3,93
	sent planning process to committee	40	HR	\$	150.00	\$	6,000	10	HR	\$	92.00	\$	920	\$	6,9
	nt and distribute new plan	0	HR	\$	085	\$	-	25	EA	\$	125.00	\$	3,125	\$	3,1
23						Ś						\$		Ś	
24						\$						\$	-	\$	
25						\$						\$		\$	
26						\$						\$	-	\$	
	T	otal Project Cost	Estimate	Fede	ral Share:	\$	125,000	Total Pr	oject Cost I	Estir	nate Match:	\$	45,041		
						-	THE STREET STREET		- Action	_	st Estimate:	c			1

COST ESTIMATE NARRATIVE

COST	COST ESTIMATE NARRATIVE
ITEM #	
1	SOCCCD will follow its institutional procurement policies and procedures. For contemplated expenditures greater than \$60,000, the Competitive Bidding Process will be used. SOCCCD estimates that it will take an estimated 60 hours between the district Purchasing Manager's and Executive Director's time (\$83 total hourly rate (includes salary + benefits) and \$121 total hourly rate, respectively, averaging a unit cost of \$102/hr - Match) to issue the RFP and finalize a contract with a successful contractor.
2	The Emergency Manager and Operations Lieutenant will spend an estimated average of 10 hours to form and finalize the SOCCCD Hazard Mitigation Planning Committee (\$79/hr and \$91/hr respectively for an average unit cost of \$85, which includes hourly salary + benefits rates – Match)
3	Once a consultant is under contract, not to exceed \$125,000, we estimate the consultant's hourly rate to be \$150/hr for all activities. The consultant will develop a district profile, estimated at 12 hours. The SOCCCD Emergency Mgr and Operations Lt will assist and also spend an estimated 12 hours (\$85/hr average - Match).
4	The consultant will prepare for and facilitate a kick off meeting with the SOCCCD Hazard Mitigation Planning Committee (est. 12 hours). SOCCCD Emergency Mgr and Operations Lt will assist (est. 10 hours at \$85/hr average - Match)
5	The consultant will develop and present committee by-laws (est. 10 hours). SOCCCD Emergency Mgr and Operations Lt will assist (est. 12 hours at \$85/hr average - Match)
6	The consultant will review existing plans, reports, etc to understand past hazard events and/or assessments (est. 20 hours). SOCCCD Emergency Mgr, Saddleback College (SC) Chief, and Irvine Valley College (IVC) Chief will assist and provide past plans and reports (\$79/hr, \$99/hr and \$99/hr for an average of \$92/hr and est. 60 hours - Match)
7	Consultant will either perform or sub-contract out for a full HAZUS study. This is estimated to cost \$14,600.
8	Consultant will develop a comprehensive list of potential hazards and present the list for vote by the Committee (est 20 hours). SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, and \$91/hr for an average of \$92/hr and est. 15 hours - Match)
9	Consultant will perform comprehensive research study of Hazard #1 (est 65 hours). SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr, and \$91/hr for an average of \$92/hr and est. 25 hours - Match)
10	Consultant will perform comprehensive research study of Hazard #2 (est 65 hours). SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr, and \$91/hr for an average of \$92/hr and est. 25 hours - Match)
11	Consultant will perform comprehensive research study of Hazard #3 (est 65 hours). SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr, and \$91/hr for an average of \$92/hr and est. 25 hours - Match)

40	C II I III (Francisco Company)
12	Consultant will perform comprehensive research study of Hazard #4 (est 65 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 25 hours - Match)
13	Consultant will perform comprehensive research study of Hazard #5 (est 65 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 25 hours - Match)
14	Consultant will prepare mitigation strategies for each hazard (est 65 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 25 hours - Match)
15	Consultant will tour hazard sites (est 12 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 20 hours - Match)
16	Consultant will develop and draft mitigation plan goals, methodologies, layout, etc (est 55
	hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 20 hours - Match)
17	Consultant will draft the implementation and planning process and merge with any existing
	planning documentation to ensure seamless incorporation (est 55 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 20 hours - Match)
18	Consultant will develop a maintenance plan to update the mitigation plan as necessary, and
10	a voting system to incorporate any changes in the future, and will finalize overall draft (est
	50 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
40	and \$91/hr for an average of \$92/hr and est. 20 hours - Match)
19	Consultant will prepare documents and presentations for a series of Community Forums
	(est 36 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 30 hours - Match)
20	Consultant will complete plan crosswalk, oversee finalization, and send plan to Cal
	OES/FEMA for review (est 24 hours).
	SOCCCD personnel will assist (\$79/hr and est 4 hours - Match).
21	Consultant will present final planning process to committee and community members (est
	40 hours).
	SOCCCD Emergency Mgr, SC Chief, IVC Chief and Ops Lt will assist (\$79/hr, \$99/hr, \$99/hr,
	and \$91/hr for an average of \$92/hr and est. 10 hours - Match)
22	
22	SOCCCD personnel will print and distribute plan across both campuses (est 25 copies to be



SADDLEBACK COLLEGE . IRVINE VALLEY COLLEGE . ADVANCED TECHNOLOGY & EDUCATION PARK

LOCAL MATCH FUND COMMITMENT LETTER

March 28, 2019

South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692

RE: DR-4382 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as South Orange County Community College District's commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

SOURCE OF NON-FEDERAL FUNDS:	LOCAL AGENCY FUNDING	OTHER AGENCY FUNDING	PRIVATE NON-PROFIT FUNDING	STATE AGENCY FUNDING			
NAME OF FUNDING SOURCE:	South Orang	e County Co	mmunity Colle	ge District			
FUNDS AVAILABILITY DATE:	July 1, 2019 PROVIDE EXACT MONTH/DATE/YEAR OF AVAILABILITY OF FUNDS						
FEDERAL SHARE AMOUNT REQUESTED:	\$125,000 MUST MATCH \$ AMOUNT PROVIDED IN SUBAPPLICATION						
LOCAL SHARE AMOUNT MATCH:	\$45,041 MUST EQUAL A MINIMUM OF THE 25% FEDERAL SHARE REQUESTED						
FUNDING TYPE:			CONSULTING FEES, EN	•			

If additional federal funds are requested, an additional local match fund commitment letter will be required.

Please contact David Yang at 949-582-4669 or dvang@socccd.edu with questions.

Sincerely,

Ann-Marie Gabel, Vice Chancellor Business Services 949-582-4664 or agabel@socccd.edu

Som RM Est

Notification of HMGP NOI Eligibility and Control Number

From: Ron Miller [mailto:Ron_Miller@oes.ca.gov] On Behalf Of Governor's Office of Emergency Services

Sent: Thursday, December 06, 2018 12:38 PM To: Todd DeVoe <tdevoe@saddleback.edu>

Subject: Your HMGP NOI is eligible - Control No. is 0048

The California Governor's Office of Emergency Services (Cal OES) has received the

Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by your agency.

Project Number: DR-4382-0048.

Subapplicant Name: South Orange County Community College District. Activity Title: *Duplicate of 4353-PL0048* SOCCCD Single Jurisdiction

Local Hazard Mitigation Plan.

Federal Share Request: \$125,000.00. Required Applicant Match: \$31,250.00.

Your NOI was reviewed by Cal OES staff and determined to represent an eligible HMGP activity.

This email confirms the formal invitation for South Orange County Community College District to develop a full subapplication for consideration of HMGP funding.

The project and planning subapplications are available on our website www.caloes.ca.gov/hmgp

Subapplications must be mailed to Cal OES, postmarked by April 18, 2019.

Subapplication Development and Benefit Cost Analysis (BCA) training will be offered at locations throughout California in the months of January and February 2019.

Please direct any questions to HMGP@caloes.ca.gov

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.7 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-3280 Grants and Sponsored

Projects, BP-4016 Drug Free Environment and Drug and Alcohol

Abuse Prevention Program

ACTION: Approval

BACKGROUND

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

STATUS

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

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on January 9, 2020 for review and recommendation to the Chancellor. EXHIBITS A and B were brought to the Board of Trustees on February 24, 2020 for review and study. Additional changes recommended by the Board of Trustees from the February 24, 2020 meeting have been highlighted.

RECOMMENDATION

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

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

New Board Policy EXHIBIT A
Page 1 of 1

BOARD POLICY

3280

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUSINESS

GRANTS AND SPONSORED PROJECTS

The District may seek external funding from various sources for projects that support the mission of the District and its colleges.

The Board of Trustees will-shall be informed about all grants and sponsored projects awarded to the District. This policy does not apply to the Foundations.

The Chancellor shall establish regulations to ensure timely processing and submission of applications for external funding and that the grants or sponsored projects support the purposes of the District.

The Chancellor shall ensure federal, state, and local funds received by the District are administered in accordance with federal, state, and local requirements, including but not limited to the federal Uniform Guidance.

Reference:

Education Code Section 70902

Adopted: Page 1 of 1

BOARD POLICY

4016

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

Page 1 of 1

DRUG-FREE ENVIRONMENT AND DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of <u>alcohol or any</u> controlled substance is prohibited <u>on District property</u>, <u>during District-sponsored field trips</u>, <u>activities or workshops</u>, <u>and in any facility or vehicle operated in all facilities</u> under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary appropriate action, up to and including termination of employment, expulsion, and referral for prosecution; or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program. consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor or his/her designee shall assure ensure that the District annually distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

The Chancellor shall establish regulations that describes the District's drug and alcohol abuse prevention program.

References:

Drug Free Schools and Communities Act <u>Amendment of 1989</u>
20 U.S. Code Section 1011i, 20 U.S. Code Section 1145g;
34 C.F.R. Sections 86.1 et seq.;
<u>Federal Drug Free Workplace Act of 1988, 41 U.S. Code Section 702</u>
41 U.S. Code Section 8103

Adopted: 05-15-89 Revised: 05-26-09 Revised: 04-24-99 Reviewed: 12-14-15

Revised 10-26-04

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.8 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Academic Employees and Academic/Classified

Administrator/Manager Personnel Actions/Ratifications - Regular

Items

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ACADEMIC EMPLOYEES AND ACADEMIC/CLASSIFIED ADMINISTRATOR/MANAGER PERSONNEL ACTIONS/RATIFICATIONS

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

- 1. <u>ADMINISTRATIVE/MANAGEMENT EMPLOYMENT</u> (Ratified Pursuant to Board Policy 4000)
 - a. ROMERO, PHILLIP, ID #023237 is to be employed as Acting Police Operations Lieutenant, Pos. #P0017406, Police Department, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 12, Step 1, 40 hours per week 12 months per year, effective February 3, 2020.

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

Double 1 oney 4000)				
			Approx. Salary	
<u>Applicant</u>	Highest Degree	<u>Assignment</u>	Placement	Start Date
¹ Forouzesh, Jennifer	MS/Nursing	Nursing/SC	5	01/13/2020
Mogasemi, Med	MS/Engineering	Computer Science/SC	2	01/13/2020
Park, Adriana	MS/Chemistry	Chemistry/SC	2	08/17/2020
² Soler, Karla	Equivalency	Compuer Science/SC	4	01/13/2020

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

		Not to Exceed	
<u>Name</u>	<u>Activity</u>	Amount (\$)	Effective Date
Armenta, John	Early College COMM 1	\$100.00	01/13/20-05/20/20
Sahani, Shirin	Facilitator, Model United Nations 2	\$4,398.00	01/07/20-05/21/20
Liu, Emily	Honors Program Facilitator Training	\$3,093.26	01/07/20-05/21/20

General Fund/IVC Month to Date: \$ 7,591.26 IVC APPROVED FISCAL YEAR TO DATE: \$ 233,781.71

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

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Garcia, Renee	Co-Coord. Great Teachers 2020	\$650.00	01/01/20-01/22/20
	Coordinate Art Gallery "How Very"		
Holmes, Barbara	Show	\$2,208.00	03/23/20-04/10/20
Porter, Jennifer	Assist Students in Photography Lab	\$3,312.00	01/29/20-05/13/20

CalSTRS Retiree

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² Current Part-Time Faculty Member, Computer Information Management, Busines Sciences Division, Saddleback College

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

		No	ot to Exceed	
<u>Name</u>	Activity		Amount (\$)	Effective Date
Shafe, Kia	Create a Dept-wide Canvas shell for Math 10		\$3,091.20	01/13/20-05/01/20
Kiernan, Maria	Co-Chair, Emeritus		\$11,141.60	01/07/20-05/21/20
General Fund/S	C Month to Date:	\$	20,402.80	_
SC APPROVEI	FISCAL YEAR TO DATE:	\$	447,325.31	

C. <u>ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND</u>

		Not to Exceed	
<u>Name</u>	<u>Activity</u>	Amount (\$)	Effective Date
Akhavan, Susan	Acceleration & Coreq Training	\$341.20	08/09/19-08/09/19
Akhavan, Susan	AESL 501-1	\$485.76	08/19/19-12/18/19
Akhavan, Susan	ESL Assessment Reader (SSSP) 4	\$529.92	08/19/19-12/18/19
Andersen, Dylan	ESL 90 Cohort 3	\$615.72	08/19/19-12/18/19
Anderson, Mike	AESL 503-1	\$618.24	08/19/19-12/18/19
Betts, Bob	AESL 502-1	\$176.64	08/19/19-12/18/19
Braus, Shirley	AESL 505-1	\$264.96	08/19/19-12/18/19
Can, Minh	Math 124+Math 347 Coreq Mtg 4	\$44.16	12/05/19-12/05/19
Can, Minh	Math 124+Math 347 Coreq Mtg 1	\$44.16	08/13/19-08/13/19
Chien, Gwendoline	Math Coreq Professional Dev 8	\$65.75	09/20/19-09/20/19
Chien, Gwendoline	Math Coreq Professional Dev 12	\$54.79	10/04/19-10/04/19
Chien, Gwendoline	Math Coreq Professional Dev 14	\$54.79	10/18/19-10/18/19
Chun, Gina	AESL 501-2	\$529.92	08/19/19-12/18/19
Do, Anhvy	AESL 503-2	\$176.64	08/19/19-12/18/19
Edwards, Robby	AESL 505-2	\$529.92	08/19/19-12/18/19
Galvin, Kelicia	AESL 504-5	\$618.24	08/19/19-12/18/19
Galvin, Kelicia	ESL Assessment Reader (SSSP) 7	\$264.96	08/19/19-12/18/19
Galvin, Kelicia	ESL 90 Cohort 1	\$615.72	08/19/19-12/18/19
Galvin, Kelicia	ESL 370 Cohort 2	\$527.76	08/19/19-12/18/19
Galvin, Kelicia	WR 302 Instructor Meeting 1	\$176.64	01/10/20-01/10/20
Galvin, Kelicia	WR 302 Instructor Meeting 6	\$132.48	02/07/20-02/07/20
Goncalves, Mauricio	ESL 370 Cohort 3	\$527.76	08/19/19-12/18/19
Haeri, Melanie	AESL 504-2	\$176.64	08/19/19-12/18/19
Heneks, Kasara	Math 124+Math 347 Coreq Mtg 3	\$44.16	12/05/19-12/05/19
Heneks, Kasara	Math 124+Math 347 Coreq Mtg 2	\$44.16	10/11/19-10/11/19
Henel, Sylvia	AESL 505-3	\$264.96	08/19/19-12/18/19
Horikawa, Kazumi	Math Coreq Professional Dev 1	\$54.79	10/18/19-10/18/19
Horikawa, Kazumi	Math Coreq Professional Dev 6	\$65.75	09/20/19-09/20/19
Horikawa, Kazumi	Math Coreq Professional Dev 9	\$54.79	09/27/19-09/27/19

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

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Jaqubino, Alicia	ESL Assessment Reader (SSSP) 6	\$88.32	08/19/19-12/18/19
Jaqubino, Alicia	ESL Trainer 5	\$682.40	08/09/19-08/10/19
Jaqubino, Alicia	ESL 90 Cohort 2	\$615.72	08/19/19-12/18/19
Jerome, Amanda	ESL Assessment Reader (SSSP) 1	\$88.32	08/19/19-12/18/19
Kaminsky, Rebecca	Eng Mult Meas/Place.Wrkgrp 3	\$198.72	08/19/19-12/18/19
Kelly, Aaron	ESL 370 Cohort 1	\$615.72	08/19/19-12/18/19
Kibler-McNerney,			
Joanna	AESL 503-3	\$529.92	08/19/19-12/18/19
Knygnyska-Johnson,			
Maria	AESL 504-3	\$397.44	08/19/19-12/18/19
Lin, Alice	AESL 502-3	\$529.92	08/19/19-12/18/19
Lin, Alice	ESL Assessment Reader (SSSP) 8	\$353.28	08/19/19-12/18/19
Lin, Alice	ESL 80 Cohort 1	\$615.72	08/19/19-12/18/19
	Eng Mult Measures/Placement		
Liu, Emily	Wrkgrp 2	\$198.72	08/19/19-12/18/19
Man, Gina	AESL 503-4	\$353.28	08/19/19-12/18/19
Matthews, Evangeline	AESL 504-4	\$176.64	08/19/19-12/18/19
McMahan, Terri	AESL 503-5	\$441.60	08/19/19-12/18/19
Meyer, Kurt	WR 302 Instructor Meeting 3	\$176.64	01/10/20-01/10/20
Meyer, Kurt	WR 302 Instructor Meeting 8	\$132.48	02/07/20-02/07/20
Miller, Rachel	AESL 502-4	\$618.24	08/19/19-12/18/19
Perlman, Randi	AESL 505-4	\$618.24	08/19/19-12/18/19
Ponzillo, Gizelle	ESL 80 Cohort 3	\$615.72	08/19/19-12/18/19
Ramirez, Christian	AESL 504-6	\$618.24	08/19/19-12/18/19
Saens, Marisol	AESL 505-5	\$585.12	08/19/19-12/18/19
Seong, Sarah	Acceleration/Coreq Training 10	\$682.40	05/28/19-08/11/19
Seong, Sarah	ESL 80 Cohort 2	\$615.72	08/19/19-12/18/19
	Eng Mult Measures/Placement		
Serpas, Summer	Wrkgrp 1	\$198.72	08/19/19-12/18/19
Shiring, Richard	Math Coreq Professional Dev 7	\$65.75	09/20/19-09/20/19
Shiring, Richard	Math Coreq Professional Dev 10	\$54.79	09/27/19-09/27/19
Shiring, Richard	Math Coreq Professional Dev 11	\$54.79	10/04/19-10/04/19
Shiring, Richard	Math Coreq Professional Dev 13	\$54.79	10/11/19-10/11/19
Tran, Tiffany	Eng MultMeas/Place.Wrkgrp 4	\$198.72	08/19/19-12/18/19
Vernazza, Daniel	WR 302 Coordinator	\$542.42	08/19/19-12/18/19
Warner, Brent	ESL 370 Cohort 4	\$527.76	08/19/19-12/18/19
Warner, Brent	ESL Assessment Reader (SSSP)2	\$353.28	08/19/19-12/18/19
Wilson, Jeff	ESL Assessment Reader (SSSP)3	\$441.60	08/19/19-12/18/19
Woodward, Wenying	Math Coreq Professional Dev 5	\$43.83	10/11/19-10/11/19
Zilkow, Christina	AESL 502-5	\$618.24	08/19/19-12/18/19

