



## Meeting of the Board of Trustees

March 26, 2018

### **CALL TO ORDER: 4:30 P.M.**

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call to Order**

##### **1.2 Public Comments**

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

### **RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (6 matters)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (3 matters)
  - B. Public Employee Employment (Government Code Section 54957(b).) (2 matter)
    - 1. Chancellor Recruitment Update
    - 2. Unrepresented Employee: Chancellor
  - C. Public Employee Performance Evaluation (Government Code Section 54957(b).) (1 matter)
    - 1. Acting Chancellor
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
  - A. Faculty Association  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
  - C. Police Officer's Association (POA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.5 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1))

- (2 potential cases)
- B. Pending Litigation (54956.9 (a), (d)(2), and (e)(3)  
(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 T.J. Prendergast

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

Led by Trustee Terri Whitt

#### **2.4 Public Comments**

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

***Speakers are limited to up to two minutes each.***

### **3.0 REPORTS**

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

- A. Board Reports
- B. Chancellor's Report
- C. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Associated Student Government Reports
- E. Board Request(s) for Reports

### **4.0 DISCUSSION ITEMS**

#### **4.1 None**

### **5.0 CONSENT CALENDAR ITEMS**

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

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

Approve minutes of Regular Meeting held on February 26, 2018.

#### **5.2 Saddleback College: Additional Summer 2018 Community Education**

## **Programs**

Approve the Community Education courses, presenters, and compensation as presented.

- 5.3 **Saddleback College: New and Revised Curriculum for the 2018-19 Academic Year**  
Approve the proposed curriculum changes for the 2018-19 academic year at Saddleback College.
- 5.4 **Irvine Valley College: Curriculum Revisions for the 2018-2019 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2018-2019 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.5 **SOCCCD: Irvine Valley College Site Work for DSPS Portable Project, Award of Bid No. 329, AMTEK Construction**  
Award Bid No. 329, Site Work for DSPS Portable project and approve the agreement with AMTEK Construction in the amount of \$85,333.
- 5.6 **Saddleback College and Irvine Valley College: Grant Award: Mental Health Services Grant Program**  
Approve the Saddleback College and Irvine Valley College Mental Health Services Grant Award in the amount of \$350,000.
- 5.7 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.8 **SOCCCD: 2019-2020 Academic Calendar**  
Accept for review and study the proposed Academic Calendar for 2019-2020.
- 5.9 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**  
Approve authorizing individuals occupying the positions listed to be approved to execute contracts and documents as listed.
- 5.10 **SOCCCD: District-wide ADA Self-Evaluation Consultant Services, Cordoba Corporation**  
Approve the District-wide ADA Self-Evaluation Consultant Services agreement with Cordoba Corporation, in the amount of \$289,000 for the term of March 26, 2018 to December 25, 2018.
- 5.11 **SOCCCD: District-wide Wireless Access Points Installation Project, Award of Bid No. 359D, T and D Communications, Inc.**  
Award Bid No. 359D, District-wide Wireless Access Points Installation project and approve the agreement with T and D Communications, Inc., in the amount of \$348,249.10.

- 5.12 **SOCCCD: Transfer of Budget Appropriations.**  
Ratify the transfer of budget appropriations as listed.
- 5.13 **SOCCCD: Budget Amendment: Adopt Resolution No. 18-04 to Amend FY 2017-2018 Adopted Budget.**  
Adopt Resolution No. 18-04 to amend the FY 2017-2018 Adopted Budget as listed.
- 5.14 **SOCCCD: February 2018 Change Orders/ Amendments.**  
Ratify the change orders and amendments as listed.
- 5.15 **SOCCCD: Purchase Orders and Checks.**  
Ratify the purchase orders and checks as listed.
- 5.16 **SOCCCD: February – 2018 Contracts.**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: CCCT Board of Directors Election 2018**  
Recommendation for SOCCCD board members to nominate five 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: Adjourn April 23, 2018 Regular Meeting of the Board of Trustees**  
Approve adjournment of the April 23, 2018 Regular Board Meeting to April 30, 2018, in accordance with California Government Code Section 54955.
- 6.4 **SOCCCD: Board Policy Revision: BP-5618 Credit by Examination, BP-5402 Associated Students' Finance, BP-5640 Service Animals, BP-3401 Animals or Pets on Campus, BP-4003 Nepotism**  
Accept for review and study policies as listed.
- 6.5 **SOCCCD: Board Policy Revision: BP-3002 Audits, BP-3206 Security for District Property, BP-4081 Payroll Deductions, BP-5150 Extended Opportunity Program and Services, BP-5240 Associated Students Organization, BP-5401 Student Conduct**  
Accept for discussion and approval policies as listed.
- 6.6 **SOCCCD: Retiree OPEB Trust Actuarial Report and Recommended Funding.**  
Accept Nyhart Company's 2018 actuarial report and allocate \$4.9 million to

fund the normal cost for FY 2018-2019.

**6.7 SOCCCD: Budget Calendar FY 2018-2019**

Approve the budget calendar for FY 2018-2019.

**6.8 SOCCCD: Academic Employees and Classified Administrators Personnel Actions – Regular Items**

Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement, Approval of Updated Contract and New Job Description, Change of Status, Reporting Structure Change.

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

Ratify New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Reorganization, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

**6.10 SOCCCD: Recess to Public Hearing – SOCCCD California School Employees Association (CSEA) Chapter 586 Initial Proposal to District**

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

**6.11 SOCCCD: Recess to Public Hearing – SOCCCD District Initial Proposal to California School Employees Association (CSEA) Chapter 586**

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

**6.12 SOCCCD: Recess to Public Hearing – SOCCCD Police Officers Association (POA) Initial Proposal to District**

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

## **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**

None

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 28, 2018.

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

Report for period ending January 31, 2018.

**8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

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

**9.0 ADDITIONAL ITEMS**

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

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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Minutes from:

February 26, 2018 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

**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 26, 2018**

**PRESENT**

Members of the Board of Trustees:

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

**Administrative Officers:**

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

**CALL TO ORDER: 5:00 P.M.**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

One public comment was heard by the board regarding a personnel issue on the closed session agenda.

**RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

**1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (6 matters)**

- A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(4 matters)
- B. Public Employee Employment (Government Code Section 54957(b).)(1 matter)
  - 1. Chancellor Recruitment
- C. Public Employee Performance Evaluation (Government Code Section 54957(b): Interim Chancellor

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

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

**1.5 Conference with Real Property Negotiators (GC Section 54956.8) (2 matters)**

- A. Agency Designated Negotiator: Ann-Marie Gabel, CPA, Vice Chancellor, Business Services; Dr. Jim Buysse, Acting Vice Chancellor, Business Services. Negotiating Parties: FPA Multifamily, LLC (Parent Company), and FPA4 Promenade, LLC, (Current Lessee). Property: 28032 Marguerite Parkway, Mission Viejo
- B. Agency Designated Negotiator: Ann-Marie Gabel, CPA, Vice Chancellor, Business Services; Dr. Jim Buysse, Acting Vice Chancellor, Business Services; Jackson Tidus (District Counsel); and Gregory Gotthardt, FTI

Consulting, Inc. (District Real Estate Advisor) Negotiating Parties: KPC Healthcare, Edwards Lifesciences, ACS Development, Star Harbor Space Training Academy, and 7 Diamonds Clothing Co. Property: 1600, 1610, 1620 and 1630 Valencia Ave. and 1602 and 1606 Victory Road, Tustin, CA 92782

**1.6 Conference with Legal Counsel – Anticipated and Existing Litigation (Government Code Section 54956.9)**

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

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

On a 7 to 0 vote, the board approved an exception to Board Policy 4345 to allow for a catastrophic leave donation of approximately three days to a full-time classified employee at Irvine Valley College.

**2.2 Invocation**  
**Led by Trustee Marcia Milchiker**

**2.3 Pledge of Allegiance**  
**Led by Trustee T.J. Prendergast**

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

One public comment from a Saddleback College faculty member regarding Open Educational Resources (OER). One public comment regarding the introduction of the IVC Homecoming 2018 King and Queen.

### **3.0 REPORTS**

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

A. Board Reports

B. Chancellor's Report

#### Written Report

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

#### Irvine Valley College

#### Saddleback College

D. Associated Student Government Reports

#### ASIVC Written Report

E. Board Request(s) for Reports

### **4.0 DISCUSSION ITEMS**

4.1 None

### **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Wright requested to remove item 5.5. Trustee Whitt requested to remove item 5.13 for separate discussion and action.

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

- 5.1 SOCCCD: Board of Trustees Meeting Minutes  
Approve minutes of Regular Meeting held on January 22, 2018.

[Item 5.1](#)  
[Exhibit A](#)

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

[Item 5.2](#)  
[Exhibit A](#)

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

[Item 5.3](#)  
[Exhibit A-B](#)

- 5.4 Saddleback College: Study Abroad Program to Ireland, June 30, 2018 to July 21, 2018  
Approve the Saddleback College study abroad program to Ireland, June 30, 2018 to July 21, 2018, and authorize the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel agreements.

[Item 5.4](#)  
[Exhibit A-E](#)

- 5.5 [Saddleback College: Study Abroad Program to Santander, Spain, from June 29, 2018 to July 30, 2018](#)  
[Approve the Saddleback College study abroad program in Santander, Spain from June 29, 2018 to July 30, 2018, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education for coordinating all travel agreements.](#)

[Item 5.5](#)  
[Exhibit A-E](#)

It was noted that Exhibit C, page 1 of 6, the contract agreement was incorrectly included as part of the item.

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

- 5.6 Saddleback College and Irvine Valley College: Community Education, Summer 2018  
Approve Community Education courses, presenters, and compensation for Summer Session 2018.

[Item 5.6](#)  
[Exhibit A-B](#)

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

[Item 5.7](#)  
[Exhibit A](#)

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

[Item 5.8](#)  
[Exhibit A](#)

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

[Item 5.9](#)  
[Exhibit A](#)

- 5.10 SOCCCD: Budget Amendment: Adopt Resolution No. 18-03 to Amend FY 2017-2018 Adopted Budget.  
Adopt Resolution No. 18-03 to amend the FY 2017-2018 Adopted Budget as listed.

[Item 5.10](#)  
[Exhibit A](#)

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

[Item 5.11](#)  
[Exhibit A-F](#)

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

[Item 5.12](#)  
[Exhibit A-C](#)

- 5.13 [SOCCCD: January – 2018 Contracts.](#)  
[Ratify contracts as listed.](#)

[Item 5.13](#)  
[Exhibit A-B](#)

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

**6.0 GENERAL ACTION ITEMS**

- 6.1 [SOCCCD: Agreement for Software Development Services, Neudesic, LLC](#)  
[Approve the work order with Neudesic, LLC for software development services in an amount not to exceed \\$385,000 for the term of February 27, 2018 through December 31, 2018.](#)

[Item 6.1](#)  
[Exhibit A](#)

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

- 6.2 [SOCCCD: Board Policy Revision: BP-3002 Audits, BP-3206 Security for District Property, BP-4081 Payroll Deductions, BP-5150 Extended Opportunity Program and Services, BP-5240 Associated Students Organization, BP-5401 Student Conduct](#)  
[Accept for review and study board policies as listed.](#)

[Item 6.2](#)  
[Exhibit A-F](#)

Editing changes will be provided by Trustee Lang for BP 3002 and BP 3206 (Exhibits A and B). The revised policies will be submitted next month for board approval.

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

- 6.3      SOCCCD: OCSBA Marian Bergeson Award Nomination  
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to Orange County Department of Education.

Item 6.3  
Exhibit A

The board did not nominate a trustee for the Marian Bergeson Award, therefore, there was no action taken.

- 6.4      SOCCCD: Initial Proposal from California School Employees Association (CSEA) Chapter 586  
Accept for review and study the California School Employees Association's Chapter 586 initial proposal to the District for the purpose of negotiations.

Item 6.4  
Exhibit A

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

- 6.5      SOCCCD: District Initial Proposal to California School Employees Association (CSEA) Chapter 586  
Accept for review and study the District's initial proposal to the California School Employees Association Chapter 586 for the purpose of negotiations.

Item 6.5  
Exhibit A

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

- 6.6      SOCCCD: Initial Proposal from SOCCCD Police Officers Association  
Accept for review and study the SOCCCD Police Officers Association's initial proposal to the District for the purpose of negotiations.

Item 6.6  
Exhibit A

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

- 6.7     SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items  
Ratify Academic Employee and Classified Administrator New Personnel Appointments; Additional Compensation: General Fund; Additional Compensation: Categorical/Non-General Fund; Approval of Contract of Employment for Vice President, College Administrative Services, A Classified Administrator; Extension of Administrative Temporary Assignment; Authorization to Eliminate Academic Positions and/or Position Numbers; Reorganization; Reporting Structure Change.

Item 6.7  
Exhibit A-B

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

- 6.8     SOCCCD: Classified Personnel Actions – Regular Items  
Ratify New Personnel Appointments; Authorization to Eliminate Classified Position and/or Position Numbers; Authorization to Establish and Announce a Classified Position; Reorganization; Change of Status; Out of Class Assignments; Resignation/Retirement/Conclusion of Employment; Volunteers.

Item 6.8  
Exhibit A

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

- 6.9     SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status  
Ratify one-year contracts for employees who have completed one year as full-time tenure-track faculty members.

Item 6.9  
Exhibit A

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

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

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

Item 6.10  
Exhibit A

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

- 6.11     SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure  
Ratify tenure for full-time faculty members who have completed the four-year tenure-track plan.

Item 6.11  
Exhibit A

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

**7.0     REPORTS**

- 7.1     SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status  
\_\_\_\_\_ Listing of full-time tenure-track faculty members entering into the second year of a two-year contract previously approved/ratified by the Board of Trustees.

Item 7.1  
Exhibit A

- 7.2     Saddleback College and Irvine Valley College Foundations Annual Report.  
\_\_\_\_\_ Executive Directors of College Foundations will provide a financial summary and a summary of accomplishments for FY 2016-2017.

Item 7.2  
Exhibit A

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

Item 7.3

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

Item 7.4  
Exhibit A

- 7.5      SOCCCD: Facilities Plan Status Report.  
Status of current construction projects.

Item 7.5  
Exhibit A

- 7.6      SOCCCD: Monthly Financial Status Report.  
The reports display the adopted budget, revised budget and transactions through January 31, 2018.

Item 7.6  
Exhibit A

- 7.7      SOCCCD: Quarterly Investment Report.  
Report for period ending December 31, 2017.

Item 7.7

- 7.8      Retiree (OPEB) Trust Fund.  
Report for period ending December 31, 2017.

Item 7.8  
Exhibit A

- 7.9      SOCCCD: Pension Stabilization Trust Fund.  
Report for the period ending December 31, 2017.

Item 7.9  
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.**

Item 8.0

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

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:57 p.m. in honor of the victims and survivors of the Marjory Stoneman Douglas High School massacre that occurred in Parkland, Florida.



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Thomas M. Fallo  
Interim Chancellor

**TO:** Board of Trustees

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

**RE:** Saddleback College: Additional Summer 2018 Community Education Programs

**ACTION:** Approval

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### **BACKGROUND**

The South Orange Community College District is known for offering high-quality Community Education programs for its residents. By providing non-credit programs and fee-based classes, Saddleback College perform an important community service and fulfill a vital part of their mission. Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

### **STATUS**

A variety of educational and recreational events have been planned by the Saddleback College Community Education department for the Summer Session 2018. Expenses for conducting these courses will be paid by income from participant fees. Exhibit A expands the Honoraria and fees approved at the February 26, 2018 board meeting and includes additional class offerings, presenters and compensation.