Categorical/Non-General Fund/IVC Month to Date: \$ 21,804.59 IVC APPROVED FISCAL YEAR TO DATE: \$ 215,774.84

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Alexander, Ariel	OEI POCR Lead Reviewer	\$2,500.00	01/13/20-02/28/20
Alexander, Ariel	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Barlow, Daniel	OEI POCR ENG 1A	\$1,800.00	01/07/20-04/30/20
Barrows, Morgan	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Beckham, Jack	OEI POCR ENG 1B	\$1,800.00	01/07/20-02/28/20
Bennett, Michael	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Bowman, Don	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
	CDE Stories Behind Behaviors		
Boyd, Melody	Conference	\$200.00	03/28/20-03/28/20
Braatz, Timothy	ZTC Conversion, HIST 17	\$500.00	01/06/20-04/30/20
Braatz, Timothy	ZTC Conversion, HIST 22	\$500.00	01/06/20-04/30/20
Branch-Stewart, Kim	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Brei, Todd	ZTC Conversion, PHYS 4A	\$500.00	01/06/20-04/30/20
Brei, Todd	ZTC Conversion, PHYS 4B	\$500.00	01/06/20-04/30/20
Brooks, Taylor	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Brown, Abbey	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Budica, Jessica	ZTC Conversion, ENG 1A	\$500.00	01/06/20-04/30/20
Bulloch, David	AEWD Prof. Development	\$438.30	08/13/19-12/10/19
Burris, Jennifer	SSSP Week of Workshops	\$200.00	01/07/20-01/10/20
Call, Linda	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Cervantes, Rebecca	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
Cesareo, Claire	OEI POCR ANTH 2	\$1,800.00	01/29/20-04/30/20
Christian, Jessica	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Christian, Jessica	OEI POCR HIST 16	\$1,800.00	01/07/20-04/30/20
Claflin, Christopher	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Cox, Barbara	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Coy, Christina	OEI CTE Outreach Visits	\$1,200.00	02/07/20-05/06/20
Cubbage, April	ZTC Conversion, SOC 2	\$500.00	01/17/20-03/01/20
Cubbage, April	OEI POCR Reviewer (3)	\$1,500.00	01/10/20-02/28/20
Damm, Kathryn	OEI POCR Reviewer (2)	\$1,000.00	01/10/20-02/28/20
Damm, Kathryn	OEI POCR PSYC 125	\$1,800.00	01/20/20-04/30/20
DeDonno, Tom	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Diesel, Elizabeth	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Donnell, Ted	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
	Coord. for Adult Education with		
Eldred, Stacy	Disabilties	\$6,597.00	01/07/20-05/21/20
Enciso, Maria	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Erb, Adrian	Curriculum - Update Instr. Methods	\$1,150.00	02/15/20-03/01/20
Evancoe, Eugene	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Evans-Wallin, Patty	OEI POCR Lead Reviewer	\$2,500.00	01/13/20-02/28/20
Even, Ryan	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Fanney, Elise	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Fisher, Marni	ZTC Conversion, ENG 1A	\$500.00	01/06/20-02/28/20

Name			Not to Exceed	
Fox, Lindsay	<u>Name</u>	Activity	Amount (\$)	Effective Date
Frazier, Vanessa (SEAP) English PLC \$120.00 10/01/19-10/30/19 Fredrickson, Scott CTE Spring Articulation W/shops \$176.64 04/20/20-04/21/20 Gabdrakhmanova, Farida ZTC Conversion, ID 131 \$500.00 01/06/20-01/31/20 Gates, Alana OEI POCR Reviewer \$500.00 01/10/20-02/28/20 Gee, Caroline OEI POCR PSYC 1 \$1,800.00 01/07/20-04/30/20 Ghanbarpour, Christina OEI POCR HIST 4 \$1,800.00 01/07/20-04/30/20 Gimdano, Dave (SEAP) AHE Mentorship \$441.16 02/07/20-04/03/20 Giordano, Dave (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Gooralez, Carly (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goodale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goulding, Carrie Title IX Training \$66.25 01/27/20-01/27/20 Grayson, Ari ZTC Conversion, ARCH 132 \$500.00 01/06/20-04/30/20 Grayson, Ari ZTC Conversion, Arch 397.44 02/07/20-04/03/20 Gross, Cindy Docucare and Nurse Ann	Fisher, Suki	OEI POCR ENG 1A	\$1,800.00	01/07/20-02/28/20
Fredrickson, Scott CTE Spring Articulation W/shops \$176.64 04/20/20-04/21/20 Gabdrakhmanova, Parida ZTC Conversion, ID 131 \$500.00 01/06/20-01/31/20 Gates, Alana OEI POCR Reviewer \$500.00 01/10/20-02/28/20 Gee, Caroline OEI POCR PSYC 1 \$1,800.00 01/07/20-04/30/20 Ghanbarpour, Christina OEI POCR HIST 4 \$1,800.00 01/07/20-04/30/20 Gilmore, Shelly (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Giordano, Dave (SEAP) AHE Mentorship \$441.16 02/07/20-05/06/20 Giordano, Dave OEI CTE Outreach Visits \$1,200.00 02/07/20-05/06/20 Goordale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goodale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Grayson, Ari ZTC Conversion, ARCH 132 \$500.00 01/06/20-04/30/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Gregory, Eric (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Gregory, Eric (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Gross, Cindy Docucare and Nurse Ann Training \$228.80 01/06/20-01/30/20 Gross, Cindy Docucare and Nurse Ann Training \$228.80 01/06/20-01/30/20 Harrison, Milagros (SEAP) AHE Mentorship \$441.16 02/07/20-05/01/20 Harrison, Milagros (SEAP) AHE Mentorship \$441.16 02/07/20-04/03/20 Harrison, Milagros (SEAP) AHE Mentorship \$441.16 02/07/20-04/03/20 Harrison, Milagros (SEAP) AHE Mentorship \$440.00 01/07/20-01/10/20 Hole, Jason (SEAP) AHE Mentorship \$440.00 01/07/20-01/10/20 Hole, Jason (SEAP) AHE Mentorship \$440.00 01/07/20-01/07/20 Hole, Jason (SEAP) AHE Mentorship \$440.00 01/07/20-05/08/20 CDE Stories Behind Behaviors Seap Attention W/shops \$176.64 04/20/20-04/21/20 Hole, Jason C	Fox, Lindsay	CTE Spring Articulation W/shops	\$176.64	05/20/20-05/21/20
Gabdrakhmanova, Farida ZTC Conversion, ID 131 \$500.00 01/06/20-01/31/20 Gates, Alana OEI POCR Reviewer \$500.00 01/10/20-02/28/20 Gee, Caroline OEI POCR PSYC 1 \$1,800.00 01/07/20-04/30/20 Ghanbarpour, Christina OEI POCR HIST 4 \$1,800.00 01/07/20-04/30/20 Gilmore, Shelly (SEAP) AHE Mentorship \$441.16 02/07/20-04/03/20 Giordano, Dave (SEAP) AHE Mentorship \$441.16 02/07/20-05/01/20 Giordano, Dave OEI CTE Outreach Visits \$1,200.00 02/07/20-04/03/20 Gordale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goodale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goulding, Carrie Title IX Training \$66.25 01/27/20-01/27/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Gridley, Suzan OEI POCR Reviewer \$1,000.00 01/10/20-02/28/20 Gross, Cindy Doeu Care and Nurse Ann Training	Frazier, Vanessa	(SEAP) English PLC	\$120.00	10/01/19-10/30/19
Gabdrakhmanova, Farida ZTC Conversion, ID 131 \$500.00 01/06/20-01/31/20 Gates, Alana OEI POCR Reviewer \$500.00 01/10/20-02/28/20 Gee, Caroline OEI POCR PSYC 1 \$1,800.00 01/07/20-04/30/20 Ghanbarpour, Christina OEI POCR HIST 4 \$1,800.00 01/07/20-04/30/20 Gilmore, Shelly (SEAP) AHE Mentorship \$441.16 02/07/20-04/03/20 Giordano, Dave (SEAP) AHE Mentorship \$441.16 02/07/20-05/01/20 Giordano, Dave OEI CTE Outreach Visits \$1,200.00 02/07/20-04/03/20 Gordale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goodale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goulding, Carrie Title IX Training \$66.25 01/27/20-01/27/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Gridley, Suzan OEI POCR Reviewer \$1,000.00 01/10/20-02/28/20 Gross, Cindy Doeu Care and Nurse Ann Training	Fredrickson, Scott	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Gates, Alana OEI POCR Reviewer \$500.00 01/10/20-02/28/20 Gee, Caroline OEI POCR PSYC 1 \$1,800.00 01/07/20-04/30/20 Ghanbarpour, Christina OEI POCR HIST 4 \$1,800.00 01/07/20-04/30/20 Gilmore, Shelly (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Giordano, Dave OEI CTE Outreach Visits \$1,200.00 02/07/20-05/06/20 Giordano, Dave OEI CTE Outreach Visits \$1,200.00 02/07/20-05/06/20 Gonzalez, Carly (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goodale, Sif (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Goulding, Carrie Title IX Training \$66.25 01/27/20-01/27/20 Grayson, Ari ZTC Conversion, ARCH 132 \$500.00 01/06/20-04/30/20 Grayson, Ari ZTC Conversion, ARCH 136 \$500.00 01/06/20-04/30/20 Gregory, Eric (SEAP) AHE Practicum \$397.44 02/07/20-04/30/20 Gross, Cindy Docucare and Nurse Ann Training \$228.80 01/06/20-01/30/20 Gross, Cindy Docucare and Nurse Ann Training	Gabdrakhmanova,			
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Hole, Jason	Higgs, Sean	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Hole, Jason	Hoida, Bridget	OER POCR ENG 1B	\$1,800.00	01/20/20-04/30/20
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Hoolihan, Lori OEI CTE Outreach Visits \$1,200.00 02/07/20-05/06/20 Hoolihan, Lori ZTC Conversion, FCS 142 \$500.00 01/06/20-02/28/20 Horn, Stacy (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Hu, Judy (SEAP) AHE Practicum \$397.44 02/07/20-04/03/20 Hu, Judy AESL Faculty Prof. Development \$175.32 11/01/19-12/10/19 Huggins, Barbara CTE Spring Articulation W/shops \$176.64 04/20/20-04/21/20 Huggins, Barbara Docucare and Nurse Ann Training \$228.80 01/06/20-01/30/20 Inlow, Lisa CTE Spring Articulation W/shops \$176.64 04/20/20-04/21/20 Jones, Cristina Development Online Coordinator \$2,208.00 02/01/20-02/29/20	Homma, Mary	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
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Jones, Cristina Development Online Coordinator \$2,208.00 02/01/20-02/29/20		,		
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Kapp, Lindsay Docucare and Nurse Ann Training \$228.80 01/06/20-01/30/20	Kapp, Lindsay	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20

	n of additional duties as indicated below.	Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Kehlenbach, Stefan	OEI POCR PS 1	\$1,800.00	01/07/20-04/30/20
Kelly, Mark	Stem Learning Event	\$200.00	01/24/20-01/24/20
Kim, Kendrick	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
	Special Project Adult Education with		
Kim, Robin	Disabilties	\$5,864.00	01/07/20-05/21/20
Konishi, Hiro	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Lawson, Anne	OEI POCR N 161	\$1,800.00	01/07/20-04/30/20
Lawson, Anne	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Lee, Ken	OEI POCR HORT 115	\$1,800.00	01/07/20-04/30/20
Lee, Ken	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Long, Clifton	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
Lopp, Mari	OEI POCR ENG 1B	\$1,800.00	01/07/20-04/30/20
Luque, Jonathan	OEI POCR MATH 10	\$1,800.00	01/07/20-04/30/20
Luque, Jonathan	OEI POCR Reviewer	\$500.00	01/10/20-02/28/20
•	CDE Stories Behind Behaviors		
Macasaet, Katrina	Conference	\$200.00	03/28/20-03/28/20
Major, Nicole	OEI POCR Lead Reviewer	\$3,000.00	01/13/20-02/28/20
McBride, Lori	OEI CTE Outreach Visits	\$1,200.00	02/07/20-05/06/20
	CDE Stories Behind Behaviors		
McCartney, Kristen	Conference	\$200.00	03/28/20-03/28/20
McClaine, Serena	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
McFann, Kent	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
McGuire, Bill	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Medling, Jane	OEI POCR ACCT 1A	\$1,800.00	01/07/20-04/30/20
Medling, Jane	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
Medling, Jane	OEI CTE Outreach Visits	\$1,200.00	02/07/20-05/06/20
Meshkin, Nahid	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
	CDE Stories Behind Behaviors		
Millovich, June	Conference	\$200.00	03/28/20-03/28/20
Morrison, Anna	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Nastanski, Jennifer	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Neill, Carolyn	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Nelson, Candy	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Nuzzo, Carley	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Obuchon, Janine	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Ochi, David	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Pakula, Jennifer	OEI POCR Lead Reviewer	\$3,000.00	01/13/20-02/28/20
Pedrals, Maricel	HIT CAHIIM Reporting and Expansion	\$4,416.00	02/01/20-05/30/20
Pieri, Glenna	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
Plascencia-Carrizosa,	CDE Stories Behind Behaviors		
Brenda	Conference	\$200.00	03/28/20-03/28/20
Posada, Timothy	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Posada, Timothy	OEI POCR CTVR 1	\$1,800.00	01/13/20-04/30/20

		Not to Exceed	
	Activity	Amount (\$)	Effective Date
Quinlan, Emily	OEI POCR BUS 16	\$1,800.00	01/27/20-04/30/20
Quinlan, Emily	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
	CDE Stories Behind Behaviors		
Richards, Holly	Conference	\$200.00	03/28/20-03/28/20
Rodriguez, Noemi			
Castro	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Rosa, Steve	OEI POCR Reviewer	\$500.00	01/10/20-02/28/20
Sadeghipour, Allia	OEI POCR ENG 1A	\$1,800.00	01/07/20-04/30/20
Safiah, Mamoon	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Sanders, Carole	OEI POCR HIT 115	\$1,800.00	01/07/20-04/30/20
Sarjeant, Andrew	Docucare and Nurse Ann Training	\$228.80	01/06/20-01/30/20
Schermerhorn, Brock	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Schermerhorn, Brock	OEI CTE Outreach Visits	\$1,200.00	02/07/20-05/06/20
Schermerhorn, Brock	OEI POCR Reviewer	\$1,500.00	01/10/20-02/28/20
Shafe, Kia	(SEAP) Math Interviews	\$883.20	01/13/20-05/08/20
Silveira, Lisa	(SEAP) Math Interviews	\$883.20	01/13/20-05/08/20
Smith, Christina	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
	CDE Stories Behind Behaviors		
Smith, Christina	Conference	\$200.00	03/28/20-03/28/20
Steinriede, Lindsay	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Stephens, Blake	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Stevenson, Glen	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Tamialis, Barbara	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
	CDE Stories Behind Behaviors		
Tamialis, Barbara	Conference	\$200.00	03/28/20-03/28/20
Taylor, Karen	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Tran, Amiee	CTE Spring Articulation W/shops	\$353.28	04/20/20-04/21/20
Vatandoust, Fariba	STEM Learning Event	\$200.00	01/24/20-01/24/20
	CDE Stories Behind Behaviors		
Vidal-Prudholme, Laura	Conference	\$200.00	03/28/20-03/28/20
Vo Long, My	(SEAP) AHE Practicum	\$397.44	02/07/20-04/03/20
Vogel, Jeff	OEI POCR ENG 70	\$1,800.00	01/07/20-04/30/20
Wadley, Jonathan	OEI POCR Reviewer	\$1,000.00	01/10/20-02/10/20
Wadley, Jonathan	OEI POCR PS 14	\$1,800.00	01/20/20-04/30/20
Welc, Martin	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
White-Alcover, Susan	CTE Spring Articulation W/shops	\$176.64	04/20/20-04/21/20
Wilson, Steve	(SEAP) AHE Mentorship	\$441.16	02/07/20-05/01/20
Winston, Greg	STEM Learning Event	\$200.00	01/24/20-01/24/20
Wolff, Michele	AHA Coordinator	\$2,208.00	08/19/19-12/11/19
Wolff, Michele	AHA Coordinator	\$2,208.00	01/12/20-05/13/20
Wong, Julie	Presenter for K-12 Classroom Panel	\$264.96	03/24/20-03/24/20
-	CDE Stories Behind Behaviors		
Wong, Julie	Conference	\$200.00	03/28/20-03/28/20

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

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
	CDE Stories Behind Behaviors		
Wood, Debra	Conference	\$200.00	03/28/20-03/28/20
Woodward,			
Wenying	Stem Learning Event	\$200.00	01/24/20-01/24/20
Worley, Michelle	ZTC Conversion, PSYC 125	\$500.00	01/06/20-04/30/20
	Coord. for Adult Education with		
Zaino, Rebecca	Disabilties	\$5,864.00	01/07/20-05/21/20
Zimmer, Susan	Curriculum - Update Instr. Methods	\$1,150.00	02/15/20-03/01/20
Zweigle, Poly	(SEAP) AHE Practicum	\$132.48	04/03/20-04/03/20
	CDE Stories Behind Behaviors		
Zweigle, Poly	Conference	\$200.00	03/28/20-03/28/20

Categorical/Non-General Fund/SC Month to Date: \$ 130,413.83 SC APPROVED FISCAL YEAR TO DATE: \$ 652,641.52

D. WORKLOAD BANKING

 HOLE, JASON, ID #019501, Mathematics Instructor, Pos. #P0001703, Division of Math, Science and Engineering, Saddleback College, is requesting a banked workload leave for the Fall Semester 2020, based on 16 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2018-2021, in compliance with the Workload Banking Program.