### **RECOMMENDATION**

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

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
1 of 1

COMMUNITY EDUCATION NON-CREDIT PROGRAM - Additional Summer 2018

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
CFK	Running Skills Clinics: Beginners	5/1 - 12/31	GrassRoots Athletics Organization (I)	50% Net	\$125
	Fit Kids: Volleyball	5/1 - 12/31	Fit Kids America (I)	50% - 60% Net	\$169
	Hip Hop	5/1 - 12/31	Grace + Zen (I)	50% - 60% Net	\$169

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

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

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

EXHIBIT A  
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Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prreq=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	CWE 180	429992.00	CO-OP-ED ELECTR TECH	SLOs, txt
ATAS	CWE 180	429993.00	CO-OP-ED ELECTR TECH	SLOs, txt
ATAS	CWE 180	429976.00	CO-OP-ED ENV STUDIES	dc
ATAS	CWE 180	429979.00	CO-OP-ED ENV STUDIES	dc
BS	CIMP 110	692143.00	PROGRAMMING WITH PYTHON	crs id fr <del>CIMP 110</del> to <b>CIMP 8A</b> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc
EI	FASH 124X	433663.10	WEARABLE ART (EI)	crs id fr <del>FASH 124X</del> to <b>EFSH 501</b> , ti fr <del>WEARABLE ART (EI)</del> to <b>WEARABLE ART</b> , cat desc, sch desc, oe/oe fr <del>N</del> to <u>Y</u> , tps, lrng obj, SLO, moe, assign, txt

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

EXHIBIT A  
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FAMT	CWE 180	405010.00	CO-OP-ED-ETT	hrs fr 0 hr lec/0 hr lab/ <del>9.08</del> hrs lng cntr to 0 hr lec/0 hr lab/ <u>9.04</u> hrs lng cntr
FAMT	ETT 103	433968.00	ENTERTAINMENT INTERNS	prereq fr <del>None</del> to <u>ETT 40</u> , tps, lng obj, SLOs, moe, txt, val
FAMT	MUS 119	429749.00	ADVANCED MUSIC COMPETITION	crs id fr <del>MUS 119</del> to <u>MUS 18</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc
FAMT	TA 10	818010.00	MUSICAL THEATRE TECH.	cat desc, sch desc
FAMT	TA 108	428415.00	AUDITION TECHNIQUES	cat desc, sch desc
FAMT	TA 125	992656.00	REH & PERF: N WRK MUS	lim fr <del>Audition Student required to demonstrate prior knowledge and training in Musical Theatre performance</del> to <u>Audition with faculty to demonstrate prior knowledge and training in Musical Theatre performance</u> , SAM code fr <del>D</del> to <u>E</u> , sch desc, SLOs
FAMT	TA 210	431575.00	AMERICAN MUSICAL THEA	crs id fr <del>TA 210</del> to <u>TA 107</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , prereq fr <del>None</del> to <u>TA 10</u> , rec prep fr <del>TA 10</del> to <u>None</u> , cat desc, sch desc, tps, lng obj, SLOs, assign, txt
FAMT	TA 211	431129.00	MUS THEATRE AUD TECH	crs id fr <del>TA 211</del> to <u>TA 111</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, lng obj, SLOs, moe, txt
FAMT	TA 214	450114.00	AUDITION & INTERVIEW	crs id fr <del>TA 214</del> to <u>TA 116</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, lng obj, moe, assign, txt, retaining rpt 3 times
FAMT	TA 250	836120.00	SUMMER CONSERVATORY	crs id fr <del>TA 250</del> to <u>TA 150</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, fr <del>oe/oe</del> to not <u>oe/oe</u> , tps, lng obj, SLOs, moe, txt
FAMT	TA 251	836140.20	SUMMER CONSERV: PROD	crs id fr <del>TA 251</del> to <u>TA 151</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, lng obj, SLOs, moe, assign, txt
FAMT	TA 252	433395.10	SUMMER CONSERV: 20TH	crs id fr <del>TA 252</del> to <u>TA 152</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, SLOs, assign, txt

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

EXHIBIT A  
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FAMT	TA 253	433398.10	SUMMER CONSERV:MID 20	crs id fr <del>TA 253</del> to <u>TA 153</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, moe, txt
FAMT	TA 254	433401.10	SUMMER CONSER:LATE 20	crs id fr <del>TA 254</del> to <u>TA 154</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, SLOs, moe, txt
FAMT	TA 255	433404.10	SUMMER CONSERV:CONTEM	crs id fr <del>TA 255</del> to <u>TA 155</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an elective--does not fit GE pattern</u> , cat desc, sch desc, tps, SLOs, moe, assign, txt
HS	HSC 217	386300.00	CARDIAC DYSRHYTHMIAS	pcs fr <del>2</del> <u>Not Program Applicable</u> to <u>1</u> - <u>Program Applicable</u>
KNES	DANC 9	680050.00	CHOREOGRAPHY	cat desc, sch desc
KNES	DANC 108	680200.00	DANCE PEDAGOGY	crs id fr <del>DANC 108</del> to <u>DANC 8</u> , UC Transferable Code fr <del>P-UC Credit Pending</del> to <u>Yes</u> , cat desc, sch desc
KNES	DANC 119	680055.00	CHOREOGRAPHY II	crs id fr <del>DANC 119</del> to <u>DANC 19</u> , UC Transferable Code fr <del>P-UC Credit Pending</del> to <u>Yes</u> , cat desc, sch desc
KNES	DANC 182	433800.00	AFRICAN DANCE I	cat desc, sch desc
KNES	DANC 183	433801.00	AFRICAN DANCE II	crs id fr <del>DANC 183</del> to <u>DANC 83</u> , UC Transferable Code fr <del>P-UC Credit Pending</del> to <u>Yes</u> , cat desc, sch desc
LA	ESL 347	302360.05	ADV GRAMMAR REVIEW	coreq fr <del>ESL 901</del> to <u>None</u> , val
LA	ESL 347	429684.00	ADV GRAMMAR REVIEW	coreq fr <del>ESL 901</del> to <u>None</u> , gr opt fr <del>NC--Noncredit</del> to <u>SP - Noncredit Graded Pass/SP/No Pass</u> , val
LA	ESL 357	428210.00	GRAMMAR REVIEW-COLLEGE	coreq fr <del>ESL 902</del> to <u>None</u> , val
LA	ESL 357	429685.00	GRAMMAR REVIEW-COLLEGE	coreq fr <del>ESL 902</del> to <u>None</u> , gr opt fr <del>NC--Noncredit</del> to <u>SP - Noncredit Graded Pass/SP/No Pass</u> , val
LA	ESL 901	992798.00	ADVANCED GRAMMAR REVIEW LAB	dc
LA	ESL 901	992778.00	ADVANCED GRAMMAR REVIEW LAB	dc
LA	ESL 902	992799.00	GRAMMAR REVIEW FOR COLLEGE LAB	dc
LA	ESL 902	992800.00	GRAMMAR REVIEW FOR COLLEGE LAB	dc
MSE	MATH 112	518120.00	MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS	crs id fr <del>MATH 112</del> to <u>MATH 14</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc

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

EXHIBIT A  
Page 4 of 4

SS	CDE 118	416090.10	EXCEPTIONAL CHLDRN	crs id fr <del>CDE 118</del> to <u>CDE 18</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc
SS	CDE 131	254020.00	EDUCATIONAL PSYCHOLOGY	crs id fr <del>CDE 131</del> to <u>CDE 31</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc
SS	GLST 1	692146.00	INTRODUCTION TO GLOBAL STUDIES	crs id fr <del>GLST 601</del> to <u>GLST 1</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u>
SS	GLST 2	692147.00	GLOBAL ISSUES	crs id fr <del>GLST 602</del> to <u>GLST 2</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u>
SS	WS 111H	405124.00	HON INT FEMINIST THRY	crs id fr <del>WS 111H</del> to <u>WS 11H</u> , UC Transferable Code fr <del>No</del> to <u>Yes</u> , cat desc, sch desc

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**NEW**

**Healthcare Technology Optimization Specialist Certificate of Achievement**

This certificate program prepares the student demonstrate proficiency in certain health IT workforce roles integral to the implementation and management of electronic health information. It prepares for employment as a healthcare optimization specialist in an acute care hospital, clinic or physician's office, long-term care facility, and other health care settings. It helps professionals upgrade their skills to coordinate interdepartmental communications and provide the link between health and IT. Healthcare optimization specialists manage the documentation process, manage data life cycle, abide by standards guidelines to facilitate workflows, reimbursement, analyze patient outcomes, and medical research. The HCTOS certificate of achievement prepares students to take the national certification examination to become a Certified Health Technology Specialist (CHTS) offered by American Health Information Association (AHIMA). This program provides training through didactic instruction and labs. Facilities employing HCTOS professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, and insurance firms.

**Occupations/Fields that the program will prepare the student to enter:**

- Revenue Cycle Management
- Health Data Management
- Health Data Analyst
- Healthcare Optimization
- Practice Management
- Health Data Education
- Medical office administration
- Quality Improvement analyst
- Help Desk

**Competencies:**

- Coordinate interdepartmental communications
- Manage data life cycle
- Manage documentation processes
- Maximize software applications
- Perform productivity measures in the healthcare environment
- Participate in project management
- Manage administrative functions
- Adhere to quality control protocols
- Computer and other digital applications and in health care
- Use health information exchange standards
- Abide by standards, regulations, and guidelines

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Use appropriate medical terminology
- Coordinate interdepartmental communications
- Utilize technology in the healthcare environment
- Use business intelligence tools for analysis and reporting
- Maintain compliance with regulatory requirements, standards and guidelines
- Assess healthcare workflows

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

<b><i>Course ID</i></b>	<b><i>Title</i></b>	<b><i>Units</i></b>
HSC 104	Medical Terminology	3
CIM 10	Introduction to Information Systems	3
<u>Or</u>		
CIM 1	Computer Information Systems	4
MA 280	Healthcare Organizational Practices	3
<u>Or</u>		
HIT 100*	Health Information Science	2
CIMW 105	Web Development and DB – Intro SQL and MYSQL	3
HIT 111*	Healthcare Information Technologies (HCIT)	3
CIMA 288	Database Reporting	3.5
<b>Total Units for the Major</b>		<b>17.5-19.5</b>

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

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**NEW  
Gerontology Interdisciplinary Certificate of Achievement**

The Gerontology Interdisciplinary Certificate focuses on the study of aging, the aging process, and working with older adults in a variety of capacities. Sociological, psychological, and biological aspects of aging are explored. This certificate aims to educate individuals about the field of aging, while also allowing them to complete coursework in other associated areas of interest. The goal of the certificate is to primarily equip students who are working toward completing (or have completed) related certificates, degrees, or programs, and/or work in the aging profession with foundational knowledge in gerontology. The interdisciplinary certificate allows students to choose elective courses that match pathways that fit within their current area of study. Career opportunities may include: business, marketing, environmental design, nutrition, nursing, medical assisting, health, wellness, recreation, fitness, food services/preparation, human services, senior communities, home health care, caregiving, horticulture, and travel/tourism. Additional certification, degrees, and/or training may be required for the fields listed depending on the employer and occupation.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Explain the key sociological, psychological, and biological concepts associated with the study of aging.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging.
- Describe the physical, social, familial, and community support networks for diverse aging individuals.
- Demonstrate knowledge and skills in one of the suggested pathways of study within the interdisciplinary certificate program.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Required Core (3 Units)</b>		
SOC 180	Introduction to Gerontology	3
<b>Required Core (6 Units), Choose Two of the following:</b>		
SOC 125	Sociology of Aging	3
SOC 126	Death and Dying	3
PSYC 125*	Psychology of Aging	3
<b>Select from Restricted Electives:</b>		<b>3-4</b>
<b>TOTAL Units for the Certificate:</b>		<b>12-13</b>

**Restricted Electives** – Choose a minimum of 3-4 units based on the student's pathway:

**Pathway 1 - Business**

ACCT 120	Introduction to Financial Planning	3
BUS 16	Personal Law, Street Law	3
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 160	Entrepreneurship	3

**Pathway 2 – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	3
FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 169*	Lifecycle Nutrition	3
FN 210	ServSafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 246*	Pantry	3

**Pathway 3 – Health and Well-Being**

HLTH 1	Contemporary Health Issues	3
HLTH 2	First Aid, CPR, and Automated External Defibrillator	1.5
HLTH 3	Women's Health Issues	3
HSC/KNEA 151	Intro to Therapy and Career Exploration of Rehabilitation	3
KNES 60*	Anatomy and Fundamentals of Yoga	3

**Pathway 4 – Health Sciences**

HIT 101	Alternative Healthcare Delivery Systems	2
HSC 106	Legal and Ethical Aspects of Health Information	3

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

HSC 291	Management of Aggressive Behavior in Healthcare Settings	0.5
MA 206	Introduction to Medical Assisting	3
N 204	Beginning Nursing Concepts	2

**Pathway 5 – Human Services**

HS 120	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Populations in the United States	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 220	Benefits and Entitlement	3

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

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**Current**

**Computer Science Associate in Science**

The curriculum in the Computer Science Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering a major in computer science, earning the associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply critical thinking skills in the analysis of a variety of programming problems.
- Create a correctly functioning program from a previously designed solution to a given programming problem.
- Complete a programming project with multiple programs, working individually and as part of a group.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Core/Required Courses</b>		
CS 1A	Introduction to Computer Science	3
CS 1B	Introduction to <del>Programming</del>	3
CS 1C	Advanced <del>Programming</del>	3
CS 1D	Data Structures <del>3</del>	
CS 3A	Computer Organization and Machine Language	3
CS 3B	Computer Organization and Assembly Language	3
MATH 3A	Analytic Geometry and Calculus	5
MATH 3B	Analytic Geometry and Calculus	5
	<b>Select from Restricted Electives</b>	<b>3-4</b>
	<b>Total</b>	<b>31-32</b>
<b>Restricted Electives</b>		
CS 4A	Introduction to Java for Computer Science	3
CS 4B	Advanced Topics in Java for Computer Science	3
ET 114	Digital Electronic Circuits	4

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

**Revised**

**Computer Science Associate in Science**

The curriculum in the Computer Science Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering a major in computer science, earning the associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Student who complete this program will be able to:

- Apply critical thinking skills in the analysis of a variety of programming problems.
- Create a correctly functioning program from a previously designed solution to a given programming problem.
- Complete a programming project with multiple programs, working individually and as part of a group.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Core/Required Courses</b>		
CS 1A	Introduction to Computer <b>Science I</b>	<b>3.5</b>
CS 1B*	Introduction to <b>Computer Science II</b>	<b>3.5</b>
MATH 3A*	Analytic Geometry and Calculus	5
<b>Or</b>		
<b>MATH 3AH*</b>	<b>Honors Analytic Geometry and Calculus</b>	<b>5</b>
CS 1C*	Introduction to <b>Computer Science III</b>	<b>3.5</b>
MATH 3B*	Analytic Geometry and Calculus	5
CS 3A*	Computer Organization and Machine Language	<b>3.5</b>
CS 1D*	Data Structures <b>3.5</b>	
CS 3B*	Computer Organization and Assembly Language	<b>3.5</b>
	<b>Select from Restricted Electives</b>	<b>3.5-4</b>
	<b>Total</b>	<b>34.5-35</b>
<b>Restricted Electives</b>		
CS 4A*	Introduction to Java for Computer Science	<b>3.5</b>
CS 4B*	Advanced Topics in Java for Computer Science	<b>3.5</b>
ET 114*	Digital Electronic Circuits	4

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

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**Current  
Gerontology Certificate of Achievement**

The Gerontology Certificate Program is a multidisciplinary approach to the study of aging, the aging process, and working with older adults. Biological, sociological, and psychological aspects of aging are explored. The program aims to educate individuals seeking a career in Gerontology, pursuing advancement in their careers, and who desire to expand their knowledge for personal growth. The certificate program allows students to choose elective courses and provides suggested pathways and career objectives. Employment opportunities may include: business, marketing, environmental design, nutrition, health, recreation, fitness, food services/preparation, social/human services, senior communities, home health care, caregiving, and travel. Additional certification, degrees, and/or training may be required for the fields listed depending on the employer and occupation.