E. AUTHORIZATION TO ELIMINATE POSITIONS AND/OR POSITION NUMBERS

1. DIRECTOR OF ATEP DEVELOPMENT, SPECIALLY FUNDED, a Classified Manager, Pos. #P0012813, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 21, Administrative and Business Services, District Services, seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 14, 2020. (Position approved: November 13, 2017)

F. REORGANIZATION/RECLASSIFICATION

- 1. DISTRICT SERVICES seeks authorization to reorganize, eliminate and replace with the following positions, within its organization as defined by Title 5 Education Code, Sections 53021 (a), (b), and (c) Recruitment.
 - a. **REORGANIZE** DIRECTOR OF ATEP DEVELOPMENT, SPECIALLY FUNDED, a Classified Manager, Pos. #P0012813, Administrative and Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 21, full-time, 40 hours per week, 12 months per year;
 - **TO** EXECUTIVE DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0004570, Administrative and Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year, effective March 14, 2020. This reorganization was approved by the Chancellor or designee on March 11, 2020.
 - i. **REORGANIZE** MEDHANIE EPHREM, ID #023967, from DIRECTOR OF ATEP DEVELOPMENT, SPECIALLY FUNDED, a Classified Manager, Pos. #P0012813, Administrative and Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 21, Step 4, full-time, 40 hours per week, 12 months per year; to EXECUTIVE DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0004570, Administrative and Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, Step 3, full-time, 40 hours per week, 12 months per year, effective March 14, 2020.
 - b. **REORGANIZE** DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0013308, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, full-time, 40 hours per week, 12 months per year;
 - **TO** DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0013308, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 21, full-time, 40 hours per week, 12 months per year, effective March 14, 2020. This reorganization was approved by the Chancellor or designee on March 11, 2020.
 - i. **REORGANIZE** MARY OPEL, ID #019341, from DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0013308, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, Step 8, full-time, 40 hours per week, 12 months per year; to DIRECTOR OF FACILITIES PLANNING, a Classified Manager, Pos. #P0013308, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 21, Step 8, full-time, 40 hours per week, 12 months per year, effective March 14, 2020.

F. REORGANIZATION/RECLASSIFICATION - Continued

- 1. DISTRICT SERVICES seeks authorization to reorganize, eliminate and replace with the following positions, within its organization as defined by Title 5 Education Code, Sections 53021 (a), (b), and (c) Recruitment.
 - c. **REORGANIZE** CONSTRUCTION MANAGER, CATEGORICAL, a Classified Manager, Pos. #P0004978, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year;
 - **TO** SENIOR PROJECT MANAGER, a Classified Manager, Pos. #P0004978, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 18, full-time, 40 hours per week, 12 months per year, effective March 14, 2020. This reorganization was approved by the Chancellor or designee on March 11, 2020.
 - i. REORGANIZE NAWAR AL JUBURI, ID #022765, from CONSTRUCTION MANAGER, CATEGORICAL, a Classified Manager, Pos. #P0004978, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, Step 8, full-time, 40 hours per week, 12 months per year; to SENIOR PROJECT MANAGER, a Classified Manager, Pos. #P0004978, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 18, Step 7, full-time, 40 hours per week, 12 months per year, effective March 14, 2020.
- 2. DISTRICT SERVICES seeks authorization to change the following positions, within its organization as defined by Title 5 Education Code, Sections 53021 (a), (b), and (c) Recruitment.
 - a. CHANGE TITLES AND FUNDING SOURCES FROM CONSTRUCTION MANAGER, CATEGORICAL (CATEGORICAL FUNDED), Classified Managers, Pos. #P0004977 and Pos. #P0013307, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year;
 - **TO** PROJECT MANAGER (GENERAL FUNDED), Classified Managers, Pos. #P0004977 and Pos. #P0013307, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year, effective March 14, 2020. These changes were approved by the Chancellor or designee on March 11, 2020.
- 3. DISTRICT SERVICES seeks authorization to change the reporting structure for the following position(s) within its organization as defined by Title 5 Education Code, Sections 53021 (a), (b), and (c) Recruitment, from reporting to the Executive Director of Facilities Planning, to begin reporting to the Director of Facilities Planning, effective March 14, 2020.
 - a. Senior Project Manager, Pos. #P0004978 (Appointed to Nawar Al Juburi, ID #022765)
 - b. Project Manager, Pos. #P0004977 (Appointed to Mark Schoeppner, ID #020999)
 - c. Project Manager, Pos. #P0013307 (Appointed to Matthew Blitch, ID #024078)

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

- a. CASTROCONDE, MIRIAM, ID #007196, Mathematics Instructor, #P0001993, School of Math, Computer Science and Engineering, Irvine Valley College. Hired August 14, 1995, retirement effective May 22, 2020, 25 years of service.
- b. GASTON, JAMES, ID #001947, Director of Information Technology-Academic Systems, #P0004557, Technology Learning Services, District Services. Hired January 12, 1988, retirement effective June 1, 2020, 32 years and 4 months service.
- c. PESTOLESI, DIANE, ID #007909, Dean of Health Sciences and Human Services, #P0004616, Office of Instruction, Saddleback College. Hired August 12, 1996, retirement effective July 1, 2020, 23 years and 10 months service.
- d. ³PESTOLESI, THOMAS, ID #004201, Kinesiology and Health Instructor/Head Volleyball Coach, #P0001877, School of Kinesiology, Health, & Athletics, Irvine Valley College. Hired August 17, 1998, retirement effective May 22, 2020, 22 years of service.
- e. TAYLOR, PATRIC, ID #014293, Director of Arts Production Management, #P0006540, School of the Arts, Irvine Valley College. Hired January 4, 2010, retirement effective July 1, 2020, 10 years and 5 months service.

³ Retirement date has been changed from June 2, 2020 as reflected on February 24, 2020 Agenda.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.9 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Faculty Conversion to Canvas One-Time Stipends

ACTION: Ratification

BACKGROUND

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

STATUS

Those academic employees' personnel actions (Canvas Conversion one-time stipend) shown in Exhibit A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

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

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

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

A. ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated as indicated below for the **Canvas Conversion (IVC converted beginning Fall 2016**) - 2016/2017, 2017/2018, 2018/2019 and 2019/2020 fiscal years.

2017/2016, 2016/2013	9 and 2019/2020 fiscal years.	1	Not to Exceed	
Name	Activity	2	Amount (\$)	Effective Date
<u>r (arrio</u>	11001111		<u>πιουπ (ψ)</u>	<u>Effective Bute</u>
March 23, 2020	IVC Canvas Conversion		-	
February 24, 2020	IVC Canvas Conversion		-	
January 21, 2020	IVC Canvas Conversion		-	
December 14, 2020	IVC Canvas Conversion		-	
November 18, 2019	IVC Canvas Conversion	\$	2,000.00	
October 28, 2019	IVC Canvas Conversion		-	
September 23, 2019	IVC Canvas Conversion		-	
August 26, 2019	IVC Canvas Conversion		-	
July 15, 2019	IVC Canvas Conversion		1,000.00	
June 24, 2019	IVC Canvas Conversion		2,000.00	
May 20, 2019	IVC Canvas Conversion		-	
April 22, 2019	IVC Canvas Conversion		1,000.00	
March 25, 2019	IVC Canvas Conversion		1,000.00	
February 25, 2019	IVC Canvas Conversion		5,000.00	
January 22, 2019	IVC Canvas Conversion		13,000.00	
December 10, 2018	IVC Canvas Conversion		-	
November 19, 2018	IVC Canvas Conversion		-	
October 29, 2018	IVC Canvas Conversion		37,000.00	
September 24, 2018	IVC Canvas Conversion		17,000.00	
August 27, 2018	IVC Canvas Conversion		45,500.00	
July 30, 2018	IVC Canvas Conversion		35,500.00	
June 25, 2018	IVC Canvas Conversion		163,000.00	
May 21, 2018	IVC Canvas Conversion		145,000.00	
April 30, 2018	IVC Canvas Conversion		50,500.00	
March 26, 2018	IVC Canvas Conversion		-	
	TOTAL TO DATE:	\$	518,500.00	

A. <u>ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND</u> - Continued

2. It is recommended that the following <u>Saddleback College</u> faculty members be compensated as indicated below for the <u>Canvas Conversion</u> (SC converted beginning Fall 2017) - 2017/2018, 2018/2019 and 2019/2020 fiscal years.

	•	Not to Exceed	
<u>Name</u>	<u>Activity</u>	Amount (\$)	Effective Date
Daniels, Stevie	Canvas Conversion, Web-Enhanced	\$1,000.00	08/19/19-12/18/19
McGroarty, Diane	Canvas Conversion, Web-Enhanced	\$1,000.00	01/16/18-05/23/18
March 23, 2020	SC Canvas Conversion	\$ 2,000.00	
February 24, 2020	SC Canvas Conversion	1,000.00	
January 21, 2020	SC Canvas Conversion	-	
December 16, 2019	SC Canvas Conversion	1,000.00	
November 18, 2019	SC Canvas Conversion	6,000.00	
October 28, 2019	SC Canvas Conversion	10,000.00	
September 23, 2019	SC Canvas Conversion	1,000.00	
August 26, 2019	SC Canvas Conversion	13,000.00	
July 15, 2019	SC Canvas Conversion	2,000.00	
June 24, 2019	SC Canvas Conversion	11,000.00	
May 20, 2019	SC Canvas Conversion	36,500.00	
April 22, 2019	SC Canvas Conversion	4,000.00	
March 25, 2019	SC Canvas Conversion	60,000.00	
February 25, 2019	SC Canvas Conversion	49,500.00	
December 10, 2018	SC Canvas Conversion	14,000.00	
November 19, 2018	SC Canvas Conversion	20,000.00	
October 29, 2018	SC Canvas Conversion	190,500.00	
September 24, 2018	SC Canvas Conversion	56,500.00	
August 27, 2018	SC Canvas Conversion	184,000.00	
July 30, 2018	SC Canvas Conversion	63,500.00	
June 25, 2018	SC Canvas Conversion	116,000.00	
May 21, 2018	SC Canvas Conversion	58,000.00	
April 30, 2018	SC Canvas Conversion	73,000.00	
March 26, 2018	SC Canvas Conversion	177,000.00	

\$ 1,190,500.00

TOTAL TO DATE:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IT

ITEM: 6.10 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Classified Personnel Actions – Regular Items

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

- 1. **CLASSIFIED EMPLOYMENT** (Information Items Pursuant to Board Policy 4000)
 - a. MATTY, SHARON is to be employed as Contracts Specialist, Pos. #P0016670, Procurement, Central Services and Risk Management, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, effective March 23, 2020. This position was approved by the Chancellor on September 17, 2019.
 - b. OSHIRO, DIANA is to be employed as Admissions and Records Evaluator, Categorical, Pos. #P0005122, Department/Division, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, effective February 24, 2020. Employment in this position is contingent upon funding by the Student Success and Support Program (SSSP).
 - c. PATTERSON, MARLOWE is to be employed as Laboratory Technician, Life and Physical Sciences, Categorical, Pos. #P000013224, School of Integrated Design, Engineering and Automation, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Step 3, 25 hours per week, 12 months per year, effective March 2, 2020. Employment in this position is contingent upon funding by the IVC Strong Workforce Local Grant. The Board of Trustees approved this position on March 26, 2018.
 - d. ¹PEREZ, DENICE is to be employed as Student Services Specialist, Categorical, Pos. #P0016672, Outreach and Recruitment, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 125, Step 1, 40 hours per week, 12 months per year, effective February 10, 2020. Employment in this position is contingent upon funding by the California College Promise. The Board of Trustees approved this position on October 28, 2019.
 - e. PEREZ, MONICA is to be employed as Program Assistant, Categorical, Pos. #P0015081, Student Health Center, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 118, Step 1, 20 hours per week, 12 months per year, effective February 10, 2020. Employment in this position is contingent upon funding by the Hunger Free Campus Grant. The Board of Trustees approved this position on March 25, 2019.
 - f. TAPIA, MANUEL is to be employed as Plumber, Pos. #P0006584, Department of Facilities and Energy, C.S.E.A. Classified Bargaining Salary Schedule Range 128, Step 3, 40 hours per week, 12 months per year, effective February 10, 2020. The Board of Trustees approve this position on August 24, 2015.

¹ Related to Judy Perez, Program Research Analyst, Categorical, District Research Planning and Data Management, District Services

B. REORGANIZATION/RECLASSIFICATION

- 1. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following position(s) within their organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Dean of Enrollment Services, to begin reporting to the Dean of Counseling Services.
 - a. Program Outreach Specialist, Categorical, Pos. #P0014582 (Appointed to Erlynne Ballo, ID #020052), effective April 13, 2020
 - b. Program Outreach Specialist, Categorical, Pos. #P0016910 (Vacant), effective April 13, 2020

C. <u>AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR FOR CLASSIFIED POSITIONS</u>

1. ADMISSIONS AND RECORDS SPECIALIST I, Pos. #P0002617, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 116, Admissions and Records, Saddleback College, seeks authorization to increase the hours per week for this part-time, 25 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective March 16, 2020. (Position #P0002617, is appointed to Mohammed Rasouli, ID #018448)

D. CHANGE OF STATUS

1. IRVINE VALLEY COLLEGE (IVC): <u>CLASSIFIED CHANGE IN EMPLOYMENT</u> STATUS (Information Items – Pursuant to Board Policy 4000)

	Assignment	Assignment	Range/		Effective
<u>Name</u>	From	<u>To</u>	<u>Step</u>	<u>Hours</u>	<u>Date</u>
Naranjo, Nicholas	P0003233	P0005121,	127/4	40	02/10/2020
	Admissions and	Admissions and			
	Records	Records Evaluator,			
	Specialist II	Categorical			

E. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

- 1. AYALA-CASTANEDA, NANCY, ID #024243, Office Assistant, Pos. #P0011544, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 113, Step 3, 25 hours per week, 12 months per year, Adult Education Administration, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective February 3, 2020.
- 2. KOREPANOVA, LARISA, ID #022673, Program Assistant, Categorically Funded, Pos. #P0016427, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 118, Step 3, 25 hours per week, 12 months per year, English as a Second Language, Irvine Valley College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 "Bilingual Stipend", effective January 21, 2020.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. RESIGNATIONS

- a. BAUM, ERIK, ID #024806, Police Officer, Pos. #P0002572, Police Department, Irvine Valley College. Hired November 25, 2019, resignation effective March 12, 2020.
- b. O'HEARN, BIRGIT, ID #021442, Human Resources Specialist, Pos. #P0004929, Human Resources Operations, District Services. Hired September 8, 2015, resignation effective March 31, 2020.

2. RETIREMENTS

- a. KAMBER, DAWN, ID #002371, Radio News Director, Pos. #P0003316, College Broadcast Services, Saddleback College. Hired January 3, 1989, retirement effective June 1, 2020, 31 years and 4 months service.
- b. MCREYNOLDS, BRAD, ID #002229, Athletic Trainer, Pos. #P0004109, Division of Kinesiology and Athletics, Saddleback College. Hired January 4, 1988, retirement effective May 22, 2020, 32 years and 4 months service.
- c. OLSEN, JANET, ID #004366, Athletic Trainer, Pos. #P0004049, School of Kinesiology, Health and Athletics, Irvine Valley College. Hired August 20, 1991, retirement effective December 14, 2020, 29 years and 3 months service.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.11 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

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

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

Name Classification Rsrch & Planning Analyst/IVC Hourly Rate (\$) Start Date 39.98 02/04/20-06/30/20

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

		Hourly	
<u>Name</u>	<u>Position</u>	<u>Rate (\$)</u>	Start/End Date
Adimor, Yeetav	TMD Aide/IVC	16.00	02/15/20-06/30/20
Alwood, Aimee	TMD Aide/IVC	20.00	02/07/20-06/30/20
Cueva, Shantelle	TMD Aide/IVC	14.00	02/05/20-06/30/20
Fessler, Victor	Adapted Kinesiology Aide/IVC	13.50	02/18/20-06/30/20
Florkey, Alexandra	TMD Aide/IVC	16.00	02/07/20-06/30/20
Forouzan, Ghazal	TMD Aide/IVC	20.00	02/07/20-06/30/20
Gardner, Keith	TMD Aide/IVC	13.50	02/15/20-06/30/20
Gore, Lisa	TMD Aide/IVC	20.00	02/15/20-06/30/20
Hillenbrand, Nicholas	TMD Aide/IVC	16.00	02/07/20-06/30/20
Kondrath, Jessica	TMD Aide/IVC	20.00	02/07/20-06/30/20
Lewis, Diane	TMD Aide/IVC	20.00	02/07/20-06/30/20
Lobell, Jason	TMD Aide/SC	40.00	02/06/20-06/30/20
Mahon, Nicholas	Project Specialist/IVC	13.50	12/15/19-06/30/20
Matt, Hannah	Coaching Aide/IVC	25.00	02/05/20-06/30/20
Mella, Aidan	TMD Aide/IVC	13.50	02/07/20-06/30/20
Namiranian, Afsaneh	TMD Aide/IVC	16.00	02/15/20-06/30/20
¹ Noyes, Martin	TMD Aide/IVC	20.00	01/27/20-06/30/20
Perez, Christina	TMD Aide/IVC	20.00	02/15/20-06/30/20
Peyman, Nazila	TMD Aide/IVC	16.00	02/07/20-06/30/20
Picard, Amanda	TMD Aide/IVC	16.00	02/15/20-06/30/20
Preble, Lisa	TMD Aide/IVC	18.00	01/30/20-06/30/20
Salgado, Michael	TMD Aide/IVC	14.00	02/15/20-06/30/20
Sierra, Adriana	TMD Aide/IVC	13.50	02/07/20-06/30/20
Stein, Abby	TMD Aide/IVC	13.50	02/07/20-06/30/20
Suffel, Donavyn	Project Specialist/SC	20.00	02/06/20-06/30/20
Suleiman, Sereen	Project Specialist/SC	17.00	01/31/20-06/30/20
Turingan, Alana-Sara	Clerk/SC	16.00	02/07/20-06/30/20
Webb, Zariah	TMD Aide/IVC	20.00	02/10/20-06/30/20
Zaragoza, Elizabeth	TMD Aide/IVC	13.50	02/07/20-06/30/20

¹ Related to Jo Anne Noyes, Associate Faculty, Mathematics, Irvine Valley College

March 23, 2020

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

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

<u>Name</u>	Start/End Date
Feke, Adam	02/06/20-06/30/20
Filippov, Ivan	01/30/20-06/30/20
Grams, Alexander	02/06/20-06/30/20
Lopez, Jenny	01/15/20-06/30/20

4. The following individuals are to be employed on a temporary basis, as **Professional Expert**, **Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2019/2020** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

		Hourly	
<u>Name</u>	<u>Position</u>	Rate (\$)	Start/End Date
² Bean, Jennifer	Clin. Skills. Spec./SC	30.00	01/07/20-06/30/20
Brull, John	Tutor/SC	13.50	02/24/20-06/30/20
Crowl, Emily	Tutor/IVC	14.00	02/18/20-06/30/20
Eisakhani, Mahdieh	Tutor/IVC	14.00	02/18/20-06/30/20
³ Gamboa, Cesar	Tutor/IVC	16.00	01/30/20-06/30/20
Hall-Patterson, Kris	Comm. Ed. Trainer/IVC	13.50	02/05/20-06/30/20
Johnson, Caleb	Clinical Skills Specialist/SC	40.00	02/06/20-06/30/20
Kimm, Edward	Tutor/IVC	13.50	01/29/20-06/30/20
Lockhart, Brittany	Tutor/SC	14.00	02/24/20-06/30/20
McClusky, Nathan	Tutor/SC	15.50	01/15/20-06/30/20
Morishita, Kylie	Tutor/SC	15.00	01/15/20-06/30/20
Nieves, Gabriel	Tutor/IVC	16.00	02/06/20-06/30/20
Sommer, Brandon	Tutor/SC	14.50	01/31/20-06/30/20
Vincent-Phoenix,	FKCE Co-Trainer/SC	40.00	02/24/20-06/30/20
Adrienne			
Wootton, Timothy	Admin. Prof. Expert/SC	80.00	01/30/20-06/30/20
Wybaczynsky, Oleksandyr	Tutor/IVC	16.00	02/04/20-06/30/20

² Related to Leanne Bean, Executive Assistant, Office of Student Services, Saddleback College

³ Related to Tiffani Gamboa, Associate Faculty, School of Guidance and Counseling, Irvine Valley College

B. <u>VOLUNTEERS</u>

1. The following individuals are to be approved as Volunteers for the 2019/2020 and 2020/2021 academic years.

<u>Division of Advanced Technology & Applied Science, Saddleback College</u> Frost, R. Jack

<u>School of Life Science and Technologies, Irvine Valley College</u> Clark, Daniel

Kinesiology and Athletics, Saddleback College

Fagan, James Kendrick, Brett Lau, Natasha

Paul, Seanjeet Shahi, Sasan Sochayseng, Caitlin

Tolentino, Gale

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.12 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adjustment to the California School Employees Association

(CSEA) Salary Schedules

ACTION: Approval

BACKGROUND

On June 25, 2018, the Board of Trustees approved a new collective bargaining agreement between South Orange County Community College District (District) and the California School Employees Association (CSEA) for the period of July 1, 2018 – June 30, 2021. The agreement provided a one point five (1.5) percent increase and the addition of step 7 for 2018 – 2019, two (2) percent for 2019 – 2020 and two (2) percent for 2020 – 2021 salary schedules. Furthermore, the agreement stipulated an equity clause related to the compensation package requiring adjustments if any other employee group received more than CSEA. A memorandum of understanding was agreed upon for an additional 0.425% increase to the 2019 – 2020 salary schedule and a 0.25% increase to the 2020 – 2021 salary schedule to meet the equity clause.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The District proposes to increase the salary schedule by 0.425% for 2019 – 2020 and 0.25% for 2020 - 2021. The salary schedules for 2019 – 2020 and 2020 – 2021 are attached as Exhibit A. The increased costs of the agreement with CSEA for the two-year remaining period, from July 1, 2019, through June 30, 2021, as displayed in Exhibit B, are estimated to be \$559,388.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to the California School Employees Association Salary Schedules, to be effective July 1, 2019, and July 1, 2020, subject to the ratification and approval of the CSEA membership, if required.

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

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
100	3,078	3,234	3,398	3,570	3,750	3,940	4,140
109	17.758	18.658	19.604	20.596	21.635	22.731	23.885
110	3,155	3,315	3,483	3,659	3,844	4,039	4,244
110	18.202	19.125	20.094	21.110	22.177	23.302	24.485
111	3,234	3,398	3,570	3,750	3,940	4,140	4,350
111	18.658	19.604	20.596	21.635	22.731	23.885	25.096
112	3,315	3,483	3,659	3,844	4,039	4,244	4,459
112	19.125	20.094	21.110	22.177	23.302	24.485	25.725
113	3,398	3,570	3,750	3,940	4,140	4,350	4,570
115	19.604	20.596	21.635	22.731	23.885	25.096	26.365
114	3,483	3,659	3,844	4,039	4,244	4,459	4,684
114	20.094	21.110	22.177	23.302	24.485	25.725	27.023
115	3,570	3,750	3,940	4,140	4,350	4,570	4,801
115	20.596	21.635	22.731	23.885	25.096	26.365	27.698
116	3,659	3,844	4,039	4,244	4,459	4,684	4,921
110	21.110	22.177	23.302	24.485	25.725	27.023	28.390
117	3,750	3,940	4,140	4,350	4,570	4,801	5,044
117	21.635	22.731	23.885	25.096	26.365	27.698	29.100
118	3,844	4,039	4,244	4,459	4,684	4,921	5,170
110	22.177	23.302	24.485	25.725	27.023	28.390	29.827
119	3,940	4,140	4,350	4,570	4,801	5,044	5,299
113	22.731	23.885	25.096	26.365	27.698	29.100	30.571
120	4,039	4,244	4,459	4,684	4,921	5,170	5,431
120	23.302	24.485	25.725	27.023	28.390	29.827	31.333
121	4,140	4,350	4,570	4,801	5,044	5,299	5,567
121	23.885	25.096	26.365	27.698	29.100	30.571	32.117
122	4,244	4,459	4,684	4,921	5,170	5,431	5,706
122	24.485	25.725	27.023	28.390	29.827	31.333	32.919
123	4,350	4,570	4,801	5,044	5,299	5,567	5,849
123	25.096	26.365	27.698	29.100	30.571	32.117	33.744
124	4,459	4,684	4,921	5,170	5,431	5,706	5,995
127	25.725	27.023	28.390	29.827	31.333	32.919	34.587
125	4,570	4,801	5,044	5,299	5,567	5,849	6,145
123	26.365	27.698	29.100	30.571	32.117	33.744	35.452
126	4,684	4,921	5,170	5,431	5,706	5,995	6,299
120	27.023	28.390	29.827	31.333	32.919	34.587	36.340
127	4,801	5,044	5,299	5,567	5,849	6,145	6,456
127	27.698	29.100	30.571	32.117	33.744	35.452	37.246

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
120	4,921	5,170	5,431	5,706	5,995	6,299	6,617
128	28.390	29.827	31.333	32.919	34.587	36.340	38.175
129	5,044	5,299	5,567	5,849	6,145	6,456	6,782
123	29.100	30.571	32.117	33.744	35.452	37.246	39.127
130	5,170	5,431	5,706	5,995	6,299	6,617	6,952
	29.827	31.333	32.919	34.587	36.340	38.175	40.108
131	5,299	5,567	5,849	6,145	6,456	6,782	7,126
101	30.571	32.117	33.744	35.452	37.246	39.127	41.112
132	5,431	5,706	5,995	6,299	6,617	6,952	7,304
	31.333	32.919	34.587	36.340	38.175	40.108	42.139
133	5,567	5,849	6,145	6,456	6,782	7,126	7,487
133	32.117	33.744	35.452	37.246	39.127	41.112	43.194
134	5,706	5,995	6,299	6,617	6,952	7,304	7,674
	32.919	34.587	36.340	38.175	40.108	42.139	44.273
135	5,849	6,145	6,456	6,782	7,126	7,487	7,866
155	33.744	35.452	37.246	39.127	41.112	43.194	45.381
136	5,995	6,299	6,617	6,952	7,304	7,674	8,063
150	34.587	36.340	38.175	40.108	42.139	44.273	46.517
137	6,145	6,456	6,782	7,126	7,487	7,866	8,265
137	35.452	37.246	39.127	41.112	43.194	45.381	47.683
138	6,299	6,617	6,952	7,304	7,674	8,063	8,472
130	36.340	38.175	40.108	42.139	44.273	46.517	48.877
139	6,456	6,782	7,126	7,487	7,866	8,265	8,684
133	37.246	39.127	41.112	43.194	45.381	47.683	50.100
140	6,617	6,952	7,304	7,674	8,063	8,472	8,901
140	38.175	40.108	42.139	44.273	46.517	48.877	51.352
141	6,782	7,126	7,487	7,866	8,265	8,684	9,124
171	39.127	41.112	43.194	45.381	47.683	50.100	52.639
142	6,952	7,304	7,674	8,063	8,472	8,901	9,352
142	40.108	42.139	44.273	46.517	48.877	51.352	53.954
143	7,126	7,487	7,866	8,265	8,684	9,124	9,586
143	41.112	43.194	45.381	47.683	50.100	52.639	55.304
144	7,304	7,674	8,063	8,472	8,901	9,352	9,826
144	42.139	44.273	46.517	48.877	51.352	53.954	56.689
1/15	7,487	7,866	8,265	8,684	9,124	9,586	10,072
145	43.194	45.381	47.683	50.100	52.639	55.304	58.108
1/16	7,674	8,063	8,472	8,901	9,352	9,826	10,324
146	44.273	46.517	48.877	51.352	53.954	56.689	59.562

C.S.E.A. Classified Bargaining Unit Salary Schedule (Monthly and Hourly) 2019-2020 (Effective July 1, 2019)

3.4% Increase

Range/ Step	1	2	3	4	5	6	7
147	7,866	8,265	8,684	9,124	9,586	10,072	10,582
147	45.381	47.683	50.100	52.639	55.304	58.108	61.050
148	8,063	8,472	8,901	9,352	9,826	10,324	10,847
140	46.517	48.877	51.352	53.954	56.689	59.562	62.579
149	8,265	8,684	9,124	9,586	10,072	10,582	11,118
149	47.683	50.100	52.639	55.304	58.108	61.050	64.142
150	8,472	8,901	9,352	9,826	10,324	10,847	11,396
130	48.877	51.352	53.954	56.689	59.562	62.579	65.746
151	8,684	9,124	9,586	10,072	10,582	11,118	11,681
151	50.100	52.639	55.304	58.108	61.050	64.142	67.391
152	8,901	9,352	9,826	10,324	10,847	11,396	11,973
132	51.352	53.954	56.689	59.562	62.579	65.746	69.075
153	9,124	9,586	10,072	10,582	11,118	11,681	12,272
133	52.639	55.304	58.108	61.050	64.142	67.391	70.800
154	9,352	9,826	10,324	10,847	11,396	11,973	12,579
154	53.954	56.689	59.562	62.579	65.746	69.075	72.571

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021

2	2 -	٥/
Z	.ZS	%

Range/ Step	1	2	3	4	5	6	7
109	3,148	3,308	3,476	3,652	3,837	4,031	4,235
109	18.617	19.563	20.556	21.594	22.690	23.839	25.044
110	3,227	3,391	3,563	3,743	3,933	4,132	4,341
110	19.085	20.054	21.069	22.137	23.256	24.433	25.673
111	3,308	3,476	3,652	3,837	4,031	4,235	4,450
111	19.563	20.556	21.594	22.690	23.839	25.044	26.314
112	3,391	3,563	3,743	3,933	4,132	4,341	4,561
112	20.054	21.069	22.137	23.256	24.433	25.673	26.971
113	3,476	3,652	3,837	4,031	4,235	4,450	4,675
113	20.556	21.594	22.690	23.839	25.044	26.314	27.646
114	3,563	3,743	3,933	4,132	4,341	4,561	4,792
117	21.069	22.137	23.256	24.433	25.673	26.971	28.339
115	3,652	3,837	4,031	4,235	4,450	4,675	4,912
113	21.594	22.690	23.839	25.044	26.314	27.646	29.048
116	3,743	3,933	4,132	4,341	4,561	4,792	5,035
110	22.137	23.256	24.433	25.673	26.971	28.339	29.775
117	3,837	4,031	4,235	4,450	4,675	4,912	5,161
11,	22.690	23.839	25.044	26.314	27.646	29.048	
118	3,933	4,132	4,341	4,561	4,792	5,035	5,290
	23.256	24.433	25.673	26.971	28.339	29.775	31.281
119	4,031	4,235	4,450	4,675	4,912	5,161	5,422
113	23.839	25.044	26.314	27.646	29.048	30.519	32.065
120	4,132	4,341	4,561	4,792	5,035	5,290	5,558
	24.433	25.673	26.971	28.339	29.775	31.281	32.867
121	4,235	4,450	4,675	4,912	5,161	5,422	5,697
	25.044	26.314	27.646	29.048	30.519	32.065	33.687
122	4,341	4,561	4,792	5,035	5,290	5,558	5,839
	25.673	26.971		29.775		32.867	
123	4,450	4,675		5,161	5,422	5,697	-
	26.314	27.646		30.519		33.687	
124	4,561	4,792		5,290	5,558	5,839	
	26.971	28.339		31.281	32.867	34.529	
125	4,675	4,912		5,422	5,697	5,985	6,288
	27.646	29.048		32.065	33.687	35.394	
126	4,792	5,035		5,558		6,135	-
	28.339	29.775	31.281	32.867	34.529	36.277	
127	4,912	5,161	5,422	5,697	5,985	6,288	6,606
	29.048	30.519		33.687	35.394	37.183	
128	5,035	5,290		5,839	6,135	6,445	6,771
	29.775	31.281	32.867	34.529	36.277	38.112	
129	5,161	5,422	5,697	5,985	6,288	6,606	•
	30.519	32.065	33.687	35.394	37.183	39.064	41.042