**Program Student Learning Outcomes**

**Student who complete this program will be able to:**

- Explain the key concepts associated with the study of aging and gerontology.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging and gerontology.
- Describe the physical, social, familial, and community support networks for aging individuals.
- Explain end-of-life issues and decisions, as well as the topics of bereavement, grief, and mourning.
- Identify and evaluate community support services, agencies, and careers focused on the aging community.
- Demonstrate skills in one of the suggested pathways of study within the certificate program.

HS 131	Multicultural and Diverse Populations In the United States	3
<b>Pathway 6 – Human Services</b>		
HS 100*	Introduction to Human Services	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention And Referral	3
HS 220	Benefits and Entitlement	3
HS 285	Ethical Issues and Client's Rights	3
SOC 10	Introduction to Marriage and The Family	3
HS 131	Multicultural and Diverse Populations In the United States	3

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

Course ID	Title	Units
<b>Core/Required Courses</b>		
SOC 180	Introduction to Gerontology	3
SOC 126	Death and Dying	3
PSYC 125*	Psychology of Aging	3
SOC 125	Sociology of Aging	3
	<b>Select from Restricted Electives</b>	9-10
<b>Total</b>		21-22

**Restricted Electives —** Pathways are suggested areas of focus, but completion of any of the courses on the restricted electives list can be used to complete the elective unit requirement.

**Pathway 1 - Business**

ACCT 120	Introduction to Financial Planning	3
BUS 16	Personal Law, Street Law	3
BUS 135	Marketing	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 2 – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 163	International Building Code Inspection	4
ID 214*	Bath Design	3
Or		
ID 215*	Kitchen Design	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 3 – Food/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 161*	Nutrition for Health Occupations	2
FN 169*	Lifecycle Nutrition	3
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 4 – Health**

HLTH 1	Contemporary Health Issues	3
HLTH 2	First AID, CPR, and Automated External Defibrillator	1.5
HSC-233	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	.5
HIT 203	Alternative Healthcare Delivery Systems	2
MA 206	Introduction to Medical Assisting	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 5 – Recreation/Fitness**

HSC/KNEA 151	Intro to Therapy and Career Exploration Of Rehabilitation	3
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3

**SADDLEBACK COLLEGE**  
**NEW AND REVISED PROGRAMS**  
**ACADEMIC YEAR 2018-2019**

**Revised**  
**Gerontology Certificate of Achievement**

The Gerontology Certificate Program is a multidisciplinary approach to the study of aging, the aging process, and working with older adults. Biological, sociological, and psychological aspects of aging are explored. The program aims to educate individuals seeking a career in Gerontology, pursuing advancement in their careers, and who desire to expand their knowledge for personal growth. The certificate program allows students to choose elective courses and provides suggested pathways and career objectives. Employment opportunities may include: business, marketing, environmental design, nutrition, health, recreation, fitness, food services/preparation, social/human services, senior communities, home health care, caregiving, and travel. Additional certification, degrees, and/or training may be required for the fields listed depending on the employer and occupation.

**Program Student Learning Outcomes**

**Student who complete this program will be able to:**

- Explain the key concepts associated with the study of aging and gerontology.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging and gerontology.
- Describe the physical, social, familial, and community support networks for aging individuals.
- Explain end-of-life issues and decisions, as well as the topics of bereavement, grief, and mourning.
- Identify and evaluate community support services, agencies, and careers focused on the aging community.
- Demonstrate skills in one of the suggested pathways of study within the certificate program.

HS 131	Multicultural and Diverse Populations In the United States	3
<b>Pathway 6 – Human Services</b>		
HS 100*	Introduction to Human Services	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention And Referral	3
HS 220	Benefits and Entitlement	3
HS 285	Ethical Issues and Client's Rights	3
SOC 10	Introduction to Marriage and The Family	3
HS 131	Multicultural and Diverse Populations In the United States	3

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

Course ID	Title	Units
<b>Core/Required Courses</b>		
SOC 180	Introduction to Gerontology	3
SOC 126	Death and Dying	3
PSYC 125*	Psychology of Aging	3
SOC 125	Sociology of Aging	3
	<b>Select from Restricted Electives</b>	9-10
<b>Total</b>		21-22

**Restricted Electives —** Pathways are suggested areas of focus, but completion of any of the courses on the restricted electives list can be used to complete the elective unit requirement.

**Pathway 1 - Business**

ACCT 120	Introduction to Financial Planning	3
BUS 16	Personal Law, Street Law	3
BUS 135	Marketing	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 2 – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 163	International Building Code Inspection	4
ID 214*	Bath Design	3
Or		
ID 215*	Kitchen Design	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 3 – Food/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 161*	Nutrition for Health Occupations	2
FN 169*	Lifecycle Nutrition	3
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 4 – Health**

HLTH 1	Contemporary Health Issues	3
HLTH 2	First AID, CPR, and Automated External Defibrillator	1.5
HSC 106	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	5
HIT 101	Alternative Healthcare Delivery Systems	2
MA 206	Introduction to Medical Assisting	3
HS 131	Multicultural and Diverse Populations In the United States	3

**Pathway 5 – Recreation/Fitness**

HSC/KNEA 151	Intro to Therapy and Career Exploration Of Rehabilitation	3
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3

SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019

**Current**  
**Dance Associate in Arts**

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

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- ~~Perform basic~~ positions and qualities with body awareness and alignment specific to the dance technique given in class.
- ~~Demonstrate proficiency by performing movement combinations specific to the technique given in class.~~
- ~~Successfully demonstrate knowledge of~~ dance terminology through writing and various forms of expression.
- Identify technical support through the staging of choreographic works in a dance performance.
- Create dances using phrasing, variations and other elements of design in choreography.
- ~~Demonstrate knowledge of a particular dance form through a variety of written assignments which may include: critiques, internet research, reading assignments, essays, exams and/or discussions in class.~~

~~The following course of study must be completed to fulfill major requirements for the Associate Degree in Dance:~~

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
DANC 9	Choreography	3
DANC 10	Dance Production	<b>2</b>
<i>or</i>		
DANC 11	Dance Rehearsal and Performance	<b>2</b>
DANC 52	Ballet Dancing Level I	1-1.5
DANC 53*	Intermediate Ballet	1-1.5
DANC 55*	Modern Dance Level I	1-1.5
<del>DANC 56*</del>	<del>Intermediate Modern Dance</del>	<del>1-1.5</del>
DANC 58	Jazz Dancing Level I	1-1.5
DANC 64	History of Dance	3
	Select from Restricted Electives	<b>5-8</b>

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**Total Units for the Major 18-23.5**

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**Restricted Electives:**

DANC ~~51, 54, 57~~, 59\*, 60, 61\*, 62\*, 63, 65, 66, 67, 68; ETT 42;

~~KNES 28.~~

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

**Associate Degree**

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**Revised  
Dance Associate in Arts**

The curriculum in the Dance degree is presented in an active learning environment where students are trained in both dance technique and theory classes to prepare them for future careers in the performing arts and related fields. Courses cover major dance technique forms, choreography, dance production, dance history and somatic practices. Upon completion of the Dance A.A. degree, students will be prepared to transfer to a four-year institution to pursue a baccalaureate or higher degree in dance or a related field; colleges to which they might considering transferring include CSU Dominguez Hills, CSU Los Angeles, SFSU, CSU Sonoma, UC Berkeley, UC Davis, UC Riverside and UC San Diego. Some B.A./B.F.A in Dance programs require an audition; students should check the transfer requirements for individual schools. While a baccalaureate degree is recommended, students completing their Dance A.A. will also be eligible to audition and apply for opportunities in the dance field, including as a performer with professional companies or touring productions, a teacher at a dance studio, or a choreographer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- **Demonstrate fundamental** positions and qualities with body awareness and alignment in rehearsal and/or performance specific to the technique given in class.
- **Perform movement combinations with performance quality, strength, rhythm, balance and flexibility specific to the technique assigned.**
- **Accurately apply** dance terminology, **vocabulary, and concepts** through writing, performance and/or various forms of expression.
- Identify technical support through the staging of choreographic works in a dance performance.
- Create dances using phrasing, variations, abstraction and other elements of design for a theatrical or informal performance.
- **Describe particular dance forms.**
- **Make connections between dance and the arts and humanities to demonstrate knowledge and an appreciation of factors that influenced and helped to mold various dance forms.**

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
DANC 9	Choreography	3
DANC 10	Dance Production	<u>1-2</u>
<i>or</i>		
DANC 11	Dance Rehearsal and Performance	<u>1-2</u>
<b><u>DANC 12*</u></b>	<b><u>Intermediate Dance Production</u></b>	<b><u>1</u></b>

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

<u>or</u>		
<b>DANC 14*</b>	<b>Intermediate Dance Rehearsal and Performance</b>	<b>1</b>
DANC 52	Ballet Dancing Level I	1-1.5
DANC 53*	Intermediate Ballet	1-1.5
<b>DANC 54</b>	<b>Introduction to Modern Dance</b>	<b>1-1.5</b>
DANC 55*	Modern Dance Level I	1-1.5
<b>DANC 57</b>	<b>Introduction to Jazz Dancing</b>	<b>1-1.5</b>
DANC 58	Jazz Dancing Level I	1-1.5
DANC 64	History of Dance	3
<b>MUS 20</b>	<b>Music Appreciation</b>	<b>3</b>
	Select from Restricted Electives	<b>5-6</b>
<b>Total Units for the Major</b>		<b>22-27</b>

**Restricted Electives:**

<b>DANC 8</b>	<b>Dance Pedagogy</b>	<b>3</b>
<b>DANC 15*</b>	<b>Repertory I</b>	<b>1-2</b>
<b>DANC 16*</b>	<b>Repertory II</b>	<b>1</b>
<b>DANC 17</b>	<b>Site Specific Performance</b>	<b>1</b>
<b>DANC 18*</b>	<b>Dance Ensemble Performance</b>	<b>2</b>
<b>DANC 19*</b>	<b>Choreography II</b>	<b>3</b>
<b>DANC 28</b>	<b>Yoga for Dancers</b>	<b>1.5</b>
DANC 59*	<b>Intermediate Jazz Dancing</b>	<b>1-1.5</b>
DANC 60	<b>Introduction to Tap Dancing</b>	<b>1</b>
DANC 61	<b>Tap Dancing Level I</b>	<b>1</b>
DANC 62*	<b>Intermediate Tap Dancing</b>	<b>1</b>
DANC 63	<b>Exercise for Dancers</b>	<b>1</b>
DANC/ <b>KNES 65</b>	<b>Introduction to Mat Pilates</b>	<b>1-1.5</b>
DANC 66	<b>Introduction to Latin Dance</b>	<b>1</b>
DANC 67*	<b>Pointe Ballet</b>	<b>1-1.5</b>
DANC 68	<b>Introduction to Social Dance</b>	<b>1</b>
<b>DANC 69*</b>	<b>Intermediate Social Dance</b>	<b>1</b>
<b>DANC 70*</b>	<b>Intermediate Latin Dance</b>	<b>1</b>
<b>DANC 71*</b>	<b>Advanced Ballet</b>	<b>1-1.5</b>
<b>DANC 72*</b>	<b>Advanced Modern Dance</b>	<b>1-1.5</b>
<b>DANC 73*</b>	<b>Advanced Jazz Dance</b>	<b>1</b>
<b>DANC 74</b>	<b>Multicultural Dance History in the United States</b>	<b>3</b>
<b>DANC 75*</b>	<b>Advanced Tap Dance</b>	<b>1</b>
<b>DANC 78</b>	<b>Hip Hop</b>	<b>1</b>
<b>DANC 79*</b>	<b>Hip Hop Level I</b>	<b>1</b>
<b>DANC 80*</b>	<b>Intermediate Hip Hop</b>	<b>1</b>
<b>DANC 81*</b>	<b>Advanced Hip Hop</b>	<b>1</b>
<b>DANC 182</b>	<b>African Dance I</b>	<b>1</b>
<b>DANC 83</b>	<b>African Dance II</b>	<b>1</b>
<b>ETT 41*</b>	<b>Lighting Design Fundamentals</b>	<b>3</b>
<b>ETT 42</b>	<b>Costume Design</b>	<b>3</b>

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

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

**Associate Degree**

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

**Current  
Music Associate in Arts**

The curriculum in Music is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree will demonstrate commitment to the major, and attainment of a degree which can support attempts to gain entry-level employment.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- ~~analyze musical scores and compositions~~
- ~~critique personal music performances and those of other musicians~~
- ~~analyze and perform the elements of music (rhythm, melody, harmony, and form)~~
- ~~create derivative or original music at a level appropriate to the area of specialization~~
- ~~compare and contrast the characteristics of various musical cultures and historical periods from the origin of music history to the present.~~

~~The following course of study must be completed to fulfill major requirements for the Associate Degree in Music:~~

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
MUS 10	Harmony I	3
MUS 11*	Harmony II	3
<del>MUS 50*</del>	<del>Applied Music: Instrumental</del>	<del>2.5, 2.5</del>
<del>or</del>		
<del>MUS 51*</del>	<del>Applied Music: Keyboard</del>	<del>2.5, 2.5</del>
<del>or</del>		
<del>MUS 52*</del>	<del>Applied Music: Voice</del>	<del>2.5, 2.5</del>
	<del>Select from MUS 31*, 32*, 33*, 34*, 35*, 40*, 41*, 42*, 47*, 62*, 63, 64*, 66*, 75*, 148 or 297*</del>	<del>3-6</del>
MUS 54A	Beginning Piano I (or proficiency exam)	(2)
MUS 54B*	Beginning Piano II (or proficiency exam)	(2)
MUS 55A*	Intermediate Piano I (or proficiency exam)	(2)
MUS 55B*	Intermediate Piano II (or proficiency exam)	(2)
MUS 92*	Musicianship I	2

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

MUS 93*	Musicianship II	2
<b>Select two courses from: MUS 20, 23,</b>		
<b><del>24, 25, 26, 27, 28, 29</del></b>		<b><del>6</del></b>
<hr/>		
<b>Total Units for the Major</b>		<b><del>24-27</del></b>

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

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

**Associate Degree**

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019

Revised

Music Associate in Arts

The curriculum in Music is designed to provide the student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree will demonstrate commitment to the major, and attainment of a degree which can support attempts to gain entry-level employment. However, students wishing to transfer to a 4-year institution may need to take additional classes as preparation for transfer. Transfer students should consult their transfer institutions of choice for further information on specific lower-division Music Major requirements.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Transcribe and sight read both diatonic and chromatic music
- Demonstrate a working knowledge of musical analysis and harmonic theory applicable to their area of specialization
- Demonstrate a working knowledge of repertoire and performance practice applicable to their area of specialization
- Perform standard repertoire appropriate to their performance area, as individuals or as members of ensembles
- Demonstrate a working knowledge of music technology and its application to their area of specialization
- Create original music in improvised and/or written form
- Demonstrate the ability to listen critically to musical performance
- Demonstrate an ability to place composers, works and musical styles within an historical context, both in terms of musical and societal history

Course ID	Title	Units
MUS 10*	Harmony I	3
MUS 11*	Harmony II	3
<b>MUS 12*</b>	<b>Harmony III</b>	<b>3</b>
MUS 92*	Musicianship I	<u>1</u>
MUS 93*	Musicianship II	<u>1</u>
<b>MUS 94*</b>	<b>Musicianship III</b>	<b>1</b>
MUS 54A	Beginning Piano I (or proficiency exam)	<u>0-2</u>
MUS 54B*	Beginning Piano II (or proficiency exam)	<u>0-2</u>

**SADDLEBACK COLLEGE  
NEW AND REVISED PROGRAMS  
ACADEMIC YEAR 2018-2019**

MUS 55A*	Intermediate Piano I (or proficiency exam)	<u>0-2</u>
MUS 55B*	Intermediate Piano II (or proficiency exam)	<u>0-2</u>

**Ensemble Requirement: Complete four semesters (4-8 units) from the following (including repeated classes)**

<b>MUS 35*</b>	<b>Contemporary Choir</b>	<b>2</b>
<b>MUS 39*</b>	<b>Commercial Music Ensemble</b>	<b>2</b>
<b>MUS 41*</b>	<b>Symphonic Wind Ensemble</b>	<b>2</b>
<b>MUS 42*</b>	<b>Symphonic Orchestra</b>	<b>2</b>
<b>MUS 47*</b>	<b>Saddleback College Big Band</b>	<b>2</b>
<b>MUS 61*</b>	<b>Intermediate Classical Guitar</b>	<b>1</b>
<b>MUS 62*</b>	<b>Advanced Classical Guitar</b>	<b>2</b>
<b>MUS 64*</b>	<b>Piano Ensemble</b>	<b>1.5</b>
<b>MUS 65*</b>	<b>Piano Accompanying</b>	<b>1.5</b>
<b>MUS 66*</b>	<b>Chamber Music</b>	<b>2</b>
<b>MUS 140*</b>	<b>Improvised Music in a Jazz Combo</b>	<b>2</b>
<b>MUS 148</b>	<b>Jazz Ensemble</b>	<b>2</b>
<b>MUS 182*</b>	<b>Soul Music Ensemble</b>	<b>2</b>
<b>MUS 184*</b>	<b>Electronic Music Ensemble</b>	<b>2</b>
<b>MUS 187*</b>	<b>Modern Rock and Pop Music Ensemble</b>	<b>2</b>
<b>MUS 197*</b>	<b>Rehearsal and Performance (Jazz Studies)</b>	<b>1</b>

**Restricted Electives: Select 4-6 units from the following courses**

<b>MUS 14*</b>	<b>Jazz Composition and Arranging</b>	<b>3</b>
<b>MUS 15*</b>	<b>Music Composition</b>	<b>3</b>
<b>MUS 50*</b>	<b>Applied Music (may be taken up to 4 times)</b>	<b>1</b>
<b>MUS 18*</b>	<b>Advanced Music Composition</b>	<b>3</b>
<b>MUS 117*</b>	<b>Popular Songwriting</b>	<b>3</b>
<b>MUS 118</b>	<b>Digital Multi-Track Music Recording</b>	<b>2.5</b>
<b>MUS 130</b>	<b>Music Production I</b>	<b>2.5</b>
<b>MUS 132</b>	<b>Introduction to Music Technology</b>	<b>2</b>

**Total Units for the Major** **20-34**

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

Refer to Graduation Requirements for specific information regarding unit, scholarship, residence, and general education requirements.

**Associate Degree**

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

IVC proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2018-2019 academic year pursuant to Title 5, Section 53200 et seq.

**RECOMMENDATION**

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

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

**Current**

**Photonics Technology  
Certificate of Achievement**

The IVC Photonics Technology Certificate of Achievement will teach students the hands-on skills necessary to thrive in corporate labs that use or manufacture photonics systems. These courses have a strong emphasis on laboratory work, and hardware demonstrations. Students will gain the applied laboratory skills required to succeed in four-year engineering programs, graduate school, and industries, including medicine, remote sensing, manufacturing, telecommunications, and entertainment.

*Complete the following courses:*

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ET <del>102</del>	Basic Electric Circuits I	4
ET 105	Electronic Devices and Circuits I	4
LET <del>205</del>	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
LET 225	Quality Assurance for Precision Optics	4
LET 235	Optical Metrology and Interferometry	3
Total Units Required		21

**Revised**

**Photonics Technology  
Certificate of Achievement**

The IVC Photonics Technology Certificate of Achievement will teach students the hands-on skills necessary to thrive in corporate labs that use or manufacture photonics systems. These courses have a strong emphasis on laboratory work, and hardware demonstrations. Students will gain the applied laboratory skills required to succeed in four-year engineering programs, graduate school, and industries, including medicine, remote sensing, manufacturing, telecommunications, and entertainment.

*Complete the following courses:*

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ET <u>92</u>	Basic Electric Circuits I	4
ET 105	Electronic Devices and Circuits I	4
<u>LASR 25</u>	Fundamentals of Light	3
<u>LASR 215</u>	Fundamentals of Photonics	3
<u>LASR 225</u>	Quality Assurance for Precision Optics	4
<u>LASR 235</u>	Optical Metrology and Interferometry	3
Total Units Required		21

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

**Exhibit A  
Page 2 of 4**

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

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

**Exhibit A  
Page 3 of 4**

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
Arts	13270.00	ART 91	Portfolio Development	crs id fr <del>191</del> to <b>91</b> , cat desc, sch desc
	4190.15	COMM 10	Group Dynamics and Leadership	crs id fr <del>100</del> to <b>10</b> , cat desc, sch desc
	10150.15	DMA 56	Graphic Design II	crs id fr <del>160</del> to <b>56</b> , cat desc, sch desc
	13243.05	DMA 62	Motion Graphics	crs id fr <del>120</del> to <b>62</b> , cat desc, sch desc
	13270.15	DMA 91	Portfolio Development	crs id fr <del>191</del> to <b>91</b> , cat desc, sch desc
	9936.20	DNCE 61	Pan-African Dance/The Diaspora	cat desc, SAM code fr <del>D</del> to <b>C</b> , sch desc, tps, lrng obj, moe, txt
	14550.00	IMA 79	Character and Design Layout	crs id fr <del>179</del> to <b>79</b> , cat desc, sch desc
	14700.00	IMA 27	Environmental Texturing and Lighting	crs id fr <del>189</del> to <b>27</b> , cat desc, sch desc
	14464.00	IMA 35	Future Gaming and Toy Design	mat fee from <b>\$100</b> to <b>\$0</b>
	14699.00	IMA 90	Organic Modeling	crs id fr <del>190</del> to <b>90</b> , cat desc, sch desc
	14705.00	IMA 94	Portfolio Development- Environmental Design	crs id fr <del>194</del> to <b>94</b> , cat desc, sch desc
	14556.00	IMA 97	2D Animation Principles II	crs id fr <del>197</del> to <b>97</b> , cat desc, sch desc
	14468.00	TA 45	Scene Painting	crs id fr <del>145</del> to <b>45</b> , cat desc, sch desc
	14684.00	TA 46	Introduction to Technical Theater	crs id fr <del>140</del> to <b>46</b> , cat desc, sch desc
Business Sciences	14414.00	CIM 45	Mobile Web Applications Using HTML and JavaScript	crs id fr <del>145</del> to <b>45</b> , cat desc, sch desc
	13214.00	CIM 49	Cascading Style Sheets (CSS) Website	crs id fr <del>249</del> to <b>49</b> , cat desc, sch desc, rec prep fr <del>none</del> to <b>CIM 141</b> , moe, SLOs, txt
	11145.10	CIM 51	Dynamic Web Database Management	crs id fr <del>251</del> to <b>51</b> , cat desc, sch desc
	14251.00	CIM 201B	Introduction to Computers, Keyboarding, and Word Processing II	cat desc, moe, assign, txt, val
	14301.00	CIM 201C	Introduction Computers, Keyboarding, and Word Processing III	txt, val
	3362.00	MGT 68	Introduction to International Business	crs id fr <del>268</del> to <b>68</b> , cat desc, sch desc
	4305.05	MGT 203	Business English	tps, moe, assign, txt
IDEA	14276.00	ENGR 25	3D Civil Computer-Aided Design	crs id fr <del>125</del> to <b>25</b> , cat desc, sch desc
Kinesiology, Health and Athletics	14646.00	KNES 98	Sports Appreciation	crs id fr <del>108</del> to <b>98</b> , cat desc, sch desc
	14651.00	KNES 97	Social-Cultural Issues in Sport	crs id fr <del>109</del> to <b>97</b> , cat desc, sch desc
Life Sciences and Technologies	1110.05	BIO 10	Biochemistry for Health Sciences	rec prep, SAM code fr <del>E</del> to <b>D</b> , tps, txt
	14474.00	BIOT 77	Biotechnology: Cell Culture	crs id fr <del>277</del> to <b>77</b> , cat desc, sch desc
Math, Computer Science and Engineering	1690.25	CS 31	Database Management Programming	crs id fr <del>131</del> to <b>31</b> , cat desc, sch desc
	4620.00	MATH 5	Mathematics for Liberal Arts Students	crs id fr <del>105</del> to <b>5</b> , cat desc, sch desc

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

Exhibit A  
Page 4 of 4

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
Social and Behavioral Sciences	205.00	AJ 6	Criminal Procedures	crs id fr <del>102</del> to <b>6</b> , cat desc, sch desc
	210.00	AJ 3	Introduction to Evidence	crs id fr <del>103</del> to <b>3</b> , cat desc, sch desc
	230.00	AJ 7	Criminal Law II	crs id fr <del>107</del> to <b>7</b> , cat desc, sch desc
	5887.00	PSYC 10	Statistical Methods in the Behavioral Sciences	prereq fr <b>MATH 253</b> to <b>Placement by current assessment process or successful completion of MATH 253 with a 'C' or better.</b>
	5887.05	PSYC 10H	Statistical Methods in the Behavioral Sciences Honors	prereq fr <b>MATH 253</b> to <b>Placement by current assessment process or successful completion of MATH 253 with a 'C' or better.</b>
	14530.00	PSYC 115B	Faculty Mentored Independent Research in Psychology B	crs id fr <del>15B</del> to <b>115B</b> , cat desc, sch desc
	9371.50	PSYC 100	Psychology as a Major and a Profession	crs id fr <del>60</del> to <b>100</b> , cat desc, sch desc
	14219.00	SRM 95	Business Case for Sustainability	crs id fr <del>195</del> to <b>95</b> , cat desc, sch desc

**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Site Work for DSPS Portable Project, Award of Bid No. 329, AMTEK Construction

**ACTION:** Approval

---

**BACKGROUND**

Irvine Valley College is seeking to procure a new portable building for the DSPS Testing Center and to upgrade existing facilities to meet compliance with accessibility and code regulations.

**STATUS**

On February 7 and February 14, 2018, SOCCCD ran a newspaper advertisement requesting bids for the Site Work for DSPS Portable project. The request for bids was also posted on the district's web site. Three bids were received on February 28, 2018 (EXHIBIT A). The lowest bid meeting all specification requirements was submitted by AMTEK Construction in the amount of \$85,333. Irvine Valley College staff has reviewed the bids and recommends approval.

Funds are available through the Irvine Valley College general fund and redevelopment agency funds.

**RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees award Bid No. 329, Site Work for DSPS Portable project and approve the agreement (EXHIBIT B) with AMTEK Construction in the amount of \$85,333.

**Bid No. 329**  
**Site Work for DSPS Portable Project**  
**Irvine Valley College**

**March 26, 2018**

<b><u>CONTRACTORS</u></b>	<b><u>LOCATION</u></b>	<b><u>AMOUNT</u></b>
*AMTEK Construction	Whittier, CA	\$ 85,333
New Dimension	Anaheim Hills, CA	\$ 89,900
SS+K Contractors, dba SS&K Contractors	Woodland Hills, CA	\$109,000

**\*Recommended Award**

**AGREEMENT – CONSTRUCTION SERVICES, SITE WORK FOR DSPS PORTABLE PROJECT,  
IRVINE VALLEY COLLEGE, AMTEK CONSTRUCTION**

THIS AGREEMENT, dated the 26<sup>th</sup> day of March 2018, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and AMTEK Construction, 12409 Slauson Ave., Suite I, Whittier CA 90606, 562.696.7111, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as SOCCCD – Irvine Valley College, Site Work for DSPS Portable Project, Bid #329 according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, all prequalification forms submitted pursuant to Public Contract Code Section 20651.5, if any, Non-collusion Declaration, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Smoke Free Workplace Certification and No Gift Policy Certification; Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, CONTRACTOR'S Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Eighty Five Thousand Three Hundred Thirty Three Dollars (\$85,333).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within sixty (60) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to

DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of five hundred Dollars (\$500) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation

or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The CONTRACTOR'S and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000

and

Subject to the same limit for each person on  
account of one accident,  
in an amount not less than

\$2,000,000

Subcontractors of every tier

\$1,000,000

Property Damage Insurance  
in an amount not less than

\$2,000,000

Subcontractors of every tier

\$1,000,000

Course of Construction  
Insurance without exclusion  
or limitation in an  
amount not less than

\$2,000,000

Excess Liability Insurance (Contractor only)

\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

#### **Waiver of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

#### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the

additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR'S expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Prevailing Wages. Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Steven Sayce, whose title is President, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only

by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District.  
This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

“DISTRICT”

“CONTRACTOR”

South Orange County Community College District

AMTEK Construction

By: \_\_\_\_\_  
Ann-Marie Gabel  
Vice Chancellor, Business Services

By: \_\_\_\_\_  
Steven Sayce  
President

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

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

Email: \_\_\_\_\_

490382  
CONTRACTOR’S License No.

90-0937001  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

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

**RE:** [SOCCCD: Saddleback College and Irvine Valley College Grant Award, Mental Health Services Grant Program]

**ACTION:** Approval

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### **BACKGROUND**

Colleges and universities across the country are reporting increased rates of students seeking mental health services. According to a 2015 article by RAND Corporation, California Community College students are less likely to accept treatment for mental health disorders than California State University and University of California college students. They spend little time on campus and often attend school on a part-time basis which makes it difficult to identify these at-risk students. California Senate Bill (SB) 85 was signed into law in October 2017. This bill authorizes funding for community colleges to collaborate with county behavioral health agencies to improve students' access to mental health services. Irvine Valley College (IVC) and Saddleback College (SC) prepared and submitted a joint application, *Your Mind Matters: Breaking Down Barriers for Mental Health Wellness*, to enhance and expand mental health services for SOCCCD students.

### **STATUS**

On February 13, 2018 the California Community College Chancellor's Office (CCCCO) notified SC and IVC of its intent to award. Funding from the CCCCCO Mental Health Services Program will be utilized to enhance and expand resources offered through both colleges' Health & Wellness Centers (HWC) as well as IVC's Veterans Resource Center (VRC). HWC and VRC staff will conduct presentations to students at campus events, workshops, and seminars and offer professional development opportunities to faculty and staff during flex weeks. Grant Application Abstracts from both colleges are presented under Exhibits A (SC) and B (IVC). Each college is receiving \$175,000 in grant funds and providing a required dollar-to-dollar, in-kind match of \$175,000 totaling \$350,000 in grant and matching funds per college. The performance period is from May 1, 2018 through June 30, 2020.


### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve this award from the CCCCCO for \$350,000, RFA No. 17-077-0XX.

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNIT APPLYING: IRVINE VALLEY COLLEGE**

- ( ) GRANT APPLICATION ABSTRACT  
(X) GRANT ACCEPTANCE ABSTRACT  
( ) GRANT RENEWAL ACCEPTANCE ABSTRACT  
( ) REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** *Your Mind Matters: Breaking Down Barriers for Mental Health Awareness*
2. **PROJECT DIRECTOR:** Jeanne Harris-Caldwell 
3. **PROJECT ADMINISTRATOR:** Juan Avalos
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** Proposition 98 General Fund
6. **STARTING AND ENDING DATES OF THE PROJECT:** 5/01/2018 – 6/30/2020

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**  
*Your Mind Matters: Breaking Down Barriers for Mental Health Awareness* is a collaborative effort to improve Saddleback College and Irvine Valley College's ability to provide meaningful and life affecting mental health wellness services for SOCCCD's students. Both colleges will collaborate with on-campus and off-campus partners to address the needs of students who otherwise would not have access to mental health services.

Saddleback College will enhance its Student Health Services (SHS) through improved screening tools, mental health training for staff and faculty, and outreach efforts to students. Additional mental health wellness professionals will be hired with grant funding allowing for expanded access to mental health services serving Saddleback's diverse student populations.