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021 2.25%

Range/							
Step	1	2	3	4	5	6	7
120	5,290	5,558	5,839	6,135	6,445	6,771	7,114
130	31.281	32.867	34.529	36.277	38.112	40.039	42.069
121	5,422	5,697	5,985	6,288	6,606	6,940	7,292
131	32.065	33.687	35.394	37.183	39.064	41.042	43.119
132	5,558	5,839	6,135	6,445	6,771	7,114	7,474
132	32.867	34.529	36.277	38.112	40.039	42.069	44.198
133	5,697	5,985	6,288	6,606	6,940	7,292	7,661
133	33.687	35.394	37.183	39.064	41.042	43.119	45.306
134	5,839	6,135	6,445	6,771	7,114	7,474	7,853
154	34.529	36.277	38.112	40.039	42.069	44.198	46.437
135	5,985	6,288	6,606	6,940	7,292	7,661	8,049
155	35.394	37.183	39.064	41.042	43.119	45.306	47.596
136	6,135	6,445	6,771	7,114	7,474	7,853	8,250
150	36.277	38.112	40.039	42.069	44.198	46.437	48.785
137	6,288	6,606	6,940	7,292	7,661	8,049	8,456
157	37.183	39.064	41.042	43.119	45.306	47.596	50.002
138	6,445	6,771	7,114	7,474	7,853	8,250	8,667
130	38.112	40.039	42.069	44.198	46.437	48.785	51.254
139	6,606	6,940	7,292	7,661	8,049	8,456	8,884
155	39.064	41.042	43.119	45.306	47.596	50.002	52.535
140	6,771	7,114	7,474	7,853	8,250	8,667	9,106
140	40.039	42.069	44.198	46.437	48.785	51.254	53.850
141	6,940	7,292	7,661	8,049	8,456	8,884	9,334
111	41.042	43.119	45.306	47.596	50.002	52.535	55.194
142	7,114	7,474	7,853	8,250	8,667	9,106	9,567
	42.069	44.198	46.437	48.785	51.254	53.850	56.573
143	7,292	7,661	8,049	8,456	8,884	9,334	9,806
	43.119	45.306	47.596	50.002	52.535	55.194	
144	7,474	7,853	8,250	8,667	9,106	9,567	-
	44.198	46.437	48.785	51.254	53.850	56.573	
145	7,661	8,049	8,456	8,884	9,334	9,806	•
	45.306	47.596	50.002	52.535	55.194	57.987	60.923
146	7,853	8,250	8,667	9,106	9,567	10,051	10,560
	46.437	48.785	51.254	53.850	56.573	59.435	62.446
147	8,049	8,456	8,884	9,334	9,806	10,302	
	47.596	50.002	52.535	55.194	57.987	60.923	
148	8,250	8,667	9,106	9,567	10,051	10,560	11,095
	48.785	51.254	53.850	56.573	59.435	62.446	
149	8,456	8,884	9,334	9,806	10,302	10,824	
	48.785	51.254	53.850	56.573	59.435	62.446	
150	8,667	9,106	9,567	10,051	10,560	11,095	-
	51.254	53.850	56.573	59.435	62.446	65.608	68.925

C.S.E.A. Classified Bargaining Unit Monthly and Hourly Salary Schedule 2020-2021

2.25%

Range/ Step	1	2	3	4	5	6	7
151	8,884	9,334	9,806	10,302	10,824	11,372	11,947
131	52.535	55.194	57.987	60.923	64.010	67.246	70.650
152	9,106	9,567	10,051	10,560	11,095	11,656	12,246
132	53.850	56.573	59.435	62.446	65.608	68.925	72.416
153	9,334	9,806	10,302	10,824	11,372	11,947	12,552
133	55.194	57.987	60.923	64.010	67.246	70.650	74.227
154	9,567	10,051	10,560	11,095	11,656	12,246	12,866
134	56.573	59.435	62.446	65.608	68.925	72.416	76.085

CSEA Negotiations Costing New COLAs 19-20 and 20-21

- 1.5% increase for FY 2018-2019
- 3.4% increase for FY 2019-2020
- 2.25% increase for FY 2020-2021

On-going cost of adding Step 7 to the salary schedule

Salary
27.462% Benefits
Total

	Increased Annual Cost									
2018-2019							2019-2020		2020-2021	
1.5% Increase		Add	l New Step 7	Total		3.4% Increase (.425%)		2.25% Increase (.25%)		
\$	580,719	\$	925,218	\$	1,505,937	\$	1,367,498	\$	925,333	
\$	159,477	\$	254,083	\$	413,560	\$	375,542	\$	254,115	
\$	740,196	\$	1,179,301	\$	1,919,497	\$	1,743,040	\$	1,179,448	
	1.50%	_	2.39%		3.89%		3.53%		2.39%	

	Cumulative Cost						
2018-2019		2019-2020		2020-2021			
Cu	mulative Cost 3.89%	Cumulative Cost 7.29%		Cı	umulative Cost 9.54%		
\$	1,505,937 413,560	\$\$	4,379,371 1,202,663	\$	8,178,139 2,245,881		
\$	1,919,497	\$	5,582,034	\$	10,424,019		
	3.89%		7.42%		9.81%		
				(compounded)		

Amounts Previously Approved on June 25, 2018	1,919,497	1,025,318	1,045,824	1,919,497	4,864,312	8,854,950
	3.890%	2.080%	2.120%	3.890%	5.970%	8.090%
Amounts Previously Approved on July 15, 2019	-	499,842	9,997	-	499,842	1,009,681
	0.000%	1.010%	0.020%	0.000%	1.010%	1.030%
Previously Approved	1,919,497	1,525,160	1,055,821	1,919,497	5,364,154	9,864,631
	3.890%	3.090%	2.140%	3.890%	6.980%	9.120%
Amounts to Match FA	-	217,880	123,628	-	217,880	559,388
	0.000%	0.425%	0.265%	0.000%	0.425%	0.690%
Total Costs Approved	1,919,497	1,743,040	1,179,449	1,919,497	5,582,034	10,424,019
Overall Compounded Percentage Increase	3.890%	3.515%	2.405%	3.890%	7.405%	9.810%

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.13 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Final Action in Public Session – Saddleback College Student

Discipline

ACTION: Final Action on Recommendation for Student Expulsion

BACKGROUND

On February 7, 2020, a Saddleback College student failed to appear for his hearing for expulsion from South Orange County Community College District for violations of regulations governing student conduct (AR-5401). The Disciplinary Hearing Panel's recommendation is expulsion.

STATUS

Education Code 72122 provides for closed session consideration of "the suspension of, or disciplinary action or any other action in connection with any student," unless the student, after being notified in writing of the closed session, requests within 48 hours of receipt of the written notice that the hearing be held as a public meeting. Education Code 72122 further provides that whether the matter is considered in closed session or at a public meeting, the final action of the governing board shall be taken at a public meeting and the result of that action shall be a public record. The student in question was notified that the Board would consider the recommendation for expulsion in closed session at the February 24, 2020, meeting. The student did not request a public hearing within the time allowed. Accordingly, there will be an opportunity for the Board to consider and discuss the recommendation for expulsion in closed session, following which the Board will take final action on the recommendation in open session. In accordance with the Family Educational Privacy Rights Act (FERPA) and Education Code 76200, the student will not be identified publicly.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.1 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

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

Dr. Cindy Vyskocil, Acting President, Irvine Valley College

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Topic
2/19/2020 4:45pm – 6:00pm	BGS 132	Lori McBride	ID 129 / Interior Design Internship	Kaylyn Crawford	Transitioning from the Classroom to Internship in the Design Community
3/5/2020 9:00am – 11:50am	Clubhouse 4 Laguna Woods Village	Kevin Hass	ADV Color Printing	Eidne Hart	Photographic Visions of Guatemala
3/5/2020 2:00pm	BGS 244	Kendrick Kim	BUS 1 – Intro to Business	Angie Weeks Jessica Siguenza	Entrepreneurship
3/12/2020 3:15pm	MVHS 519	Brent Pillsbury	BUS 1 – Intro to Business	Quinn Munton	International Business
3/19/2020 3:15pm	MVHS 519	Brent Pillsbury	BUS 1 – Intro to Business	Don Bowker	Starting Your Own Business
3/27/2020 11:00am – 12:30pm	SJC Adult Ed	Karima Feldhus	AESL Faculty	Gretchen Biterlin	Help! How Do We Manage Mixed Ability in an ESL Class?
3/27/2020 1:00pm – 4:00pm	SJC Adult Ed	Karima Feldhus	AESL Faculty	Kristy Reyes	OTAN Teaching Vocabulary with Technology
5/12/2020 3:15pm	MVHS 519	Brent Pillsbury	BUS 1 – Intro to Business	Corey Murphy	Starting Your Own Business

IRVINE VALLEY COLLEGE

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Торіс
3/13/2020 2:00PM	ATEP IDEA Lab 115	Brian Monacelli	LASR 215 Fundamentals of Photonics	Brian Olejniczak	Lawrence Livermore National Laboratory National Ignition Facility
4/3/2020 7:00am – 3:00pm	PAC	Erin Pollard	Equity Symposium 2020	Human Rights Campaign representatives	Uncovering Hate

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.2 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Staff Response to Public Comments from the Previous

Board Meeting

ACTION: Information

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 was made at the February 24, 2020 board meeting regarding the Saddleback College Mascot. A response from Dr. Elliott Stern, Saddleback College President is provided as Exhibit A.

SADDLEBACK COLLEGE
28000 Marguerite Parkway • Mission Viejo CA 92692
949.582.4722 • www.saddleback.edu

SADDLEBACK
C O L L E G E

Dr. Elliot Stern President

TO: Members of the Board of Trustees

Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Response to Public Comment from the February 24, 2020 Meeting of the Board of

Trustees regarding the Saddleback College Mascot

At the Feb 24, 2020 meeting of the Board of Trustees, Mr. Jim Poettgen offered public comment. Mr. Poettgen is an alumnus and a former athlete at Saddleback College. He shared his dissatisfaction with President Stern's response to an email which he sent to Dr. Stern on February 21, 2020.

Specifically, Mr. Poettgen expressed concern that the college had recently decided to change its mascot and logo without regard for its half-century history and that President Stern was doing so hastily and without an understanding of the mascot's and logo's history. In Dr. Stern's response to Mr. Poettgen, he explained that the premise of this complaint—that the college was looking to get rid of its mascot and was doing so now, without discussion or input from stakeholders—was errant.

In fact, the College is trying to *save* the Gaucho as its mascot by eradicating the pejorative *depiction* of it as a stereotypical black-haired, thick mustached Mexican (wrong continent) with angry smoke coming out of his nostrils and replacing it with a less pejorative depiction of South American Gauchos. President Stern explained in his response to Mr. Poettgen's email that the decision to eradicate the pejorative depiction of the Gaucho had first been made by the last permanent President, two years earlier, and was then reaffirmed by Dr. Stern within a few months of his tenure, in early 2019. (At that time, Dr. Stern also learned that the college's "G" logo, nearly identical to the Green Bay Packer's logo, risked liability for copyright infringement). President Stern explained to Mr. Poettgen that the committee to oversee redesign of the graphic depiction of the Gaucho and alteration of our "G" to avoid copyright infringement had been working for a year and was now completing its work. Nothing about this work has been done hastily or without input from key stakeholders. Its members represented a wide array of stakeholders, including Athletics and students.

Indeed, the redesign committee has been collecting input from staff, faculty, students and community members for months, to inform the actual redesign by a graphic artist. Mr. Poettgen is part of a group of several alumni athletes who, while not connected to our Foundation, remain loyal fans of Gaucho athletics and connected to our coaches and Athletics

staff. As a result, he was asked to participate in one of the redesign committee's community focus groups, and he did. His letter to the President, calling for community input in decision making about the mascot, followed shortly after his participation in the community focus group. It would appear from his public comment that he preferred that no change be made to the mascot's graphic depiction or logo even though the College had decided to eradicate the pejorative depiction of the mascot two years ago and needs to alter the "G" logo in order to avoid liability for copyright infringement.

The pejorative depiction of the Gaucho had been deemed widely across the College as racist, and referenda were passed by student and faculty groups to eradicate as early as 2011, if not earlier. Years later, President Gregory Anderson was approached by a group of faculty who threatened to paint out every last remaining pejorative image themselves if our own Facilities crew did not do so immediately. President Anderson thought he had eradicated the pejorative images from campus. But since Dr. Stern became President, three additional pejorative images have been found, one in the gymnasium, one in a food service building in the village and one in the equipment room for Athletics (captured in a photo by a faculty member and reported just a few weeks ago). In each instance, the reported image was painted out within hours of being reported.

On February 13, 2020, President Stern sent out an email to all employees asking them to report any remaining pejorative depictions of the Gaucho so that our college could move forward in its effort to save the Gaucho by creating a less stereotyped and pejorative depiction of it. Mr. Poettgen references this email even though it was sent only to employees of the college.

This email was welcomed by nearly the entire campus. Dozens of employees, many of them Hispanic, sent the President's Office heartfelt messages of gratitude for finally calling an end to a graphic depiction of our mascot that degraded and lessened Hispanic students and employees and brandished with pride the persistence of insensitive imagery decades after our sensibility of what constitutes cultural insensitivity had changed. Some of those comments are excerpted in Attachment 1.

President Stern believes he is managing the Gaucho controversy with broad consensus in redesigning its graphic representation but without abandoning the Gaucho name. A very vocal segment of the college wants to see the Gaucho mascot dropped altogether, arguing that the name can no longer be separated from its racist historic depiction, among other reasons. A handful of folks on the other extreme want no change in the Gaucho, including the pejorative depiction and the Green Bay "G". President Stern has attempted to bring both groups along in the compromise now under way.

President Stern fully appreciates that there are those out there with long historic ties to the College who take offense at redesigning the graphic depiction of the mascot (or even the "G"). But the pejorative depiction has long hurt Hispanic employees and students. We cannot continue to use an image that is hurtful to so many based on past practice or historic resonance with those who have no reason to be hurt by it. Saddleback College is committing itself to

being a welcoming and inclusive campus for all and to narrowing or eliminating access and achievement gaps for Hispanic, African-American and low-income students. We cannot tout "Bienvenido a la Opportunidad" (Welcome to Opportunity") on our entrance marquises if our walls are filled with hurtful images that perpetuate stereotypes.

Saddleback plans to unveil a new graphic depiction of the Gaucho at an event celebrating real Gaucho culture, including music, dance and food. The College plans to unveil the modified "G" logo at the grand opening of our stadium in September 2020. Mr. Poettgen will be invited to both events.

Respectfully Submitted,

Elliot Stern President

Attachment 1

From emails to Dr. Stern about the pejorative depiction:

"Thank you for articulating what I've felt since I first laid eyes on our college's outdated and insensitive caricature of a gaucho. I grew up in Orange County in a bilingual and bicultural home where we embraced our South American heritage. It didn't always come easy. It's precisely this kind of mocking imagery, visual and verbal, that always seemed to linger and perpetuate my feelings of "otherness" despite usually passing under the radar because of my phenotype. I know that what I experienced paled in comparison to what family, friends, and strangers have had to contend with. I want so much more for the next generation! More than empty platitudes about diversity and inclusion while the pejorative stereotypes persist. Yes, we certainly have the opportunity to craft an icon that is truly an homage to the gaucho traditions of the Southern Cone – Argentina, Uruguay, Paraguay, and southern Brazil. With your stewardship, I do believe we'll accomplish conveying the genuine sentiment behind *¡Bienvenido a la oportunidad!*"

"As a Latina...on campus who serves predominantly Latinx/Hispanic and African American/Black students, it means a lot to see the college president name examples of covert and overt racism. I value your transparency in wanting to make a difference on this campus and involving both students and staff in the process. I look forward to supporting initiatives that make all students feel welcome..."

"Thank you for your forthright statement on the implications of the Gaucho representation and how dated and out of place it is on the Saddleback Campus. At a time of rising racist sentiment, namely white supremacist messaging and propaganda, it is immoral to let such go unchallenged, especially in a multiethnic community such as ours."

"THANK YOU! I am an associate faculty member at Saddleback College, and I am Hispanic. Just needed to thank you for taking action, writing about it and calling it out."

"Thank you for this, Elliot. As a member of...which you very kindly visited and spoke at last year, and just as a human being I am truly heartened by the fact that you are not just paying lip service to this issue. You said at that meeting that inclusion and diversity were important issues for you and you are being true to your words with your actions. Thank you for that. Keep on keepin' on, as the saying goes! You have the support of the faculty and staff that I have spoken with, not just regarding this issue, but in your overall stewardship of our campus community. It is appreciated."

From in-person conversations with Hispanic employees (from memory, not verbatim):

I have been complaining about that image from the first month I got hereyears ago. It is hurtful and intended to depict Latinos as lesser. I have complained to three Presidents. Every time I see another 'Bandito' on a wall on our campus, I feel like I'm not sure I belong here.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM:

ITEM: 7.3 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Facilities Plan Status Report

ACTION: Information

BACKGROUND

At the request of the Board of Trustees, this report is prepared and submitted monthly to provide the Board with information on major capital projects underway and/or planned. Each project includes the project description, budget narrative, status, whether the project is in progress or recently completed and the current focus. Words appearing in *italics* indicate a change from the previous report. The dates appearing in **bold font** indicate that the associated phase is completed.

STATUS

EXHIBIT A provides an up-to-date report on the status of major capital projects.

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

FACILITIES PLAN STATUS REPORT *March 23*, 2020

CAPITAL IMPROVEMENT PLANNING

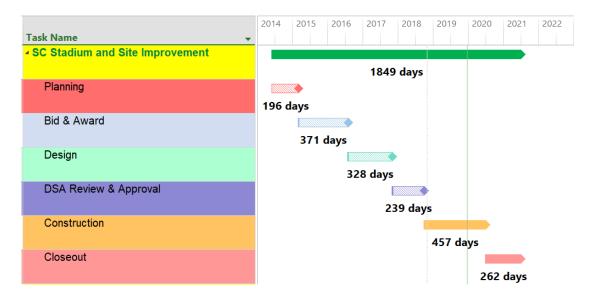
The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was completed December 2011. The 2011 EFMP report is available at the District website: http://www.socced.edu/about/about_planning.html. The District is in the process of developing a new Education Master and Strategic Plan (EMSP) along with a new Facilities Master Plan. We anticipate these to be complete by the end of this fiscal year. This report contains information on projects over \$1 million that are listed in the Facilities Master Plans for both colleges and projects that include associated planning efforts.

SADDLEBACK COLLEGE

1. STADIUM AND SITE IMPROVEMENT

<u>Project Description</u>: The existing stadium will be replaced with a new 8,000 seat multisport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and nine-lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	Mar 2014	Award D/B Contract	Aug 2016
Start Working Drawings	Sep 2016	Complete Construction	Jul 2020
Complete Working Drawings	Nov 2017	Advertise for FF&E	Nov 2019
DSA Final Approval	Nov 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 3/24/2008, 6/23/2014, and 6/22/2015. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M), Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015, the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of their RDA funds and a portion of the district-wide apartment income of \$22,705,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$ 0	\$22,705,000	\$22,705,000

Status: Construction Phase: Project is 74% complete.