8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$168,270	\$175,000	\$6,730	\$350,000

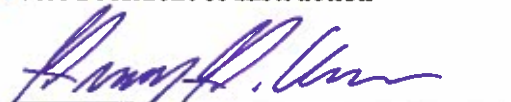
9. **APPROVALS**

  
Vice President, Student Services

\_\_\_\_\_  
Chancellor

  
Vice President of Instruction

\_\_\_\_\_  
Vice Chancellor, Technology & Lrng Serv

  
President

  
Vice President, College Admin Services

**EXPENDITURES SUMMARY**

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	<b>GRANT</b> (Amount)	<b>MATCHING*</b> (In-Kind/Actual)	<b>SOURCE OF MATCH</b> (Partnership/College/Vendor)
<b>1000 Certificated Salaries</b>	\$ _____	\$ <u>53,151.00</u>	<u>College</u>
<b>2000 Classified Salaries</b>	\$ <u>127,200.00</u>	\$ <u>52,564.00</u>	<u>College</u>
<b>3000 Benefits</b>	\$ <u>13,772.00</u>	\$ <u>45,383.00</u>	<u>College</u>
<b>4000 Supplies</b>	\$ <u>8,000.00</u>	\$ _____	_____
<b>5000 Contracted Services and Other Expenses</b>	\$ <u>19,298.00</u>	\$ _____	_____
<b>6000 Capital Outlay</b>	\$ _____	\$ <u>23,902.00</u>	<u>College</u>
<b>7000 Other Charges</b> (e.g.: Indirect Costs)	\$ <u>6,730.00</u>	\$ _____	_____
<b>TOTALS</b>	\$ <u>175,000.00</u>	\$ <u>175,000.00</u>	

\*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

**PROJECT PERSONNEL** (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Mental Health Professionals –NBU (3)	[ ]	[X]	[ X ]	[ ]
2. Admin Support – NBU (1)	[ ]	[X]	[ X ]	[ ]
3.	[ ]	[ ]	[ ]	[ ]

**PARTNERSHIPS** (if applicable)**Partnership Name/Location**

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**Partnership Name/Location**

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNIT APPLYING: IRVINE VALLEY COLLEGE**

- ☐ GRANT APPLICATION ABSTRACT  
☒ GRANT ACCEPTANCE ABSTRACT  
☐ GRANT RENEWAL ACCEPTANCE ABSTRACT  
☐ REVISIONS TO ACCEPTANCE ABSTRACT

1. **PROJECT TITLE:** Your Mind Matters: Breaking Down Barriers for Mental Health Awareness
2. **PROJECT DIRECTOR:** Nancy Montgomery
3. **PROJECT ADMINISTRATOR:** Linda Fontanilla
4. **GRANTOR AGENCY:** California Community Colleges Chancellor's Office
5. **FUNDING SOURCE:** Proposition 98 General Fund
6. **STARTING AND ENDING DATES OF THE PROJECT:** 5/01/2018 – 6/30/2020

7. **EXECUTIVE SUMMARY OF THE PROJECT (limit 125 words):**


This initiative is a collaborative effort to improve Irvine Valley College and Saddleback College's ability to provide meaningful and life affecting mental health wellness services for SOCCCD's students. Both colleges will collaborate with numerous on-campus and off-campus partners to address the needs of students who otherwise would not have access to mental health services.

IVC will enhance its Health & Wellness Center (HWC) and Veterans Resource Center (VRC) through improved screening tools, mental health training to staff and faculty, scaled up outreach efforts, and screening more students for mental health problems. The HWC and VRC will conduct presentations to students at campus events, workshops, and seminars and offer professional development opportunities to faculty and staff during flex weeks. IVC will expand access to mental health providers and extend service hours to serve its diverse populations.

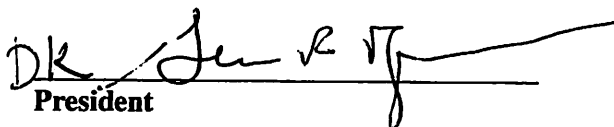
8. **SUMMARY BUDGET**

Grant Award	In Kind Matching	Indirect Costs	Project Total
\$168,270	\$175,000	\$6,730	\$350,000

9. **APPROVALS**

  
Division/School Dean

  
Vice President of Instruction/Students

  
President

\_\_\_\_\_  
Vice Chancellor, Technology & Lrng Serv

\_\_\_\_\_  
Chancellor

## EXPENDITURES SUMMARY

The Expenditures Summary should follow the standard expenditure categories as used in the operating budget.

	GRANT (Amount)	MATCHING* (In-Kind/Actual)	SOURCE OF MATCH (Partnership/College/Vendor)
1000 Certificated Salaries	\$ _____	\$ <u>69,768.00</u>	<u>College</u>
2000 Classified Salaries	\$ <u>94,101.00</u>	\$ <u>15,238.00</u>	<u>College</u>
3000 Benefits	\$ <u>37,169.00</u>	\$ <u>40,701.00</u>	<u>College</u>
4000 Supplies	\$ <u>4,000.00</u>	\$ _____	_____
5000 Contracted Services and Other Expenses	\$ <u>18,000.00</u>	\$ <u>49,293.00</u>	<u>Vendor, U.S. Veterans</u>
6000 Capital Outlay	\$ <u>15,000.00</u>	\$ _____	_____
7000 Other Charges (e.g.: Indirect Costs)	\$ <u>6,730.00</u>	\$ _____	_____
<b>TOTALS</b>	\$ <u>175,000.00</u>	\$ <u>175,000.00</u>	

\*Matching Funds: "In-Kind" matching funds are usually allocations of existing personnel, space, supplies, and equipment.

### PROJECT PERSONNEL (reflects the Expenditure Detail above)

<u>Positions</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>New</u>	<u>Existing</u>
1. Mental Health .375 FTE (.625 FTE will come from another restricted source)	[ X ]	[ ]	[ X ]	[ ]
2. Mental Health Educators – NBU (2)	[ ]	[ X ]	[ X ]	[ ]
3.	[ ]	[ ]	[ ]	[ ]

### PARTNERSHIPS (if applicable)

**Partnership Name/Location** \_\_\_\_\_

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**Partnership Name/Location** \_\_\_\_\_

•Retail	•Technology	•Real Estate Public	•Public: City, Education, Municipalities
•Hospitality	•Health Care	•Manufacturing	•Charitable Non-Profit      •Financial

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

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

## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
2/24/2018 9:30 AM – 12:00 PM in FA 209	Kathryn Stoval Dennis ART 150 Architectural Ceramics	Marlo Bartels	Creating and Installing Public Art	ASG Funds – Honorarium of \$500.00
3/9/2018 7:30 PM	Joey Sellers	Shep Shepherd	Swing Thing	\$200.00
3/9/2018 12:30 PM	Kent McFann Stagecraft/Lighting/Advanced Staging	Robert Barnhart	How to be Successful in the Entertainment Industry	ASG Funds - \$250.00
3/22/2018 9:00 AM – 12:30 PM	Classified Senate	Audra DiPadova-Wilford of Maxlove Project	Classified Staff Development Day guest speaker on leadership and personal well-being	Classified Senate \$500.00
4/2/2018 3:00 PM – 9:00 PM FA 209	Laura Haight	Kevin Kowalski	Ceramic Demonstration and Lecture	\$600.00 ASG Funds
4/5/2018 1:00 PM FA 101	Joey Sellers Concert Hour	Francois Moutin	Concert Hour	\$300.00
4/5/2018 1:00 PM FA 101	Joey Sellers Concert Hour	Kavita Shaw	Concert Hour	\$300.00
4/9/2018 10:30 AM, FA 103	Joey Sellers MUS 14	Kim Richmond	Jazz Composition	\$200.00 Foundation Funds
4/9/2018 9:00 AM – 10:30 AM LRC 103	Ariel Alexander MUS Production II	Phil Allen	Mixing and Mastering	\$250.00 ASG Music Funds
4/9/2018 4:00 PM – 6:00 PM FA 103	Ariel Alexander Modern Pop Music Ensemble	Sara Lieb	Performance Techniques	\$250.00 ASG Music Funds

4/9/2018 4:00 PM – 9:00 PM McKinney Theatre	Joey Sellers Master Class & Concert	Greg Uhlmann	Master Class & Concert	\$200.00
4/9/2018 4:00 PM – 9:00 PM McKinney Theatre	Joey Sellers Master Class & Concert	Matt Carroll	Master Class & Concert	\$200.00
4/9/2018 4:00 PM – 9:00 PM McKinney Theatre	Joey Sellers Master Class & Concert	Clark Sommers	Master Class & Concert	\$200.00
4/11/2018 10:30 AM FA 103	Joey Sellers MUS 14	Craig Cammell	Jazz Composition	\$200.00 Foundation Funds
4/12/2018 3:30 PM – 5:00 PM FA 202	Laura Haight	Stanton Hunter	“Creating” Panel Discussion Student Art Show Juror	\$300.00 ASG Funds
4/12/2018 3:30 PM – 5:00 PM FA 202	Laura Haight	Chris Hoff	“Creating” Panel Discussion Student Art Show Juror	\$300.00 ASG Funds
4/12/2018 3:30 PM – 5:00 PM FA 202	Laura Haight	Yevgeniya Mikhailik	“Creating” Panel Discussion Student Art Show Juror	\$300.00 ASG Funds
4/12/2018 4:00 PM – 6:00 PM FA 104	Joey Sellers Drum Master Class	Dan Schanelle	Drums	\$200.00
4/19/2018 4:00 PM – 6:00 PM FA 104	Joey Sellers Drum Master Class	Gene Coy	Drums	\$200.00
4/20/2018 10:00AM – 1:00PM in SM 313	Steve Teh, Science Lecture Series 2018	Dr. Marc Madou	Polymer Actuators (for drug delivery), C-MEMS and CD Based Fluidics	ASG Funds – Honorarium of \$2000.00
4/27/2018 9:30 AM – 11:35 AM	Dr. Greg Jenks- Associate Faculty Dorothy Marie Lowry- Distinguished	Todd Harmonson	The Mission Matters More Than Ever, and That’s Not Fake News	\$200.00

Laguna Woods Village Performing Arts Center	Guest Lecture Series Saddleback College Emeritus Institute			
5/3/2018 12:00 PM – 4:00 PM FA 207	Erin O'Shea, ART 60	Chantal de Felice	Developing Visual Identity and Entrepreneurship	ASG, \$500.00
5/9/2018 12:00 PM – 3:00 PM FA 210	Barbara Holmes, ART 228	Mary Donald	Lecture: Non-Traditional Material for Jewelry	ASG, \$600.00
5/10/2018 12:00 PM – 3:00 PM FA 210	Barbara Holmes, ART 228	Mary Donald	Lecture: Non-Traditional Material for Jewelry	Paid from Above ASG Funds
5/11/2018 9:30 AM – 11:35 AM Laguna Woods Village Performing Arts Center	Dr. Greg Jenks- Associate Faculty Dorothy Marie Lowry- Distinguished Guest Lecture Series Saddleback College Emeritus Institute	Sunny Jiang	The Future of California Water	\$100.00

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
3/31/18 10:00am and 1:00pm	Iman Khosrowpour Music 42: Symphony Orchestra	Korbi Altenberger	Guest Artist Recital Performance of Beethoven Sonatas for Violin and Piano; followed by a Strings Master Class for Students	\$300.00 General Fund
3/31/18 10:00am and 1:00pm	Iman Khosrowpour Music 42: Symphony Orchestra	Jiayi Shi	Pianist for the Guest Artist Recital Performance of Beethoven Sonatas for Violin and Piano; and Accompanist for the Strings Master Class for Students	\$200.00 General Fund



**TO:** Board of Trustees

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

**RE:** SOCCCD: 2019-2020 Academic Calendar

**ACTION:** Review and Study

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### **BACKGROUND**

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2017-18 academic year, representatives from the governance groups studied calendar options for 2019-2020.

### **STATUS**

The District-wide Academic Calendar Committee met on February 20, 2018, and subsequently voted to recommend a calendar for 2019-2020. The academic calendar proposed for 2019-2020 has been reviewed and approved by the District-wide Academic Calendar Committee (Exhibit A). The calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association Master Agreement.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees accept for review and study the proposed Academic Calendar for 2019-2020 (Exhibit A).

Item Submitted by: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*



# ACADEMIC CALENDAR 2019-2020

SADDLEBACK COLLEGE ■ IRVINE VALLEY COLLEGE

## FALL SEMESTER 2019

### AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### NOVEMBER

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SPRING SEMESTER 2020

### JANUARY 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 <sup>+</sup>	22	23

## SUMMER SESSION 2020

### MAY 2020

S	M	T	W	T	F	S
24	25	26	27	28	29	30
31						

### JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

## LEGEND

- Classes Not in Session
- Instructional Days
- Staff Development
- Final Examinations
- Sunday Classes Meet
- Faculty Contractual Days; Classes Not in Session
- Saturday Classes Meet
- Start of 8-Week Session
- Holidays for Classified and 12-Month Employees
- + May 21 all commencements

Note: Each college may develop a special final exam schedule.



# ACADEMIC CALENDAR 2019-2020

SADDLEBACK COLLEGE ■ IRVINE VALLEY COLLEGE

## FALL SEMESTER 2019

<b>August 12-16</b> (Monday-Friday)	<b>Staff Development Days</b>
<b>August 19</b> (Monday)	<b>Instruction Begins</b>
<b>August 19-October 14</b> (Monday-Monday)	<b>8-Week Session</b>
<b>September 2</b> (Monday)	<b>Labor Day — Holiday</b>
<b>October 17-December 18</b> (Thursday-Wednesday)	<b>8-Week Session</b>
<b>November 11</b> (Monday)	<b>Veterans Day — Holiday</b>
<b>November 12</b> (Tuesday)	<b>Faculty Contractual Day</b> (Classes Not in Session)
<b>November 28-29</b> (Thursday/Friday)	<b>Thanksgiving — Holiday</b>
<b>December 12-18</b> (Thursday-Wednesday)	<b>Final Examinations</b>
<b>December 19-January 10</b> (Thursday-Friday)	<b>Classes Not in Session</b>
<b>December 23-December 31</b> (Monday-Tuesday)	<b>District/Colleges Closed — Holiday</b>

## SPRING SEMESTER 2020

<b>January 1</b> (Wednesday)	<b>New Year's Day — Holiday</b>
<b>January 7-10</b> (Tuesday-Friday)	<b>Staff Development Days</b>
<b>January 13</b> (Monday)	<b>Instruction Begins</b>
<b>January 13-March 14</b> (Monday-Saturday)	<b>8-Week Session</b>
<b>January 20</b> (Monday)	<b>Martin Luther King, Jr. — Holiday</b>
<b>February 13</b> (Thursday)	<b>Faculty Contractual Day</b> (Classes Not in Session)
<b>February 14</b> (Friday)	<b>President Lincoln's Day — Holiday</b>
<b>February 17</b> (Monday)	<b>Presidents' Day — Holiday</b>
<b>March 15-21</b> (Sunday-Saturday)	<b>Spring Break/Classes Not in Session</b>
<b>March 20</b> (Friday)	<b>Friday of Spring Break — Holiday</b>
<b>March 23-May 20</b> (Monday-Wednesday)	<b>8-Week Session</b>
<b>March 31</b> (Tuesday)	<b>Cesar Chavez Day — Holiday</b>
<b>May 14-20</b> (Thursday-Wednesday)	<b>Final Examinations</b>
<b>May 21</b> (Thursday)	<b>Faculty Contractual Day</b> (Classes Not in Session)
<b>+ May 21</b> (Thursday)	<b>College Commencements</b>

## SUMMER SESSION 2020

<b>May 25</b> (Monday)	<b>Memorial Day — Holiday</b>
<b>May 28-August 9</b> (Tuesday-Sunday)	<b>Summer Session</b>
<b>July 3</b> (Friday)	<b>Fourth of July — Holiday</b>

## 2019-2020 SUMMARY

Instructional Days	Fall	Spring	Total
Monday	15	15	30
Tuesday	16	16	32
Wednesday	17	17	34
Thursday	15	15	30
Friday	15	15	30
<b>SUBTOTAL</b>	<b>78</b>	<b>78</b>	<b>156</b>
Staff Development	5	4	9
Staff Contractual Days	1	2	3
Finals	5	5	10
<b>TOTAL</b>	<b>89</b>	<b>89</b>	<b>178</b>

**Summer 2020:** Start dates and session lengths may vary. See college online schedules for more information.


**Vision:** To be an educational leader in a changing world.

**Mission:** We provide a dynamic and innovative learning environment to diverse learners of all ages, background and abilities. We promote access, success and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE1102 Q STREET, SUITE 4400  
SACRAMENTO, CA 95811-6549  
(916) 322-4005  
<http://www.cccco.edu>

November 8, 2017

TO: District Superintendent/President

FROM:  Elias Regalado, Director  
Attendance Accounting and Residency

SUBJECT: Mandated Holidays for Fiscal Years 2017-18, 2018-19, 2019-20 and 2020-21

**Synopsis:** A list of the official academic holidays, as specified by Education Code section 79020, is provided for convenience in establishing your future academic calendars. Included are the mandated holiday dates for fiscal years 2017-18, 2018-19, 2019-20 and 2020-21 based on the current statute (ECS 79020).**Fiscal Year 2017-18**

July 4, 2017	(Tuesday)	Independence Day
September 4, 2017	(Monday)	Labor Day
November 10, 2017	(Friday)	Veterans Day (Observance)
November 23, 2017	(Thursday)	Thanksgiving Day
December 25, 2017	(Monday)	Christmas
January 1, 2018	(Monday)	New Year's Day
January 15, 2018	(Monday)	Dr. Martin Luther King, Jr. Day
February 9, 12, 13, 16, 2018	(Friday, Monday, Tuesday, Friday)	Lincoln Day
February 19, 2018	(Monday)	Washington Day
May 28, 2018	(Monday)	Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. When "Cesar Chavez Day" falls on a Saturday, the agreed upon college closure day shall occur on the preceding Friday. When "Cesar Chavez Day" falls on a Sunday, the agreed upon college closure day shall occur on the following Monday. If "Cesar Chavez Day" happens to fall on a weekday, then there is no flexibility to move the corresponding holiday observance. The district shall continue to maintain the minimum required 175 days of instruction.

If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

(Continued)

District Superintendent/President (Continued)

-2-

November 8, 2017

**Fiscal Year 2018-19**

July 4, 2018	(Wednesday)	Independence Day
September 3, 2018	(Monday)	Labor Day
November 12, 2018	(Monday)	Veterans Day (Observance)
November 22, 2018	(Thursday)	Thanksgiving Day
December 25, 2018	(Tuesday)	Christmas
January 1, 2019	(Tuesday)	New Year's Day
January 21, 2019	(Monday)	Dr. Martin Luther King, Jr. Day
February 8, 11, 12, 15, 2019	(Friday, Monday, Tuesday, Friday)	Lincoln Day
February 18, 2019	(Monday)	Washington Day
May 27, 2019	(Monday)	Memorial Day

**Fiscal Year 2019-20**

July 4, 2019	(Thursday)	Independence Day
September 2, 2019	(Monday)	Labor Day
November 11, 2019	(Monday)	Veterans Day
November 28, 2019	(Thursday)	Thanksgiving Day
December 25, 2019	(Wednesday)	Christmas
January 1, 2020	(Wednesday)	New Year's Day
January 20, 2020	(Monday)	Dr. Martin Luther King, Jr. Day
February 7, 10, 12, 14, 2020	(Friday, Monday, Wednesday, Friday)	Lincoln Day
February 17, 2020	(Monday)	Washington Day
May 25, 2020	(Monday)	Memorial Day

**Fiscal Year 2020-21**

July 3, 2020	(Friday)	Independence Day (Observance)
September 7, 2020	(Monday)	Labor Day
November 9, 11, 13, 2020	(Monday, Wednesday, Friday)	Veterans Day
November 26, 2020	(Thursday)	Thanksgiving Day
December 25, 2020	(Friday)	Christmas
January 1, 2021	(Friday)	New Year's Day
January 18, 2021	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2021	(Friday)	Lincoln Day
February 15, 2021	(Monday)	Washington Day
May 31, 2021	(Monday)	Memorial Day

**Action/Date Requested:** Information

**Contact:** For holiday or academic calendar configuration questions, please call:

- Chay Yang at (916) 445-8283 or e-mail at [cyang@cccco.edu](mailto:cyang@cccco.edu) or
- Natalie Wagner at (916) 327-1554 or e-mail at [nwagner@cccco.edu](mailto:nwagner@cccco.edu)

cc: Chief Business Officer  
Chief Instructional Officer  
Dean of Admissions and Records, Registrar  
Chief Information System Officer  
Erik Skinner  
Frances Parmelee

**TO:** Board of Trustees

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

**RE:** SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts

**ACTION:** Approval

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### **BACKGROUND**

On December 11, 2017, the Board of Trustees authorized a list of positions with authority to sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

### **STATUS**

EXHIBITS A and B details all authorized designees by position to execute documents and contracts including a brief description of those items. The list is being updated due to changes in personnel.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve EXHIBIT A authorizing individuals occupying the positions listed on EXHIBIT B to be approved to execute documents and contracts as listed.

**AUTHORIZATION OF SIGNATURES****SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT**

March 26, 2018

I, Thomas Fallo, Secretary, of the governing Board of the above named Community College District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 26th day of March 2018 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN					
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Spend Authorizations / Reimbursements	Change Orders and Amendments
Thomas Fallo		X	X	X	X	X	X
Cindy Vyskocil					X	X	
Kimberly R. McCord		X	X	X	X	X	X
Ann-Marie Gabel		X	X	X	X	X	X
Robert S. Bramucci						X	
Priya Jerome				X	X	X	X
Brandye K. D'Lena						X	X
Rosa Aguilar		X				X	

Pursuant to provisions of Education Code sections 85230-34

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of March 2018.

Secretary \_\_\_\_\_  
Thomas Fallo

South Orange County Community College District  
BOARD OF TRUSTEE'S DESIGNEES TO  
EXECUTE DOCUMENTS AND CONTRACTS

POSITION

Chancellor	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment /Changes of Status, Purchase Orders, Travel Spend Authorization/Reimbursements and Payroll Documents
Vice Chancellor, Business Services	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services , Employment Claim Settlements, Purchase Orders, Travel Spend Authorizations/Reimbursements, and Payroll Documents
Vice Chancellor, Human Resources	Employment Contracts, Collective Bargaining Agreements, Employment Claim Settlements, Notices of Employment/Change of Status, Travel Spend Authorizations/Reimbursements
Vice Chancellor, Technology & Learning Resources	Application for Funds and Grants, Travel Spend Authorizations/Reimbursements
Executive Director of Fiscal Services / Comptroller	Application for Funds and Grants, Checks, Claim Settlements, General Contracts, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/project, Purchase Orders, Payroll Documents, Check Registers and Travel Spend Authorizations/Reimbursements
Executive Director, Facilities Planning	Construction Change Orders to \$50,000 in aggregate / project, Travel Spend Authorizations /Reimbursements
Executive Director, Business Services	Advertise for Bids, General Contracts to \$50,000, Contracts for Supplies and Services within Bid Limits, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/ project, Purchase Orders and Travel Spend Authorizations/Reimbursements
Payroll and Benefits Manager	Payroll Documents
College and District Classified Management Staff and Academic Administrative Staff	Travel Spend Authorizations/Reimbursements

**TO:** Board of Trustees

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

**RE:** SOCCCD: District-wide ADA Self-Evaluation Consultant Services, Cordoba Corporation

**ACTION:** Approval

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### **BACKGROUND**

On June 22, 2015, June 27, 2016, and June 26, 2017, the Board of Trustees allocated basic aid funding in the amount of \$400,000, \$440,000 and \$400,000 for a district-wide American with Disabilities Act (ADA) Transition Plan project value of \$1,240,000.

The first phase of the district-wide ADA Transition Plan identifying physical barriers and prioritized solutions was completed in January 2017. The next phase will address ADA regulations requiring a self-evaluation of policies, procedures, practices, and services that must be revised to ensure ADA compliance. A professional consultant is required to facilitate the self-evaluation process and to recommend revisions to policies and procedures to achieve compliance.

### **STATUS**

On October 10, and October 17, 2017, SOCCCD ran a newspaper advertisement for consideration of District-wide ADA Self-Evaluation Consultant Services. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ&P) on the district's website, notifying firms known to provide these services and notifying firms from the district's Architectural Services Pool.

Four firms expressed interest in providing a submittal. On October 31, 2017, a single firm provided a response, (EXHIBIT A). District and college staff evaluated the submittal and interviewed the firm on January 26, 2018. Based upon demonstrated expertise of ADA requirements, extensive experience with California Community Colleges, experience with both Saddleback and Irvine Valley Colleges and the State Chancellor's Office, the evaluation committee recommends award to Cordoba Corporation (EXHIBIT B) in the amount of \$289,000, as best value to the district.

Basic aid funds equaling \$1,240,000 have been board approved for this project.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the District-wide ADA Self-Evaluation Consultant Services agreement (EXHIBIT B) with Cordoba Corporation, in the amount of \$289,000 for the term of March 26, 2018 to December 25, 2018.

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

**Request for Proposals No. 357D  
District-wide ADA Self-Evaluation Consultant Services  
South Orange County Community College District**

**February 26, 2018**

**Company Name**

**City**

**Submitter's Name**

\*Cordoba Corporation

Santa Ana, CA

George L. Pla

**\*Recommended Firm**



## **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

### **CONSULTANT SERVICES AGREEMENT FOR AMERICANS WITH DISABILITIES ACT (ADA) SELF-EVALUATION**

#### **CORDOBA CORPORATION**

**March 26, 2018 – December 25, 2018**

#### **AGREEMENT – AMERICANS WITH DISABILITIES ACT (ADA) SELF EVALUATION CONSULTANT SERVICES**

This AGREEMENT is made and entered into this 26<sup>th</sup> day of March in the year 2018 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Cordoba Corporation, 1611 E. 17<sup>th</sup> Street, Santa Ana, CA 92705, hereinafter referred to as "CONSULTANT";

WHEREAS, DISTRICT desires to obtain CONSULTANT services for South Orange County Community College District ADA Self Evaluation, hereinafter referred to as "PROJECT"; and

WHEREAS, CONSULTANT is fully licensed to provide CONSULTANT services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

#### **ARTICLE 1      CONSULTANT'S SERVICES AND RESPONSIBILITIES**

- 1.1. **Services.** The CONSULTANT'S services shall consist of those services performed by the CONSULTANT and CONSULTANT'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CONSULTANT shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CONSULTANT'S services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Michael Boomsma, as Project Executive, and a management team of David Hahn as Project Manager and Glenn Dea and Jan Galvin as Senior Project Consultants. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall

remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name and obtain approval after a resume' review of all other key people in CONSULTANT'S firm that will be associated with the PROJECT .

- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have 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 CONSULTANT and are subject to all conditions previously stated in this paragraph
- 1.5. **Relationship of CONSULTANT to Other Project Participants.** CONSULTANT'S services hereunder shall be provided in conjunction with applicable contracts between the DISTRICT and others providing services in connection with the PROJECT. The CONSULTANT is responsible for the adequacy and sufficiency of the contents of documents for the PROJECT. The CONSULTANT shall perform its duties in accordance with its contract(s) with the DISTRICT. CONSULTANT shall coordinate all work with DISTRICT as necessary to complete contract requirements
- 1.6. **Project Schedule.** The CONSULTANT acknowledges that all time limits stated in this Agreement and associated work orders are of the utmost importance to DISTRICT. The CONSULTANT shall submit for the DISTRICT's approval a schedule for the performance of the CONSULTANT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT .

## ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1. **Services.** CONSULTANT is to provide services to the DISTRICT relative to the performance of a comprehensive ADA Self-Evaluation to survey, evaluate and recommend steps for implementation relative to the District's compliance with all requirements applicable to District under Title II of the Americans with Disabilities Act of 1990 and all current or otherwise applicable policies, regulations, standards and requirements enacted, published or distributed by those agencies, departments or divisions of the United States Government given authority to implement and enforce those requirements (collectively, the "ADA"). The goal of the Self-Evaluation is to set forth detailed descriptions, in a form satisfactory to DISTRICT, of the CONSULTANT'S recommendations in regard to modifications (including, without limitation, modifications to policies, procedures, practices and services) required to bring the District, Saddleback College, Irvine Valley College and ATEP into compliance with the requirements of the ADA and a proposed sequence and schedule for compliance that conforms to the priorities mandated or recommended by the ADA. Services will include program accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in its efforts to comply with

accessibility requirements as required by the “Americans with Disabilities Act of 1990” (ADA) and State of California Access Codes.

- a. **Tasks.** The following are the expected tasks and deliverables associated with the ADA Self Evaluation effort:

1. **Task 1: Project Initiation**

Meet with district and college steering committee members and staff to develop and finalize a detailed work plan and schedule which at a minimum will establish meeting and presentation schedules, clarify roles and responsibilities of both staff and consultant teams and include an evaluation methodology, in accordance with RFP terms and conditions and appropriate to meet the highest standard for the ADA Self Evaluation project.

Communicate to District and Campus executives, administrators, teachers, managers, staff and students, by means of written materials and workshops, the details of the Self-Evaluation process, with the goal of imparting a better understanding of the ADA, its principles of compliance and the requirements of the ADA applicable to the District.

**Deliverables:**

- a) Meeting notes
- b) Final work plan and project schedule
- c) Roles and Responsibilities Matrix
- d) Evaluation methodology

2. **Task 2: Research and Analysis Phase**

Consultant shall organize its processes relative to the facilitation of the District and Colleges ADA Self-Evaluation to include:

- Prepare program materials, including questionnaires and surveys, and assist the District in eliciting input into the ADA Self Evaluation process, as necessary. Assist the District with organizing project workshops as needed. Facilitate the workshop(s), maintain a record of the proceedings and comments and be prepared to answer questions within the area of expertise.
- Collect information related to policies, procedures, practices and services (by means of interviews, questionnaires, surveys or other means satisfactory to District and Colleges).
- Evaluate, in conjunction with District and College representatives, District and College policies, procedures, practices and services to determine compliance with the ADA.

- Organize, in cooperation with the District, Irvine Valley College and Saddleback College, outreach opportunities for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments

**Deliverables:**

- a) Summary of meeting notes with District and College representatives and key stakeholders
- b) A list of the interested persons consulted
- c) A description of areas examined and any problem identified
- d) A description of any modifications made

3. **Task 3: Recommendations Phase**

CONSULTANT shall provide recommendations of corrective actions to achieve compliance with the ADA including the presentation of best practice templates for typical accommodation policies and procedures. CONSULTANT will facilitate the prioritization process for identified corrective actions.

**Deliverables:**

- a) Draft and final versions of Research and Analysis Findings and Recommendations.
- b) Best practice templates for typical accommodation policies and procedures
- c) Prioritized list of SOCCCD'S identified corrective actions based on CONSULTANT'S facilitation.

- 2.2. **Technical Qualifications.** CONSULTANT is experienced with consulting with school districts in facilitating ADA Self Evaluations. CONSULTANT staff shall include Certified Access Specialists certified through the Division of the State Architect as authorized by Government Code Section 4459.5-4459.8 and will provide evidence of required certification.
- 2.3. **Qualified Personnel.** The CONSULTANT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of CONSULTANT'S personnel from the PROJECT.
- 2.4. **Regulatory Compliance.** The CONSULTANT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.5. **Associated Regulatory Codes.** The CONSULTANT shall prepare and submit to DISTRICT an outline of applicable provisions of regulations that apply to any PROJECT.
- 2.6. **Coordination for Government Authorities.** The CONSULTANT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT.