<u>In Progress</u>: Bleacher erection, scoreboard installation, site concrete, emergency vehicle access road, interior wall framing and drywall, *painting*, *installation of ceiling grid*, *drainage and base for main football field*, *restroom tile*, interior MEP rough-in, and fabricating elevators.

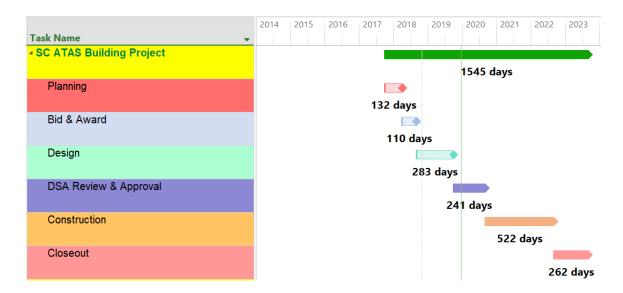
Recently Completed: Fine grade for the track, tiling of 1st floor home side restrooms, descoped outfall repairs from project, and erection of structural steel to press box level. Transfer of the following to permanent power: new stadium complex, PE 500, Golf Pro Shop and cell tower.

<u>Focus</u>: Proactively work with the contractor on schedule issues to keep end date on target. Meet with PCL executive team. Review contractor's change order requests and claims; conduct meetings to discuss these.

2. ATAS BUILDING PROJECT

<u>Project Description</u>: The Project includes a new 50,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts (including two striped for pickle ball) will replace the existing six and will be located north of the Village. The college has requested that the existing TAS Building demolition, utility relocation and new parking lot be de-scoped. A connector road and installation of additional parking stalls between the baseball field and the new tennis courts is included.

Start Preliminary Plans	Oct 2017	Award D/B Contract	Aug 2018
Start Working Drawings	Oct 2018	Complete Construction	Aug 2022
Complete Working Drawings	Sep 2019	Advertise for FF&E	Pending
DSA Final Approval	Sep 2020	DSA Close Out	Pending



Budget Narrative: In fiscal years 2002-2003 and 2004-2005, \$971,000 and \$985,000 respectively, for a total of \$1,956,000 was allocated from basic aid to cover design. Budget reflects Board action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016 and 5/21/2018. On August 27, 2012, the Board approved \$12,777,313. On October 25, 2013, the Board approved fund reassignment of \$8,523,000 to the Saddleback College Sciences Building. On June 23, 2014, the Board restored \$8,523,000 and added \$2,702,000. On August 22, 2016, the Board approved \$3,110,000. On May 21, 2018, the Board approved \$44,863,622 to fund a new building. The ATAS Building project budget of \$64,100,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$ 0	\$64,100,000	\$64,100,000
Total	\$8,755,055	\$56,653,880	\$65,408,935
District Funding Commitment:	\$8,755,055	\$56,653,880	\$65,408,935
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$1,956,000	\$63,452,935	\$65,408,935

Status:

- DSA Review Phase: ATAS Building back-check and New Connector Road & Parking Lot 5-B.
- Construction Phase: New Tennis Courts Center (Task #01): Project is approximately 10% complete.

<u>In Progress</u>: DSA back-check *meetings* for the ATAS Building. New Connector Road & parking Lot 5-B documents *resubmittal for back-check process. Installation of new underground utilities and building foundations* at the new Tennis Courts Center.

<u>Recently Completed</u>: Tennis Center grading and existing underground utility re-route. Saddleback College executive cabinet approval on Tennis Center furniture, fixture and equipment list.

<u>Focus Issue</u>: Finish Tennis Center underground utilities during spring break. Obtain Moulton Niguel Water District final approval on the New Connector Road & Parking Lot 5-B. Obtain DSA final approval on the ATAS Building and the New Connector Road & Parking Lot 5B Increment No. 1. Kick-off the design process for the baseball field safety netting.

3. GATEWAY PROJECT

<u>Project Description</u>: This proposed project will construct a new three-story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new, highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This project will reduce the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	May 2021
Start Working Drawings	Jan 2020	Complete Construction	Oct 2022
Complete Working Drawings	Jul 2020	Advertise for FF&E	Feb 2022
DSA Final Approval	Feb 2021	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016 and 6/26/2017 and 4/22/2019. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017, the Board approved \$16,832,003. On April 22, 2019, the Board approved the funding allocation of \$6,599,180. Request for full funding underway during this FY 2020-2021 funding cycle.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$42,867,000	\$ 8,736,000	\$51,603,000
District Funding Commitment:	\$12,814,000	\$13,444,000	\$26,258,000
State Match:	\$30,053,000	\$ (4,708,000)	\$25,345,000
Basic Aid Allocation:	\$ 1,545,115	\$24,712,885	\$26,258,000

Status: Working Drawings Phase (50% Construction Documents).

In Progress: Weekly Design & Building Information Modeling coordination meetings.

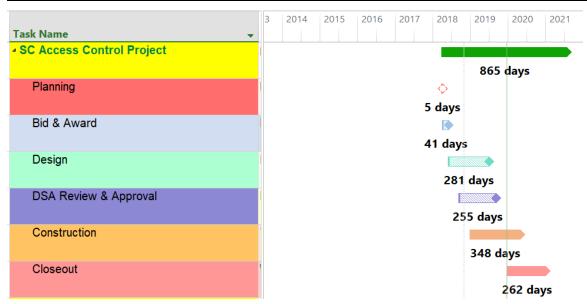
Recently Completed: Saddleback College executive cabinet and stakeholders sign-off on the 100% Design Development package. Orange County Fire Authority (OCFA) submittal for review & approval. Geotechnical report submittal to Department of Conservation – California Geological Survey (CGS) for final review & approval.

<u>Focus</u>: Complete Working Drawing Phase and submit 50% Construction Documents to stakeholders for review & sign-off. Kick-off the furniture, fixture and equipment process with Saddleback College executive cabinet.

4. ACCESS CONTROL PROJECT

<u>Project Description</u>: This project will retrofit 1,535 existing doors campus-wide with electronic door locks to provide access control and enhanced safety. This project is similar to the standard established at the Science Building, with hardware synchronized to software monitored by the Saddleback College Campus Police.

Criteria Development	Apr 2018	Award D/B Contract	May 2018
Start Working Drawings	Jun 2018	Complete Construction	Apr 2020
Complete Working Drawings	Jul 2019	FF&E	N/A
DSA Final Approval	Jul 2019	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects the Board action on 6/26/2017 and 5/21/2018. On June 26, 2017, the Board approved \$3,000,000 for the District-wide ADA Transition Plan. Saddleback College assigned \$1,600,000 from its share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

	Original	Revision	<u>Total</u>
Project Budget:	\$11,810,210	\$0	\$11,810,210
District Funding Commitment:	\$ 6,964,296	\$0	\$ 6,964,296
Basic Aid Allocation:	\$ 4,000,000	\$0	\$ 4,000,000
Basic Aid ADA Allocation:	\$ 1,600,000	\$0	\$ 1,600,000
College General Fund:	\$ 1,364,296	\$0	\$ 1,364,296
State Scheduled Maintenance			
Allocation:	\$ 4,845,914	\$0	\$ 4,845,914

<u>Status</u>: Construction Phase. Phased Project with six increments: Increment No. 1 completed. Increments No. 2 and *No.3 (BGS, SSC, HS, AGB, and LRC) are* complete. Increment No. 4 construction (Fine Arts & CDC) 85% complete. Increment No. 5 construction (PE Buildings and the Grounds Complex) is underway. Less than 300 doors remain out of 1,535.

In Progress: Increments No. 4 and No. 5 construction.

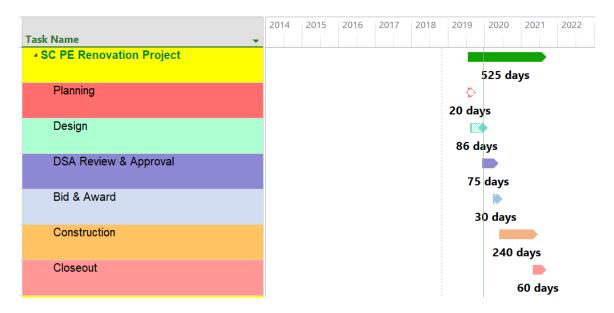
Recently Completed: Increments No. 2 and No. 3.

<u>Focus</u>: Increment No. 4 (Fine Arts & CDC) and Increment No. 5 (PE Buildings and Grounds Complex) construction.

5. PE RENOVATION

<u>Project Description</u>: This project will renovate the Women's Locker Room to address Title IX regulations and functional issues, install new rooftop HVAC units on the PE 100 building to correct heating and cooling issues, and renovate the restrooms in PE 300 to meet accessibility requirements.

Start Preliminary Plans	Jul 2019	Award Construction Contract	May 2020
Start Working Drawings	Aug 2019	Complete Construction	Apr 2021
Complete Working Drawings	Dec 2019	Advertise for Equipment	Nov 2020
DSA Final Approval	Mar 2020	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 6/17/2013 and 6/25/2018. On June 17, 2013, the Board approved \$800,000 for the PE 100 HVAC system. Saddleback College contributed \$800,000 in matching funds from the Scheduled Maintenance budget. On June 25, 2018, the Board approved \$1,800,000 for PE Renovation. The college spent basic aid funds of \$211,263 on a previous PE 100 weight-room floor replacement project.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$3,400,000	\$(211,263)	\$3,188,737
District Funding Commitment:	\$3,400,000	\$(211,263)	\$3,188,737
Basic Aid Allocation:	\$2,600,000	\$(211,263)	\$2,388,737
Local Scheduled			
Maintenance:	\$ 800,000	\$0	\$ 800,000
Anticipated State Match:	N/A		

Status: Design Phase DSA review.

<u>In Progress</u>: Preparing construction phasing plan. *Architect preparing for back-check*.

Recently Completed: Responded to DSA comments.

Focus: Prepare bid package.

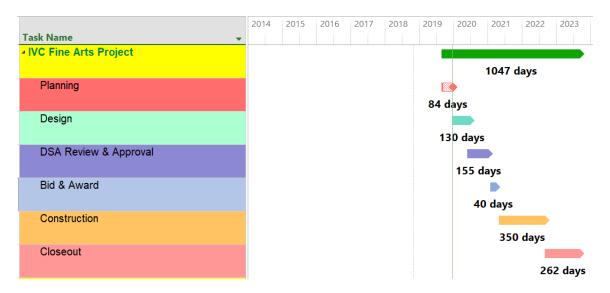
IRVINE VALLEY COLLEGE

1. FINE ARTS PROJECT

<u>Project Description</u>: The proposed project will construct three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand the Fine Arts department. Art, Art History, Music and Dance instruction will

relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Apr 2021
Start Working Drawings	Jan 2020	Complete Construction	Sep 2022
Complete Working Drawings	Jun 2020	Advertise for Equipment	Jan 2022
DSA Final Approval	Jan 2021	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, and 4/22/2019. On June 17, 2013, the Board approved \$61,278. On June 23, 2014, the Board approved \$795,000. On August 22, 2016, the Board approved \$1,659,739. On June 26, 2017, the Board approved \$12,932,581. On April 22, 2019, the Board approved the funding allocation of \$7,172,680. Request for full funding underway during this FY 2020-2021 funding cycle.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$35,764,278	\$ 9,318,722	\$45,083,000
District Funding Commitment:	\$10,623,278	\$11,998,000	\$22,621,278
State Match:	\$25,141,000	\$(2,679,000)	\$22,462,000
Basic Aid Allocation:	\$ 61,278	\$22,560,000	\$22,621,278

Status: Working Drawings Phase.

In Progress: Design Development documentation.

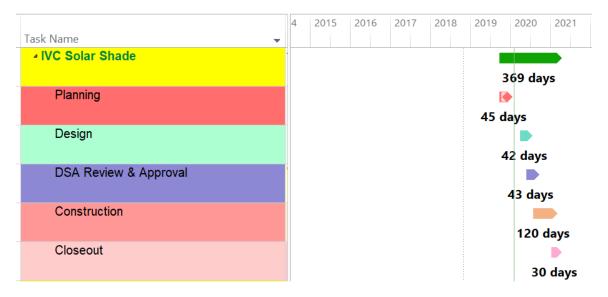
<u>Recently Completed</u>: Design reviews by commissioning agent and building envelope consultant. Inventory of existing equipment and furniture to be relocated to new building upon completion.

<u>Focus</u>: 50% Construction Documents Phase and presentation to users, facilities and executive staff.

2. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

<u>Project Description</u>: This project includes development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces. The project includes photovoltaic panels supported on parking canopies and a battery storage system. Both systems will interconnect with the local utility grid and integrate with the campus electrical system, which will be consolidated in response to utility requirements.

Start Preliminary Plans	May 2020	Begin construction	Sep 2020
Start Working Drawings	Jun 2020	Complete Construction	Feb 2021
Complete Working Drawings	Jul 2020	Advertise for FF&E	N/A
DSA Final Approval	Aug 2020	DSA Close Out	<i>Mar</i> 2021



<u>Budget Narrative</u>: Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the Phase II parking scope.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$5,778,000	\$8,788,000
District Funding Commitment:	\$3,010,000	\$5,778,000	\$8,788,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$5,778,000	\$8,788,000

Status: Bid and Award Phase.

<u>In Progress</u>: Contract Negotiation underway.

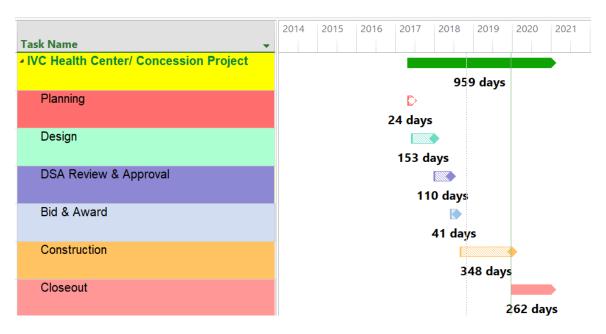
Recently Completed: Receipt of Solar Shade project bid.

Focus: Negotiate Solar Shade contract.

3. HEALTH CENTER/CONCESSION PROJECT

<u>Project Description</u>: This project is a new one-story building with an estimated 2,214 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building. The new Health Center/Concession building is located adjacent to the baseball fields and includes baseball bleacher seating for 300.

Start Preliminary Plans	May 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Jul 2017	Complete Construction	Dec 2019
Complete Working Drawings	Jan 2018	Advertise for Equipment	Jun 2019
DSA Final Approval	Jun 2018	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 22, 2015, the Board approved \$400,000. On August 22, 2016, the Board approved \$5,338,000. On June 26, 2017, the Board approved \$402,000. On May 21, 2018, the Board approved \$1,360,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$5,200,000	\$2,300,000	\$7,500,000
District Funding Commitment:	\$5,200,000	\$2,300,000	\$7,500,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 400,000	\$7,100,000	\$7,500,000

<u>Status</u>: Construction Phase: Project is approximately 98% complete.

<u>In Progress</u>: DSA close out.

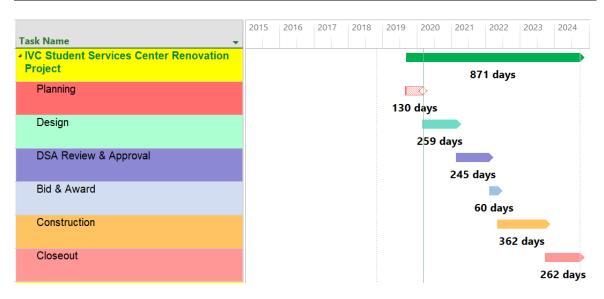
Recently Completed: Access Control and building dedication.

Focus: DSA close out.

4. STUDENT SERVICES CENTER

<u>Project Description</u>: This project will replace the 30,558 gross square feet (GSF) Student Services Center with two new buildings to correct structural issues, address programming needs, upgrade the food service area, HVAC, electrical, finishes, and provide upgrades to meet ADA requirements. This plan will consolidate all student services into the two buildings with a separate building for food services and student activities.

Start Preliminary Plans	Sep 2019	Award Construction Contract	May 2022
Start Working Drawings	Sep 2020	Complete Construction	May 2024
Complete Working Drawings	Mar 2021	Advertise for Equipment	Aug 2023
DSA Final Approval	Feb 2022	DSA Close Out	Pending



<u>Budget Narrative</u>: Budget reflects Board action on 4/22/2019. On April 22, 2019, the Board approved \$23,850,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$90,000,000	\$0	\$90,000,000
District Funding Commitment:	\$48,300,000	\$0	\$48,300,000
Anticipated State Match:	\$N/A		
Basic Aid Allocation:	\$23,850,000	\$0	\$23,850,000

Status: Schematic Design Phase.

In Progress: Schematic Design.

Recently Completed: Programming Phase.

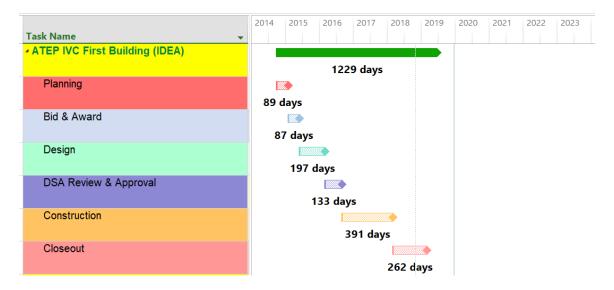
<u>Focus</u>: Work with end users to further develop design.