- 2.7. **Evaluate Performance.** The CONSULTANT shall evaluate the performance of associates under the requirements of the PROJECT when requested in writing by the DISTRICT.
- 2.8. **Coordination of Others.** The CONSULTANT may be asked to coordinate PROJECT performed by separate contractors or by the DISTRICT's own employees.

### ARTICLE 3 ADDITIONAL CONSULTANT'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, CONSULTANT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit for Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT
- 3.2. **Notification and Authorization.** CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Regulatory Revisions.** Making material revisions in documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
  - b. **Scope Change after Phase Approvals.** 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 changes related to design errors or omissions.
  - c. **Legal Services.** Providing services in connection with an arbitration proceeding or legal proceeding except where the CONSULTANT is a party thereto.
  - d. **Consultant Coordination.** Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.

### ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CONSULTANT's performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT .

- 4.2. **Term.** Services under this Agreement shall be diligently performed by the CONSULTANT for 9 months.
- 4.3. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in EXHIBIT B.
- 4.4. **Suspension Notice.** DISTRICT may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension.

## ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
  - a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT'S employees or CONSULTANT'S subcontractor's employees arising out of CONSULTANT's work under this agreement; and
  - b. **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any liability for damages for (i) death or bodily injury to person; (ii) injury to, loss or theft of property; (iii) any failure or alleged failure to comply with any provision of law; or (iv) any other loss, damage or expense arising under either i, ii, and iii above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT or the DISTRICT upon or in connection with the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent CONSULTANTS who are directly employed by the DISTRICT.
  - c. The CONSULTANT, at its own expense, cost and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section below, its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and
- 5.2. **Purchase and Maintain Insurance.** CONSULTANT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by

anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. **Statutory Workers' Compensation and Employers' Liability.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
- b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT'S services under this Agreement and for which CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT'S employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT'S obligations under this Agreement; and (vi) for completed operations.  
  
Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:
  1. owned, non-owned and hired vehicles;
  2. blanket contractual;
  3. broad form property damage;
  4. products/completed operations; and
  5. personal injury.
- c. **Professional liability insurance.** Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts

or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.

- d. **Additional Insured.** Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.
- 5.3. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.
- 5.4. **Insurance Evidenced.** Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- 5.5. **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)
Comprehensive general and auto liability	One Million dollars (\$1,000,000)
Professional liability insurance	One Million dollars (\$1,000,000)

## ARTICLE 6      COMPENSATION TO THE CONSULTANT

- 6.1. **Contract Price for Services.** The Contract Price for the CONSULTANT's performance of the Services under this Agreement shall consist of the following lump sum prices:
- |    |  |           |
|----|--|-----------|
| a. | Task 1: Investigate campuses, review District policies and existing programs and draft work-plan | \$ 12,950 |
|    | Delineate team roles and draft evaluation methodology  | \$ 12,950 |
|    | Meet with District and college steering committee  | \$ 10,360 |

members and staff to discuss draft work plan,  
evaluation methodology and schedule

Finalize work plan, methodology and schedule \$ 10,360

Coordinate and conduct meetings/workshops with  
stakeholders to explain and communicate purpose  
and process for the Self Evaluation \$ 12,950

b. Task 2: Research and Analysis Phase

Prepare Program Materials/organize workshops \$ 25,000

Collect information \$ 39,451

Evaluate policies, procedures, practices and services \$ 41,459

Organize outreach \$ 21,000

c. Task 3: Recommendation Phase

Prepare and present recommendations \$ 39,220

Prepare and present best practice templates \$ 33,300

d. District Allowance \$ 30,000

**TOTAL** \$ 289,000

6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense.

6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT 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 CONSULTANT.

6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses.

6.5. **Withholding Payment.** The DISTRICT may withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or

deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.

- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly on the basis set forth in this article.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates (See EXHIBIT B) or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'S employees in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review. The District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
  - a. Reimbursable expenses are in addition to compensation for Original and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees in the interest of the PROJECT.
  - b. Reimbursable expenses shall be expense of transportation in connection with the PROJECT; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. CONSULTANT'S normal travel expense (including to and from the PROJECT) and meals are excluded.
  - c. Expense of reproductions (except those needed for the use of the CONSULTANT and his or her consultants or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT's prior written approval.
  - d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.

- e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of CONSULTANT'S Services will be reimbursed.
  - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and consultants in the interest of the PROJECT.
  - g. For additional services of CONSULTANTS, compensation shall be computed at a multiple of 1.1 times the amounts billed to the CONSULTANT for such services.
- 6.11. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this Agreement.

## ARTICLE 7 CONSULTANT'S WORK PRODUCT

- 7.1. **District Ownership of Documents.** The documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to DISTRICT the right to reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that CONSULTANT shall not be responsible for any reuse of the documents. The DISTRICT is not bound by this AGREEMENT to employ the services of CONSULTANT in the event such drawings, specifications and/or other documents are reused. CONSULTANT 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 CONSULTANT pursuant to this AGREEMENT.
- 7.2. **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT and CONSULTANT during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT 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.
- 7.3. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this agreement using DISTRICT approved software and shall deliver electronic copy via CD, DVD or thumb drive in both the software format and PDF format upon completion of the PROJECT requirements. If work is terminated prior to PROJECT completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.4. **Copyright/Trademark/Patent.** CONSULTANT 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. 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. CONSULTANT consents to the use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

## ARTICLE 8      TERMINATION

- 8.1. **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. 30 day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (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. **Termination by Either Party.** This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the CONSULTANT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 8.4. **Suspension of PROJECT.** The District may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT'S services.

- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT's failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
  - b. Unless payment in full is received by the CONSULTANT 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 CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **CONSULTANT Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT'S failure to perform as provided in the AGREEMENT.

## ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. **Mediation Requirements.** 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.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.

- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CONSULTANT, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
- b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
- c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
- d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
- e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

#### ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 10.2. **District Representative.** 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 CONSULTANT. CONSULTANT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, CONSULTANT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify CONSULTANT in writing if, at its sole option, it makes a change in the DISTRICT representative. Unless

modified by written notice by the DISTRICT to the CONSULTANT, the DISTRICT Representative is:

**Mark Schoeppner, Construction Manager**

- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the PROJECT intent. However, the DISTRICT's failure or omission to do so shall not relieve the CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **DISTRICT Consultants.** Other consultants required or desired by the DISTRICT in connection with the PROJECT shall be retained and paid for by the DISTRICT. Such other consultants include, but may not be limited to legal counsel, insurance consultants, and ADA Self Evaluation consultants.
- 10.5. **Project Description.** The DISTRICT shall furnish a description of the PROJECT as required.
- 10.6. **Reliable Information.** The CONSULTANT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with CONSULTANT'S obligations under this agreement.

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of CONSULTANT'S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for errors and omissions in CONSULTANT'S work.

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

- Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.11. **Permits/Licenses.** CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.12. **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.
- 11.13. **Communications** between the parties shall be sent to the following addresses:
- |  |  |
|--|--|
| DISTRICT   | CONSULTANT   |
| Mark Schoeppner  | Michael Boomsma  |
| South Orange County  | Cordoba Corporation  |
| Community College District   | 1611 E. 17 <sup>th</sup> Street  |
| 28000 Marguerite Parkway   | Santa Ana, CA 92705  |
| Mission Viejo, CA 92692  | <a href="mailto:mboomsma@cordobacorp.com">mboomsma@cordobacorp.com</a> |
| <a href="mailto:mschoeppner@socccd.edu">mschoeppner@socccd.edu</a> |  |
| COPY   |  |
| Ann-Marie Gabel  |  |
| South Orange County  |  |
| Community College District   |  |
| 28000 Marguerite Parkway   |  |
| Mission Viejo, CA 92692  |  |
| <a href="mailto:agable@socccd.edu">agable@socccd.edu</a>           |  |
- 11.14. **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.
- 11.15. **Entire Agreement / Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.
- 11.16. **Binding Agreement.** The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

This AGREEMENT entered into as of the day and year first written above.

CONSULTANT

Cordoba Corporation

---

George L. Pla  
President and CEO

---

(Date)

---

95-347-2468  
(Taxpayer number)

DISTRICT

South Orange County Community College District

---

Ann-Marie Gabel  
Vice Chancellor, Business Services

---

(Date)

**EXHIBIT A      CRITERIA AND BILLING FOR EXTRA WORK**

A.      The following extra services to this Agreement shall be performed by CONSULTANT if needed and requested by the DISTRICT.

1.      Making revisions in 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 CONSULTANT within a reasonable time, as requested by CONSULTANT.
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.

B.      The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for initial and 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 CONSULTANT.

<u>CONSULTANT Services</u>	<u>Fee Per Hour</u>
Principal	\$195
Lead - Project Manager/Evaluator	\$175
Associates	\$145
Clerical Staff	\$ 80

**TO:** Board of Trustees

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

**RE:** SOCCCD: District-wide Wireless Access Points Installation Project, Award of Bid No. 359D, T and D Communications, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 25, 2014, the Board of Trustees approved \$738,000 in basic aid funding for the Wireless Coverage Expansion project to be distributed between both colleges with \$466,319 allocated to Saddleback College and \$271,681 allocated to Irvine Valley College.

On September 26, 2016 the Board of Trustees approved award of Bid No. 2054, Saddleback College Wireless Access Points Installation project in the amount of \$107,457.

### **STATUS**

On February 6 and February 13, 2018, SOCCCD ran newspaper advertisements requesting bids for the District-wide Wireless Access Points Installation project. The request for bids was also posted on the district web site. On February 15, 2018, eight potential bidders attended the mandatory job walk. Two bids were received on February 27, 2018. The lowest responsive, responsible bid (EXHIBIT A) was submitted by T and D Communications, Inc., in the amount of \$348,249.10. Staff has reviewed the bids and recommends approval.

Funds are available in the approved project budget of \$738,000.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees award Bid No. 359D, District-wide Wireless Access Points Installation project and approve the agreement (EXHIBIT B) with T and D Communications, Inc., in the amount of \$348,249.10.

**Bid No. 359D**  
**District-wide Wireless Access Points Installation Project**  
**South Orange County Community College District**

**March 26, 2018**

<b><u>CONTRACTORS</u></b>	<b><u>LOCATION</u></b>	<b><u>AMOUNT</u></b>
<b>**X ACT Technology Solutions</b>	<b>Irvine, CA</b>	<b>\$336,486.00</b>
<b>*T and D Communications, Inc.</b>	<b>Riverside, CA</b>	<b>\$348,249.10</b>
<b>*RECOMMENDED AWARD</b>		
<b>**DID NOT MEET BID SPECIFICATIONS</b>		

**AGREEMENT – CONSTRUCTION SERVICES, DISTRICTWIDE WIRELESS ACCESS POINT  
INSTALLATION, T AND D COMMUNICATIONS**

THIS AGREEMENT, dated the 26<sup>th</sup> day of March 2018, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and T and D Communications, Inc., 4145 Indus Way, Riverside, CA 92503, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Districtwide Wireless Access Points Installation according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, all prequalification forms submitted pursuant to Public Contract Code Section 20651.5, if any, Non-collusion Declaration, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, CONTRACTOR'S Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of three hundred forty eight thousand two hundred forty-nine dollars and 10/100 (\$348,249.10).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within one hundred fifty (150) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to

DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of One Thousand Dollars (\$1000) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation

or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The CONTRACTOR'S and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000

and

Subject to the same limit for each person on  
account of one accident,  
in an amount not less than

\$2,000,000

Subcontractors of every tier

\$1,000,000

Property Damage Insurance  
in an amount not less than

\$2,000,000

Subcontractors of every tier

\$1,000,000

Course of Construction  
Insurance without exclusion  
or limitation in an  
amount not less than

\$2,000,000

Excess Liability Insurance (Contractor only)

\$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

#### **Waiver of Subrogation**

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

#### **Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the

District-wide Wireless Access Points Installation Project  
T and D Communications  
SOCCCD

additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR'S expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Prevailing Wages. Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Jason Childs, whose title is President, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only

by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District.  
This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

“DISTRICT”

South Orange County Community College District

By: \_\_\_\_\_  
Ann-Marie Gabel  
Vice Chancellor, Business Services

“CONTRACTOR”

T and D Communications

By: \_\_\_\_\_  
Jason Childs  
President

\_\_\_\_\_  
Email

\_\_\_\_\_  
CONTRACTOR’S License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

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

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**BACKGROUND**

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

**STATUS**

For the current reporting period ending February 28, 2018 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period ended February 28, 2018**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$42,192	
2000	Classified Salaries	\$45,099	
3000	Fringe Benefits	\$66,603	
4000	Books and Supplies		\$33,007
5000	Other Operating Expenses & Services		\$67,940
6000	Capital Outlay		\$48,888
7000	Other Outgo		\$4,059
<b>Total Transfers - General Fund</b>		<b><u>\$153,894</u></b>	<b><u>\$153,894</u></b>

<b>Total Transfers</b>	<b><u>\$153,894</u></b>	<b><u>\$153,894</u></b>
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 18-04 to Amend FY 2017-2018 Adopted Budget

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2017-2018 Adopted Budget.

#### **General Fund**

Strong Workforce Regional at Saddleback College	(\$45,000)
Full-time Student Success Grant (FTSSG) at Irvine Valley College	\$111,668
Board Financial Assistance Program (BFAP) at Saddleback College	\$1,150
Physical Plant & Instructional Equipment at Irvine Valley College	(\$59,064)
Adult Education Block Grant at Irvine Valley College	(\$40)
FY 2017/2018 Basic Skills at Irvine Valley College	\$253,139
Strong Workforce Local Allocation at Irvine Valley College	\$319,159
Total Increase to the General Fund	<u>\$581,012</u>

<b>Total Budget Amendment</b>	<b><u>\$581,012</u></b>
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### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 18-04 to amend the FY 2017-2018 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION NO. 18-04**

March 26, 2018

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$581,012 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2017-2018 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8600	State Revenue	\$ 581,012
		<b><u>\$ 581,012</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$ 71,642
2000	Classified Salaries	\$ 62,157
3000	Fringe Benefits	23,059
4000	Books and Supplies	1,000
5000	Other Operating Expenses & Services	370,550
6000	Capital Outlay	(59,064)
7000	Other Outgoing	111,668
		<b><u>\$ 581,012</u></b>
<b>Total Budget Amendment</b>		<b><u>\$ 581,012</u></b>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2017-2018

GENERAL FUND

**RESOLUTION NO. 18-04**

March 26, 2018

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Thomas Fallo, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$581,012 duly and regularly adopted by the said Board at a regular meeting thereof held on March 26, 2018.

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

---

Thomas Fallo  
Secretary to the Board of Trustees

**TO:** Board of Trustees

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

**RE:** SOCCCD: February 2018 Change Orders/ Amendments

**ACTION:** Ratification

---

### **BACKGROUND**

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

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A.	<u>Hillcrest Contracting, Inc.</u> Irvine Valley College Barranca Entrance Project – Construction Services Change Order No. 2 – For correction due to accounting error. SOCCCD	\$2.00	\$1,263,826.18

South Orange County Community College District  
 Barranca Entrance Road Project  
 Bid No. 325  
 Board Change Order No. 2  
 February 5, 2018

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
325	General Contractor	Hillcrest Contracting		\$1,465,770.00	-\$201,945.82	\$2.00	\$1,263,826.18	85
		1467 Circle City Drive Corona, CA 92879	<b>TOTAL</b>	<b>1,465,770.00</b>			<b>1,263,826.18</b>	<b>85</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	2/5/2018	Correction of accounting error from Field Order 014A.	by Contractor	reviewed	\$2.00	0
		TOTAL THIS CHANGE ORDER REQUEST			\$2.00	0

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

Purchase orders \$5,000 and above amounting to \$409,962.74 and an additional 340 purchase orders below \$5,000 amounting to \$185,518.50 for a combined total of \$595,481.24 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B.)