ATEP

1. ATEP - IVC FIRST BUILDING

<u>Project Description</u>: This project is a new two-story 20,249 assignable square feet (ASF), 32,492 gross square feet (GSF) building. The new ATEP IVC First Building consists primarily of lab classrooms with some lecture classroom space, offices and student support services. The building was designed for automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, the testing center and some spaces that represent expansion. In addition to the programs identified during design, a portion of the Adult ESL (English as a second language) and the Emeritus and Community Education offices were moved to the ATEP IDEA building at its opening. The project includes 50kV of solar electric power and is a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award D-B Contract	Jun 2015
Start Working Drawings	Jul 2015	Complete Construction	Mar 2018
Complete Working Drawings	Mar 2016	Advertise for FF&E	Sep 2017
DSA Final Approval	Sep 2016	DSA Close Out	Aug 2018



<u>Budget Narrative</u>: Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/2015, 8/22/2016 and 6/26/2017. On February 28, 2011, the Board approved \$12,500,000, originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds Board approved on June 23, 2014. On June 22, 2015, the Board approved \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The college applied Irvine Valley College RDA funds equaling \$1,250,000 for an expanded lobby and \$700,000 for additional IT equipment. On June 26, 2017, the Board approved \$1,100,000.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$23,000,000	\$ 6,350,000	\$29,350,000
District Funding Commitment:	\$23,000,000	\$ 6,350,000	\$29,350,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$ 0	\$ 1,950,000	\$ 1,950,000

Status: Project close out.

<u>In Progress</u>: Coordinate with contractor and SCE for battery storage Permission to Operate (PTO). Coordinate warranty related items with contractor.

<u>Recently Completed</u>: Execution of new interconnect agreement with SCE for combined battery storage and photovoltaic system.

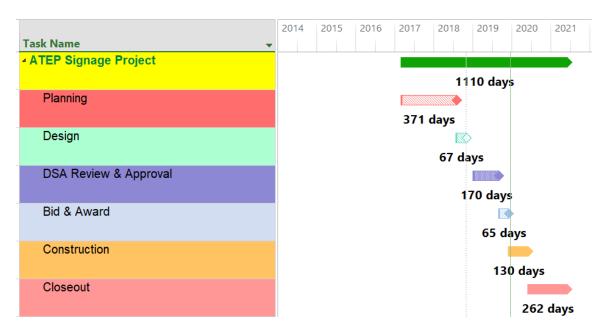
<u>Focus</u>: Work through system commissioning with SCE to "go live". Continue discussions with contractor to address end users' first-year discovery warranty items.

2. ATEP – SIGNAGE PROJECT

<u>Project Description</u>: Wayfinding signage for ATEP consists of three monument signs, five vehicle signs and one pedestrian sign. This signage will define the campus as a destination,

support route planning, clarify entrances and parking, create a main pathway, and establish a standardized naming system.

Start Preliminary Plans	Mar 2017	Award Construction Contract	Nov 2019
Start Working Drawings	Aug 2018	Complete Construction	June 2020
Complete Working Drawings	Apr 2019	Advertise for FF&E	N/A
DSA Final Approval	Aug 2019	DSA Close Out	July 2020



<u>Budget Narrative</u>: Budget reflects Board action on 5/21/2018 and 4/22/2019. On May 21, 2018, the Board approved \$500,000. On April 22, 2019, the Board approved the funding allocation of \$4,431,121.

	<u>Original</u>	Revision	<u>Total</u>
Project Budget:	\$3,000,000	\$1,931,121	\$4,931,121
District Funding Commitment:	\$ 500,000	\$4,431,121	\$4,931,121
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 500,000	\$4,431,121	\$4,931,121

Status: Construction Phase: Project is approximately 15% complete.

<u>In Progress</u>: *District review and approval of* signage submittal. *Sign footing excavation. Install underground electrical pull boxes.*

Recently Completed: Parking lot and boring locations backfill and asphalt patch.

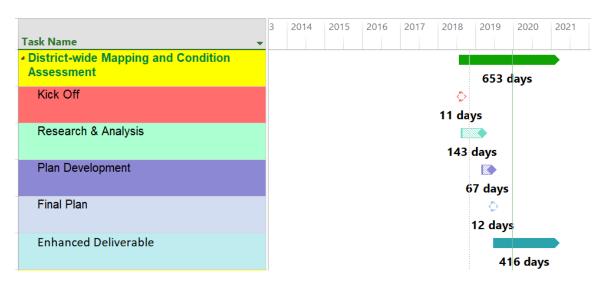
<u>Focus</u>: Layout, excavate and form monument signs at roundabouts and main campus entrance.

DISTRICT WIDE

1. MAPPING AND CONDITION ASSESSMENT

<u>Project Description</u>: This project comprehensively documents the horizontal and vertical positions of underground utilities and assesses existing conditions. Accurate utility information prevents construction delays, claims, and utilities conflicts.

Kick Off	Aug 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Aug 2018	Draft Plan	Mar 2019
Complete Research/Analysis	Mar 2019	Final	Jan 2021



<u>Budget Narrative</u>: Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$400,000. On June 26, 2017, the Board approved \$500,000. On May 21, 2018, the Board approved \$3,000,000.

	Original	Revision	<u>Total</u>
Project Budget:	\$400,000	\$3,500,000	\$3,900,000
District Funding Commitment:	\$400,000	\$3,500,000	\$3,900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$3,500,000	\$3,900,000

<u>Status</u>: Phase Five (Enhanced Deliverables at Saddleback, IVC and ATEP). *This project will be removed from future reports*.

<u>In Progress</u>: *Field* survey at ATEP.

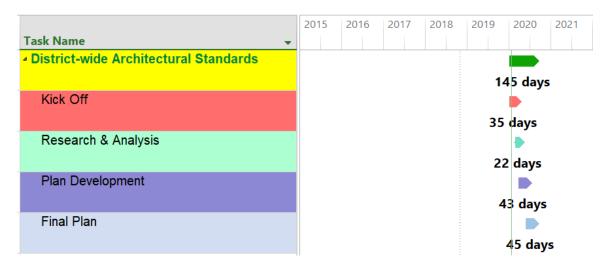
<u>Recently Completed</u>: Finalize scope for ATEP parking lot Underground Utility Assessment.

<u>Focus</u>: Finalize ATEP *scope and* verify fire lane condition to support the Fine Arts Complex project.

2. ARCHITECTURAL STANDARDS

Project Description: The District-wide Standards will provide all future capital projects with design and construction consistency, operational efficiency, maintainability, accessibility and sustainability while ensuring first class teaching and learning facilities. These standards will be developed to promote the efficient, predictable, and cost-effective design and construction of all new and modernized facilities, will represent the best value for District expenditures, and will align with the District's long-range goals. The standards will include sections on the 2020 Facilities Master Plan, ATEP Design Standards, Infrastructure Master Plan, Landscape Master Plan, Storm Water Management Plan, Signage and Wayfinding Standards, Easement Plan, Blue Phone/Emergency Plans, Building Information Modeling Standards (BIM), Design Guidelines for offices, classrooms, furniture standards, restrooms, interior building and exterior circulation, and utility rooms, Building Systems Guidelines and Technical Standards and Guidelines.

Kick Off, Phase II	Feb 2020	Start Plan Development	TBD
Start Research/Analysis	Feb 2020	Complete Plan	Jun 2021
Complete Research/Analysis	TBD	Final Plan, Phase II	Jun 2021



<u>Budget Narrative</u>: On April 22, 2019, the Board of Trustees approved \$1,500,000 for the Architectural Standards project.

	Original	Revision	<u>Total</u>
Project Budget:	\$1,500,000	\$0	\$1,500,000
District Funding Commitment:	\$1,500,000	\$0	\$1,500,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$1,500,000	\$0	\$1,500,000

Status: Research and Analysis Phase.

<u>In Progress</u>: *Classroom design standard review*. Establish committees *for landscaping and storm drainage*.

Recently Completed: Finalize responsibility matrix for all scopes to be included in the document. Attend meetings of existing college committees to be able to tie efforts together.

Focus: Set appropriate foundation. Define committee responsibilities.

GENERAL NOTES

- Project updates for active projects may be viewed at: http://www.socccd.edu/businessservices/ProjectUpdates.html
- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
 - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
 - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 50% match) as the economy has changed from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
 - o The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

ITEM: 7.4 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Monthly Financial Status Report

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through February 29, 2020 (EXHIBIT A). A review of current revenues and expenditures for FY 2019-2020 show they are in line with the budget.

Unrestricted General Fund Income and Expenditure Summary As of February 29, 2020 $\,$

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$	77,459,498	\$	77,459,498	\$	77,459,498	100.00%
SOURCES OF FUNDS								
REVENUES: SCFF Revenue	Various	\$	161,922,903	æ	161,922,903	œ	97,022,675	59.92%
Basic Aid	various	Ψ	86,327,097	Ψ	86,327,097	Ψ	51,726,382	59.92%
Federal Sources	8100-8199		-		-		,,	0.00%
Other State Sources	8600-8699		19,311,977		19,311,977		5,988,747	31.01%
Other Local Sources	8800-8899	_	19,276,659	_	19,276,659	_	20,035,524	103.94%
Total Revenue			286,838,636		286,838,636		174,773,328	60.93%
OTHER FINANCING SOURCES								
Sale of Surplus	8910-8919	\$	195,000	\$	195,000	\$	209,996	107.69%
Incoming Transfers	8980-8989	_	8,786,000		8,786,000	-	4,398,457	50.06%
Total Other Sources			8,981,000		8,981,000		4,608,453	51.31%
TOTAL SOURCES OF FUNDS			295,819,636	_	295,819,636		179,381,781	60.64%
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries	1000-1999	\$	88,204,673	\$	88,144,051	\$	54,780,160	62.15%
	2000-2999		47,775,711		47,997,484		26,199,506	54.59%
Employee Benefits	3000-3999		62,861,316		62,869,741		32,857,366	52.26%
Supplies & Materials	4000-4999		2,250,909		2,272,142		999,140	43.97%
·	5000-5999		21,178,275		21,012,703		10,977,375	52.24%
' '	6000-6999	_	1,060,782		1,035,545	-	278,652	26.91%
Total Expenditures			223,331,666		223,331,666		126,092,199	56.46%
OTHER FINANCING USES:								
	7300-7399	\$	819,721	\$	819,721	\$	819,721	100.00%
	7300-7399		91,000,966		91,000,966		5,700,000	6.26%
	7400-7499		-		-		-	0.00%
Payments to Students Total Other Uses	7500-7699	_	91,820,687		- 04 000 007	_		0.00%
Total Other Oses		_	91,820,687		91,820,687		6,519,721	7.10%
TOTAL USES OF FUNDS		_	315,152,353		315,152,353	_	132,611,920	42.08%
SURPLUS / (DEFICIT)			(19,332,717)		(19,332,717)		46,769,861	
ENDING FUND BALANCE		\$_	58,126,781	\$_	58,126,781	\$_	124,229,359	
COMPONENTS OF ENDING BALANCE								
Reserve for Economic Uncertainties		\$	33,469,676	\$	33,469,676			
Reserve for Unrealized Tax Collection	ns (Basic Aid)		17,145,419		17,145,419			
Nondesignated Ending Balance	, ,	_	7,511,686		7,511,686			
		\$_		\$		_		
				- =		-		

NOTE: As of February 28, 2019 actual revenues to date were **62.05%** and actual expenditures to date were **43.97%** of the revised budget to date.

SADDLEBACK COLLEGE

Unrestricted General Fund Income and Expenditure Summary As of February 29, 2020

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$	12,551,485	\$	12,551,485	\$	12,551,485	100.00%
SOURCES OF FUNDS								
REVENUES: SCFF Revenue	Various	\$	89,535,410	Ф	89,535,410	\$	53,648,773	59.92%
Basic Aid	various	φ	69,555,410	Φ	09,555,410	φ	55,046,775	0.00%
Federal Sources	8100-8199		-		-		-	0.00%
Other State Sources	8600-8699		6,753,131		6,753,131		3,361,523	49.78%
Other Local Sources	8800-8899		8,110,540		8,110,540		6,793,033	83.76%
Total Revenue		-	104,399,081		104,399,081	-	63,803,329	61.11%
OTHER FINANCING SOURCES	0040 0040	•	447.004	•	447.004	•	100.000	407.000/
Sale of Surplus	8910-8919	\$	117,081	\$	117,081	\$	126,082	107.69%
Incoming Transfers Total Other Sources	8980-8989	-	5,147,000		5,147,000	-	2,778,258	53.98%
Total Other Sources			5,264,081		5,264,081		2,904,340	55.17%
TOTAL SOURCES OF FUNDS		-	109,663,162		109,663,162	_	66,707,669	60.83%
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries	1000-1999	\$	51,281,306	\$	51,345,119	\$	33,147,864	64.56%
Classified Salaries	2000-2999		22,154,124		22,176,220		12,041,260	54.30%
Employee Benefits	3000-3999		28,596,060		28,596,294		18,147,527	63.46%
Supplies & Materials	4000-4999		1,226,610		1,224,525		586,105	47.86%
Services & Other Operating	5000-5999		8,694,544		8,609,919		4,377,312	50.84%
Capital Outlay	6000-6999	_	872,282		872,849	_	208,787	23.92%
Total Expenditures			112,824,926		112,824,926		68,508,855	60.72%
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$	389,721	\$	389,721	\$	389,721	100.00%
Basic Aid Transfers Out	7300-7399	*	-	•	-	*	-	0.00%
Other Transfers	7400-7499		-		-		-	0.00%
Payments to Students	7500-7699		-		-		-	0.00%
Total Other Uses		-	389,721		389,721		389,721	100.00%
TOTAL USES OF FUNDS		-	113,214,647		113,214,647	· <u>-</u>	68,898,576	60.86%
SURPLUS / (DEFICIT)			(3,551,485)		(3,551,485)		(2,190,907)	
ENDING FUND BALANCE		\$	9,000,000	\$	9,000,000	\$	10,360,578	
							_	
COMPONENTS OF ENDING BALANCE		_	0.000.000	<u>_</u>	0.000.000			
Reserve for Economic Uncertainties	(D : *: "	\$	9,000,000	\$	9,000,000			
Reserve for Unrealized Tax Collection	ns (Basic Aid)		-		-			
Nondesignated Ending Balance		φ-	-	φ.	-			
		\$_	-	Ф	-			

NOTE: As of February 28, 2019 actual revenues to date were **63.42%** and actual expenditures to date were **59.03%** of the revised budget to date.

IRVINE VALLEY COLLEGE

Unrestricted General Fund Income and Expenditure Summary As of February 29, 2020

			Adopted Budget		Revised Budget		Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
BEGINNING BALANCE		\$_	4,953,550	\$	4,953,550	\$	4,953,550	100.00%
SOURCES OF FUNDS								
REVENUES: SCFF Revenue	Various	\$	58,103,728	Ф	58,103,728	\$	34,815,205	59.92%
Basic Aid	vanous	Φ	56,105,726	Φ	56,105,726	Φ	34,613,203	0.00%
Federal Sources	8100-8199		_		_		_	0.00%
Other State Sources	8600-8699		4,494,323		4,494,323		2,237,283	49.78%
Other Local Sources	8800-8899		11,166,119		11,166,119		10,188,813	91.25%
Total Revenue		_	73,764,170		73,764,170	-	47,241,301	64.04%
OTHER FINANCING SOURCES								
Sale of Surplus	8910-8919	\$	77,919	\$	77,919	\$	83,914	107.69%
Incoming Transfers	8980-8989	_	2,799,000		2,799,000	_	1,286,387	45.96%
Total Other Sources			2,876,919		2,876,919		1,370,301	47.63%
TOTAL SOURCES OF FUNDS		-	76,641,089	_	76,641,089	-	48,611,602	63.43%
USES OF FUNDS								
EXPENDITURES:								
Academic Salaries	1000-1999	\$	33,313,128	\$	33,338,138	\$	20,968,462	62.90%
Classified Salaries	2000-2999		14,987,798		15,036,798		8,192,814	54.49%
Employee Benefits	3000-3999		19,862,355		19,871,778		11,832,307	59.54%
Supplies & Materials	4000-4999		908,249		928,570		377,168	40.62%
Services & Other Operating	5000-5999		5,932,609		5,860,598		2,551,072	43.53%
Capital Outlay	6000-6999	-	90,500		58,757	-	13,299	22.63%
Total Expenditures			75,094,639		75,094,639		43,935,122	58.51%
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$	-	\$	-	\$	-	0.00%
Basic Aid Transfers Out	7300-7399		-		-		-	0.00%
Other Transfers	7400-7499		-		-		-	0.00%
Payments to Students	7500-7699	_		_		_	<u> </u>	0.00%
Total Other Uses			-		-		-	0.00%
TOTAL USES OF FUNDS		_	75,094,639		75,094,639	-	43,935,122	58.51%
SURPLUS / (DEFICIT)			1,546,450		1,546,450		4,676,480	
ENDING FUND BALANCE		\$_	6,500,000	\$_	6,500,000	\$	9,630,030	
COMPONENTS OF ENDING DALANCE								
COMPONENTS OF ENDING BALANCE Reserve for Economic Uncertainties		\$	6,500,000	¢	6,500,000			
Reserve for Unrealized Tax Collection	ne (Rasic Aid)		0,500,000	Φ	0,500,000			
Nondesignated Ending Balance	ina (Dasic Alu)	,	-		-			
Nondesignated Ending Datatice		\$		- <u>\$</u> —				
		Ψ=		= [*] =				

NOTE: As of February 28, 2019 actual revenues to date were **67.84%** and actual expenditures to date were **61.01%** of the revised budget to date.

ITEM: 7.5 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending January 31, 2020 (EXHIBIT A).

For January, the portfolio was composed of 47.4% common stocks (domestic and international) and 52.6% fixed funds (bonds). The portfolio's performance increased 0.73%, ending with a fair market value of \$130,366,882 and an annualized return of 5.84% since inception.



February 14, 2020

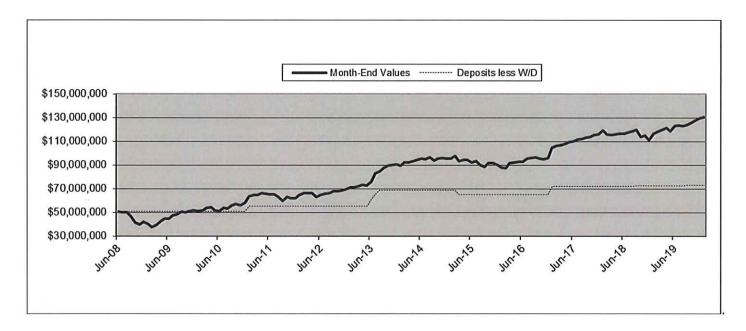
South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on January 31st of \$130,366,882.18 your portfolio's performance was up 0.73% for the month and up 5.84% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (47.4%) and fixed income funds (52.6%). It was designed to be invested over a long time frame. Total deposits in the amount of \$77,214,430.38 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	January 2019	Year-To-Date	Annualized Since Inception
South Orange CCCD	0.73%	0.73%	5.84% annualized return
S&P 500	-0.04%	-0.04%	10.64% (Domestic Stocks)
MSCI EAFE	-2.09%	-2.09%	2.96% (International stocks)
Barclays Aggregate	1.92%	1.92%	4.28% (Domestic Bonds)
Barclays Global	1.28%	1.28%	2.94% (Global Bonds)



Very truly yours,

Scott W. Rankin Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Month - Year Contributions		Co	Contribution Balance		Month-End		
monun rour					In	vestment Values		
June-08	\$	50,791,103	\$	50,791,103	\$	50,589,708		
June-09	\$	-	\$	50,791,103	\$	44,706,214		
June-10	\$	-	\$	50,791,103	\$	51,342,419		
June-11	\$	4,618,708	\$	55,409,811	\$	65,060,898		
June-12	\$	-	\$	55,409,811	\$	64,788,984		
June-13	\$	5,000,000	\$	60,409,811	\$	76,038,439		
June-14	\$	8,389,913	\$	68,799,724	\$	95,689,395		
June-15	\$	(4,000,000)	\$	64,799,724	\$	92,222,506		
June-16	\$	-	\$	64,799,724	\$	92,851,363		
June-17	\$	6,876,878	\$	71,676,602	\$	110,063,884		
June-18	\$	-	\$	71,676,602	\$	116,478,409		
June-19	\$	1,053,093	\$	72,729,695	\$	123,157,480		
July-19	\$	-	\$	72,729,695	\$	123,449,353		
August-19	\$	-	\$	72,729,695	\$	123,206,435		
September-19	\$	484,735	\$	73,214,430	\$	124,020,036		
October-19	\$	-	\$	73,214,430	\$	125,685,619		
November-19	\$	-	\$	73,214,430	\$	127,644,117		
December-19	\$	<u>-</u>	\$	73,214,430	\$	129,424,431		
January-20	\$	-	\$	73,214,430	\$	130,366,882		
	¢	72 214 420						

\$ 73,214,430

ITEM: 8.0 DATE: 3/23/20

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet.

Chancellor and College Presidents written reports are included for information.

Speakers are limited up to two minutes each.

Saddleback College Academic Senate
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



SADDLEBACK COLLEGE + IRVINE VALLEY COLLEGE + ATEP

DATE: March 23, 2020

TO: Members of the Board of Trustees **FROM:** Chancellor Kathleen F. Burke, Ed.D.

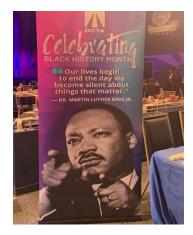
SUBJECT: District Services Report for March 23, 2020 Board of Trustees Meeting

Irvine Valley College Health and Wellness Center Opening

On the morning of February 26, the Irvine Valley College (IVC) Health and Wellness Center officially opened. I was proud to join the Board of Trustees, Dr. Cindy Vyskocil and all of the IVC leaders that helped make the opening of the IVC Health and Wellness Center a reality. The beautiful new facility will serve the students and athletes of the college. With three private examination rooms, a wating room, reception room, nurses station, and staff offices—students will receive exceptional services to address their overall health needs for years to come. Congratulations to IVC!







Black History Future Leaders Luncheon

On February 26, Dr. Elliot Stern, Dr. Cindy Vyskocil and I attended the Orange County Black Chamber of Commerce's inaugural future leaders luncheon at The Grove in Anaheim with college and district staff. As a feature of the event, our district had an opportunity to host an exhibit table with information about job opportunities and academic opportunities with the many professionals and students in attendance. Public Affairs Director Letitia Clark also had an opportunity to speak to the audience about the many diverse programs available at both IVC and Saddleback to help students achieve, despite barriers in life. We were happy to attend this event in support of the Orange County Black Chamber, but also in celebration of Black History Month, and to recognize our committement to inclusion, equity, and diversity throughout SOCCCD.



San Juan Capistrano Recognizes Community College Awareness Month

The City of San Juan Capistrano and Mayor Troy A. Bourne presented a proclamation to the South Orange County Community College District on March 2 during a regularly scheduled council meeting. President of Saddleback College, Dr. Elliot Stern was present to accept the proclamation. The proclamation not only recognized that Saddleback College and Irvine Valley College should be celebrated during Community College Awareness Month in April, but also made note of the many programs, certificates, and degree offerings available to students in the local area. Additionally, the proclamation mentions the huge economic impact of our district in Orange County and California.

SADDLEBACK COLLEGE + IRVINE VALLEY COLLEGE + ATEP

Taping of the First Name Campaign

As part of our efforts to enhance inclusive and equitable practices throughout the SOCCCD, we are nearly complete with the materials to launch the "My Choice Name" campaign. This campaign will encourage all students and staff to use the first name of their choosing. In addition to printed marketing materials, our Public Affairs department also helped to produce an instructional video that will help guide students and staff on how to change their name seamlessly. A preview of the video will be available to the Board of Trustees soon.



Irvine Valley College





Saddleback College

My Choice

This office respects and supports who you are, including your first name.
Please let us know what name you'd like us to call you.









IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | www.ivc.edu

TO: Kathleen F. Burke, Chancellor, and Members of the Board of Trustees

FROM: Cindy Vyskocil, EdD, Acting President

DATE: March 12, 2020

SUBJECT: President's Report for the March 23, 2020 Board of Trustees Meeting

Across Campus

Dedication Ceremony Held for the Health and Wellness Center



On February 26, an official ribbon cutting ceremony was held for the new Health and Wellness Center. The ceremony kicked off with opening remarks from Acting President Cindy Vyskocil, who thanked everyone for attending. Speakers during this event included Board of Trustees President T.J. Prendergast; Vice President for Student Services Linda Fontanilla; and ASIVC President Feras Khatib. Student Ambassadors in attendance included Atria Jamshidi, Mehrpad Moattari, Amir Fanaei, and lan Rennie. Immediately following the ceremony, attendees were

invited to join Health and Wellness Center staff members on a tour of the facility. The center, which opened during the Fall 2019 semester, provides a variety of services to eligible students and also provides first aid and referrals to faculty and staff members. Services provided to students include preventative, reproductive, and mental health; laboratory services; TB testing; radiology services; optometry; nutrition services; and health education.

Student Life and Student Equity

Legal Clinic Successfully Aids Family with Immigration Help

The Offices of Student Life and Student Equity have teamed with a local immigration legal assistance agency to provide one-on-one consultations, free of charge, to better serve immigrant students and their families on campus. This is part of the excellent work being done by Faculty Counselor Mark Franco with the Dream Scholars Program. Recently, a student and her mother attended a clinic and shared that they had just paid an attorney \$7,000 to expedite the student's citizenship. During their appointment, they learned that the student had actually become a citizen in 2015 when her mother became a naturalized citizen. Both women were overcome with emotion and relief, as they had been fearful for the past five years that the daughter's undocumented status would be discovered. The attorney instructed the women to get their \$7,000 back, and informed them that to prove her citizenship status, they would only have to pay to obtain a US passport. The simple half-hour appointment with an ethical and well-informed immigration attorney saved this family \$7,000, and lifted the weight of fear and worry for the daughter's future.

Mural of Equity and Inclusion Unveiled at the New Equity and Inclusion Center



Last month, student Ziyah Jordan unveiled her mural at the new Equity and Inclusion Center in the Student Activities Center. Jordan incorporated different elements representative of Irvine Valley College and its diversity in the mural. Various groups of people representing the LGBTQ, African American, and Middle Eastern communities are featured in her mural, as well as a chalkboard area in the painting to make it interactive. It is her hope that the messages on the chalkboard will allow students to feel as though they are "part of the mural as well." The mural also

features the phrase "We Are IVC," and includes the official IVC color, blue. "We Are IVC is a part of my identity, and if you become a student here, it's going to be part of your identity. I'm happy that I found a place where I can be included and leave my mark," Jordan says. The new Equity and Inclusion Center welcomes students of different backgrounds, cultures, and experiences. They are invited to relax, feel comfortable, have fun, and feel included, while feeling represented and welcomed.

Women of Color Collective (WOCC) holds First Meeting



On February 19, the Office of Student Equity held its first Women of Color Collective meeting. A collaborative community of self-identified women of color students, faculty, and staff members came together to support mentorship that intentionally celebrates and honors women of color. The meeting was very successful and drew 27 attendees from across campus. Several students shared how happy they were to find this group and expressed how important it was to them to connect with fellow women of color on campus. The Women of Color Collective meets monthly and will meet again on March 30.

Student Success Stories

Speech Team Takes Home 41 Awards in February



The speech team kicked off the month of February by hosting the Spring Classic Invitational on February 8. This tournament had over 200 students in attendance from area elementary, middle, and high schools. The students competed in two different styles of debate on the topics of universal basic income and replacing nuclear arsenals. The speech team and fellow communication studies students judged the debate rounds and provided valuable coaching to the young debaters. From February 14 to 16, the team participated in the Tabor-Venitsky Speech Invitational and the Southern California Lincoln-Douglas Championships, held at Cerritos College, with nearly 200 students from 19 schools in attendance.

Newcomer Seadona Taloma received 1^{st} place in persuasive speaking for her speech advocating for more protection for Missing and Murdered Indigenous Women (MMIW). In total, the team won 12 awards at the event.

President's Report to the Board of Trustees March 12, 2020 Page 3

From February 21 to 23, the team participated in their most successful tournament of the month, the Pacific Southwest Collegiate Forensics Association (PSCFA) Spring League Championship Tournament held at Palomar College. Thirty-one colleges and universities were in attendance from all over the country. Nidhi Satyadev won a gold medal in individual debate (IPDA) and a gold medal in team debate (NPDA) with her partner Eilidh Stalker. Seadona Taloma duplicated her success from the Tabor-Venitsky Speech Invitational by beating out all of her competition and receiving 1st place in persuasive speaking. Director of Forensics Jules French says, "The unique feature about this tournament was that, in addition to the forensics team, the students from the COMM 1 Honors class were also competing. In total, they took home eight trophies, including a 1st place in impromptu speaking, a 2nd and 3rd place in persuasive speaking, and a 2nd place in extemporaneous speaking. It was so amazing to see students convert what they learned in the classroom into trophies!" Due to all of the accolades received, the team was also awarded the 1st Place Novice Sweepstakes Award and the 2nd Place Community College Sweepstakes Award. Congratulations to the entire team for a successful month!

Athletics

OEC Names Coach of the Year and Most Valuable Player in Women's Basketball

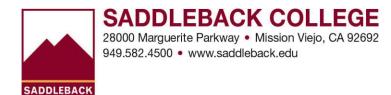


Women's basketball coach Julie Hanks and player Anai Washington were named OEC's Coach of the Year and Most Valuable Player, respectively. Hanks was named for her assistance in leading the team to a 24-2 record during the regular season. With her leadership, the Lasers were ranked as high as number four in the state and earned a sixth seed in the California Community College Athletic Association (CCCAA) Southern Regional Playoffs. This is Hanks' second straight year being named Coach of the Year. Washington was the most efficient shooter in the conference, posting a 55.8 shooting percentage. She was

third in conference with an average of 17.9 points per game and a season high of 32 points in a win against Saddleback. She closed out the season by dropping over 20 points or more in her final three games. In addition to the recognition of Hanks and Washington, sophomore center Zoe Stachowski and freshman point guard Morgan Higgins were chosen First-Team All-Conference and freshman guard Jessica Suruor was chosen Second-Team All-Conference. Congratulations to all!

Respectfully Submitted,

Cindy Vyskocil Acting President



TO: Members of the Board of Trustees

Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

COLLEGE

SUBJECT: Report for March 23, 2020 Board of Trustees Meeting

Covid-19 Virus Response: Preventive Measures and Communication

Saddleback College has ramped up preventive measures to best protect students and employees in response to the Covid-19 virus. President Stern sent a campus-wide email detailing these measures on March 9:

- The development of a Covid-19 response team to advise President Stern and IVC Acting President Cindy Vyskocil
- Higher prioritization for cleaning surfaces touched by many individuals in high traffic areas
- Collaboration between professors and instructional administrators to provide some level of learning continuity in the event of a full or partial campus shutdown
- Tracking of attendance in some classes to establish a baseline if we see some falloff in attendance if the outbreak hits Orange County
- Expansion of our advisory against travel to China to include South Korea, Italy, Iran, Japan, and Hong Kong. If a student or employee travels to any of these countries, they are required to self-quarantine for 14 days before returning to campus.

Additionally, students and employees are advised against travel to King and Snohomish counties in Washington or to Contra Costa, Solano, San Mateo, and Santa Clara counties in California, and cautioned against travel to any member country to the European Union.

For employees who will be answering inquiries from students and parents, President Stern developed an FAQ to assist in providing helpful and accurate information.

An additional communication to students and employees was sent on March 11, assuring the community that while the risk level at Saddleback remains low, we are closely monitoring the situation and will continue to make decisions based on science, data, and expert opinion.

Two Saddleback Students Awarded Numerous Academic Honors

March has been a very good month for Saddleback Honors Program students Michael Huizer and Cole Peloquin, who have won numerous scholarships for academic achievement.

Both students were named to this year's Phi Theta Kappa First Academic Team and were recognized for this accomplishment at the Phi Theta Kappa Awards Luncheon on March 17. The Phi Theta Kappa First Team award is based on scholastic merit for students who are earning an associate degree. Judging

criteria includes academic excellence and intellectual rigor, leadership and service, and how the student has extended their education beyond the classroom. Students who are named to the state's First Team are considered for the All-USA Academic Team.

Michael Huizer was also awarded one of 10 Hites Transfer Scholarshps and a scholarship of \$7,500 by Phi Theta Kappa, and was named a 2020 Coca-Cola Academic Team Silver Scholar and will receive a \$1,250 scholarship.

Cole Peloquin was named a Phi Theta Kappa Guistwhite Scholar and will receive a \$5,000 scholarship. This was an honor bestowed to only 15 out of the 3,400 students who applied.

Congratulations to Michael and Cole!

Mars Rover Team Accepted to Compete at University Rover Challenge

Saddleback's Mars Rover team has been invited to compete in the University Rover Challenge and is the only two-year college that will be participating. Competitors include MIT, Stanford, Cornell, and many other top universities from across the world.

Saddleback's multi-disciplined team includes students from physics, biology, geology, business, computer science, and several disciplines in ATAS. The project is run by faculty, and funding was provided by the Strong Workforce grant, ASG, several companies, and Saddleback College staff and students.

Dr. Mitch Haeri, chair of the physics department, said, "Having been a student and staff member at Saddleback College for over 40 years, I am very excited about this project. Keep in mind, these are our students. They are competing with prestigious universities. We should be very proud of our students. Our students can hold their own against the best of the best universities in STEM or any other discipline. This just proves that students receive a superior education at Saddleback College."

Saddleback Students Impress at National Interior Design Competition

Interior design instructor Farida Gabdrakhmanova has shared that Saddleback swept first and second place at the Bienenstock Interior Design competition and won scholarships for \$5,000 and \$1,500, respectively. And because a Saddleback student placed first, the college's interior design program will get a check for \$1,000 for use in the department.

The assignment was to design a sleepover camp activity center for all children, including special needs campers. Professor Gabdrakhmanova offered it to her Studio II students and submitted five projects to the competition.

The winning entry was submitted by Xin Schiffman and is named "Welike Playhouse," and the second place prize went to Soraia DeSouza, who designed a great room called "Forest." The judges were so impressed with another Saddleback project that a third student, Michelle Zoldano, received Honorable Mention.

Saddleback Police Join OC Sheriffs for Random Acts of Kindness Week

Saddleback students who happened to in the cafeteria on February 11 were treated to lunch by Saddleback College Police and the OC Sheriffs in recognition of Random Acts of Kindness Week. Each department contributed \$200 to the effort, and students loved the unexpected gesture.

Extended Learning Hosts Professional Development Meeting

Saddleback Extended Learning/Adult Education convened a professional development meeting for the South Orange County Regional Consortium at the Creekside Education Center in Irvine on March 6. Participants represented Irvine Unified School District, Tustin Unified School District, Career and College Advantage, Irvine Valley College, and Saddleback College. The day-long event focused on developing and using Guided Pathways and Career Pathways in non-credit education. Tools were provided to develop pathway progression models ensuring that students receive academic and social support while completing their individual educational pathway plans. Participants addressed current non-credit pathway progression and gaps in curriculum/service, and discussed items that need to be addressed in order to meet the goals and objectives of the consortium's regional plan over the next two years.

Respectfully Submitted,

Elliot Stern President