The district processed 1,174 checks in the amount of \$9,114,580.72 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C.)

**RECOMMENDATION**

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



# South Orange County Community College District

EXHIBIT A  
Page 1 of 1

## Purchase Order Ratification (Supplier)

February 8, 2018 through March 6, 2018

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P184755	Bio-Rad Laboratories	Class materials for IVC Biology	8,757.75
P184817	CDW Government	ATEP/IDEA phones.	29,826.44
P184767	CDW Government	Laptops for IVC	22,001.78
P184842	Fisher Scientific Company	IVC Chemistry equipment	22,746.55
P184711	Fisher Scientific Company	Class materials for SC Health Sciences	8,980.37
P184712	Fisher Scientific Company	Class materials for SC Health Sciences	7,806.49
P184672	Fisher Scientific Company	Class materials for SC Health Sciences	5,179.71
P184897	Geoprime Minerals	Class materials for SC Geology	17,099.50
P184597	Pacific Coast Entertainment	Technology equipment for IVC Performing Art Center	64,081.91
P184820	Pasco Scientific	Instructional equipment for IVC Physical Sciences	113,577.90
P184783	Systems Source	Storage cabinets for SC audiovisual backroom	6,429.04
P184795	The Quantum Group	Promotional items for SC Financial Aid	5,141.35
P184886	Tuttle-Click Ford	SC Campus Police vehicle	30,803.70
P184797	United Interiors	Ergonomic chairs for SC Financial Aid	8,677.11
P184803	United Interiors	Ergonomic chairs for SC Admissions & Records	7,694.00
P184768	Us Markerboard Brite Visual Products	Display cases for SC Fine Arts	30,069.42
P184522	Wasp Barcode Technologies	Label printer for SC Technology	5,493.30
P184648	Wells Fargo #2785	SC academic advertising on Google AdWords	5,000.00
P184649	Wells Fargo #2785	SC academic advertising on Facebook and Instagram	5,000.00
P184710	ZOLL Medical Corporation	Class materials for SC Health Sciences	5,596.42
<b>Total Purchase Orders \$5,000 and above</b>			<b>409,962.74</b>
<b>340 Purchase Orders Under \$5,000</b>			<b>185,518.50</b>
<b>Total Purchase Orders</b>			<b>595,481.24</b>



# South Orange County Community College District

EXHIBIT B  
Page 1 of 1

## Purchase Order Ratification (Amount)

February 8, 2018 through March 6, 2018

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P184820	Pasco Scientific	Instructional equipment for IVC Physical Sciences	113,577.90
P184597	Pacific Coast Entertainment	Technology equipment for IVC Performing Art Center	64,081.91
P184886	Tuttle-Click Ford	SC Campus Police vehicle	30,803.70
P184768	Us Markerboard Brite Visual Products	Display cases for SC Fine Arts	30,069.42
P184817	CDW Government	ATEP/IDEA phones.	29,826.44
P184842	Fisher Scientific Company	IVC Chemistry equipment	22,746.55
P184767	CDW Government	Laptops for IVC	22,001.78
P184897	Geoprime Minerals	Class materials for SC Geology	17,099.50
P184711	Fisher Scientific Company	Class materials for SC Health Sciences	8,980.37
P184755	Bio-Rad Laboratories	Class materials for IVC Biology	8,757.75
P184797	United Interiors	Ergonomic chairs for SC Financial Aid	8,677.11
P184712	Fisher Scientific Company	Class materials for SC Health Sciences	7,806.49
P184803	United Interiors	Ergonomic chairs for SC Admissions & Records	7,694.00
P184783	Systems Source	Storage cabinets for SC audiovisual backroom	6,429.04
P184710	ZOLL Medical Corporation	Class materials for SC Health Sciences	5,596.42
P184522	Wasp Barcode Technologies	Label printer for SC Technology	5,493.30
P184672	Fisher Scientific Company	Class materials for SC Health Sciences	5,179.71
P184795	The Quantum Group	Promotional items for SC Financial Aid	5,141.35
P184648	Wells Fargo #2785	SC academic advertising on Google AdWords	5,000.00
P184649	Wells Fargo #2785	SC academic advertising on Facebook and Instagram	5,000.00
<b>Total Purchase Orders \$5,000 and above</b>			<b>409,962.74</b>
<b>340 Purchase Orders Under \$5,000</b>			<b>185,518.50</b>
<b>Total Purchase Orders</b>			<b>595,481.24</b>



## South Orange County Community College District

EXHIBIT C

Page 1 of 1

### Check Ratification

February 8, 2018 through March 6, 2018

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,037	7,625,392.37
07 IVC Community Education	6	106,440.64
09 SC Community Education	8	4,221.43
12 Child Development	5	1,669.83
40 Capital Outlay	53	713,015.72
68 Self Insurance	2	5,452.02
71 Retiree Benefit	2	506,388.46
95 SC Associated Student Government	14	94,555.42
96 IVC Associated Student Government	47	57,444.83
Total	1,174	9,114,580.72

**TO:** Board of Trustees

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

**RE:** SOCCCD: February 2018 Contracts

**ACTION:** Ratification

---

### **BACKGROUND**

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

### **STATUS**

During February 2018, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved a total of 60 total contracts, following review by legal counsel, when appropriate.

Contract summaries have been provided for 19 contracts between \$5,000 and \$100,000 (EXHIBIT A), amounting to \$538,055.84. For contract values under \$5,000, an additional 39 contracts were processed amounting to \$64,225.76. The contracts combined total value of \$602,281.60 are submitted to the Board of Trustees for ratification, along with an additional 2 contracts with zero dollar value (EXHIBIT B).

### **RECOMMENDATION**

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



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

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

<u>OneSource Virtual, Inc.</u> Professional Services Agreement (Amend No. 2) – No cost extension for consulting services regarding the Workday Absence and Time Tracking software implementation from 4/5/2017 to 4/20/2018. District Services	\$95,000.00
<u>Taylor Tennis Courts, Inc.</u> Construction Agreement (Amend No 1) – To provide additional services to remove surface coating and acid wash for \$3,800.00 for a revised contract total of \$71,799.50. Irvine Valley College	\$71,799.50
<u>Little Diversified Architectural Consulting, Inc.</u> Architectural Services – To provide architectural services for the Accessibility Upgrades Phase 1 Project from 11/1/2017 to 8/15/2019. Irvine Valley College	\$65,000.00
<u>S&amp;B Foods, Inc.</u> Food Services Operations Agreement (Amend No 1) – To extend cafeteria and catering services from 6/30/2018 to 6/30/2019. Saddleback College	\$48,000.00 Revenue
<u>Walter P. Moore and Associates, Inc.</u> Engineering Services Agreement – To provide engineering services for the Library Exterior Renovation Project from 12/14/2017 to 12/19/2019. Irvine Valley College	\$41,500.00
<u>Davison &amp; Moore LLC</u> Construction Services Agreement – To provide carpet installation in the Student Service Center from 3/19/2018 to 3/23/2018. Irvine Valley College	\$33,635.68
<u>CDW-Government</u> Software License Agreement – A subscription of VMWare Horizon to support Virtual Desktop Infrastructure from 2/1/2018 to 1/31/2019. Irvine Valley College	\$33,553.00
<u>Quick Caption, Inc.</u> Professional Services Agreement (Amend No. 1) – To provide additional captioning services of \$25,000.00 for hearing impaired students for a total contract value of \$30,000.00 from 7/1/2017 to 6/30/2018. Irvine Valley College	\$30,000.00

<u>PPL, Inc.</u> Professional Services Agreement – To provide consulting services to the Interim Chancellor and Board of Trustees in the Chancellor search process from 1/1/2018 to 12/31/2018. District Services	\$30,000.00
<u>Hotel Irvine</u> Facility Use and Catering Agreement – To provide meeting space and catering services for the Chancellor interview process from 2/27/2018 to 3/1/2018. District Services	\$20,000.00
<u>Koury Engineering &amp; Testing, Inc.</u> Geotechnical and Testing and Special Inspection Services Agreement – To provide geotechnical inspection of the Monument Signs Replacement Project from 2/10/2018 to 2/9/2019. Irvine Valley College	\$14,002.00
<u>Community College League of California Library Consortium</u> Membership Agreement – For online subscriptions to be used in library from 1/29/2018 to 1/28/2019. Irvine Valley College	\$11,230.50
<u>Point and Click Solutions, Inc.</u> Maintenance and Support Agreement – To support the Electronic Health Record and Practice Management Systems from 1/1/2018 to 12/31/2018. Saddleback College	\$10,025.00
<u>Latino Center for Prevention and Action in Health and Welfare</u> Independent Contractor Agreement – To provide foster parent training through the Foster and Kinship Care Education program from 1/2/2018 to 6/30/2018. Saddleback College	\$6,950.00
<u>Feet First Eventertainment, Inc.</u> Service Agreement – To provide team building activities for Classified Staff Development Day on 3/22/2018. Saddleback College	\$6,400.00
<u>The Mathworks, Inc.</u> Software Licensing Agreement – A data analyzing and modeling software used by Math and Engineering departments from 3/1/2018 to 7/31/2019. Irvine Valley College	\$5,960.16
<u>Automotive Marketing Consultants, Inc.</u> Facility Use Agreement – To rent of a portion of the Orange County Great Park for Classified Staff Development Day on 3/22/2018. Saddleback College	\$5,000.00
<u>Mission Automotive Equipment &amp; Lifts</u> Independent Contractor Agreement – To provide quarterly maintenance of compressor used in Automotive Technology from 5/1/2018 to 5/1/2020. Saddleback College	\$5,000.00

<u>TM Software, Inc.</u> Professional Services – For Training on Tidemark, a budgeting system, from 2/20/2018 to 2/27/2018.  District Services	\$5,000.00
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**February 2018**  
**Contracts with Values of \$0**

**CONTRACTOR NAME**

**CONTRACT AMOUNT**

<u>City of Irvine</u> Special Event Permit Application – For use of the Orange County Great Park for Classified Staff Development Day on 3/22/2018. Saddleback College	\$0.00
<u>Saddleback Memorial Medical Center</u> Educational Affiliation Agreement – To provide clinical placement for Health Science and Human Service students from 2/20/2018 to 12/31/2020. Saddleback College	\$0.00

**TO:** Board of Trustees

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

**RE:** SOCCCD: CCCT Board of Directors Election - 2018

**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 2018 will take place between March 10 and April 25. This year, there are five (5) seats up for re-election, with three incumbents running and two vacancies due to the three-term limit. The five 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 five vacancies on the CCCT Board of Directors. The five 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, May 3 – 6 in Valencia.

### **RECOMMENDATION**

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

Item Submitted by: *Thomas M. Fallo, Interim Chancellor*

DATE: February 27, 2018

TO: California Community College Trustees  
California Community College District Chancellors/Superintendents

FROM: Agnes Lupa, Member Resources Associate

SUBJECT: CCCT BOARD ELECTION — 2018

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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 five (5) seats up for re-election on the board, with three incumbents running and two vacancies due to the three-term limit.

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

The seven 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 February 9, 2018. This mailing includes the one official ballot to which each community college district is entitled, candidate statements, and biographical sketches of each candidate. Candidates' statements and bios will also be available on the League's website ([www.ccleague.org](http://www.ccleague.org)).

Please remember that:

- 1) ballots must be signed by the board secretary and board president or vice-president and include the name of your district; and*
- 2) ballot return envelopes must have no identifying information or signatures.*

Although it is not required, **you may want to send your ballots via certified mail as we will not have the ability to confirm receipt.**

Official ballots must be signed and returned to the CCCT Elections Committee, League office, with a **postmark dated no later than April 25**. A self-addressed return envelope is enclosed for your convenience. Faxed or emailed ballots will **not** be accepted. 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, May 3-6 in Valencia.

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:
  - Official Ballot and Return Envelope
  - Candidates' Biographic Sketches and Statements



**2018 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF FEBRUARY 9, 2018**

1. \*Ann Ransford, Glendale CCD
2. Eric Payne, State Center CCD
3. Greg Pensa, Allan Hancock CCD
4. Greg Bonaccorsi, Ohlone CCD
5. \*Brent Hastey, Yuba CCD
6. \*Don Edgar, Sonoma County CCD
7. Suzanne Woods, Palo Verde CCD

\* Incumbent



## CCCT 2018 BOARD OFFICIAL BALLOT

**Vote for no more than five (5) by checking the boxes next to the names.**

### NOMINATED CANDIDATES

*List order based on Secretary of State's February 9, 2018 random drawing.*

- ☐ \*Ann Ransford, Glendale CCD
- ☐ Eric Payne, State Center CCD
- ☐ Greg Pensa, Allan Hancock CCD
- ☐ Greg Bonaccorsi, Ohlone CCD
- ☐ \*Brent Hastey, Yuba CCD
- ☐ \*Don Edgar, Sonoma County CCD
- ☐ Suzanne Woods, Palo Verde CCD

\* Incumbent

### WRITE-IN CANDIDATES

*Type each qualified trustee's name and district on the lines provided below.*


**Board Secretary and Board President or Board Vice President must sign below:**

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

**District:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board**

\_\_\_\_\_  
**President or Vice President of the Board**



CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Glendale Community  
College District nominates Ms. Ann H. Ransford to be a  
candidate for the CCCT Board.

This nominee is a member of the Glendale 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**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Ann Ransford	DATE: January 15, 2018
ADDRESS: 1846 Caminito del Cielo	CITY & ZIP CODE: Glendale, CA 91208
PHONE: 818-549-9182 (home)	EMAIL: <a href="mailto:annransford@mac.com">annransford@mac.com</a>

**EDUCATION**

CERTIFICATES/DEGREES: BS San Jose State, MA Pacific Oaks (Pasadena)

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Retired Glendale Community College, Director of Communications, Marketing and Foundation

OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Glendale Community College District

YEARS OF SERVICE ON LOCAL BOARD: Nine (9) years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:  
President, Vice President, Clerk

**STATE ACTIVITIES**

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

President, President-elect, Vice-President and 5-year member of CCCT Board. Member FCMAT Board, Member Guided Pathways Advisory Group, Member Chancellor's Consultation Council, Presenter League Conventions.

**NATIONAL ACTIVITIES**

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

Annually attend the ACCT Congress and Legislative Conference and serve as the GCC Board representative to ACCT.

**CIVIC AND COMMUNITY ACTIVITIES**

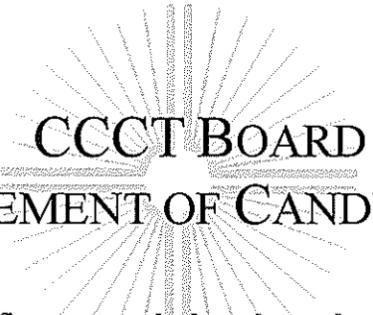
I served a 6-year term, including chair on the City of Glendale Parks, Recreation & Community Services Commission; and have been a member of the executive boards of the YWCA, YMCA, Chamber of Commerce, Rotary, Committee on Aging, Temple Sinai, Rose Float Association, Campbell Center, Career Encores and Life Services.

**OTHER**

Selected for inclusion as a trustee to serve on an ACCJC accreditation team.

I would very much like to continue my service and participation on the CCCT Board of the League.

I respectfully ask for your vote. Thank you.



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Ann Ransford

DATE: February 12, 2018

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.)**

CCCT and the League need to stay focused the next two years on implementation of Guided Pathways and Strong Workforce programs, development of a new funding formula, expansion of on-line education, seeking additional resources for the College Promise program, and most important – closing the achievement gap and increasing student success.

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.)**

As a community college educator, administrator, board member, and CCCT and League board member and leader, I have learned to ask key questions, identify solutions, and make sound policy decisions. There are differences among our 72 districts and I have a record of bringing people together for the common good.



# CCCT BOARD NOMINATION FORM 2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the State Center ☐ Community College District  
nominates Eric Payne ☐ to be a candidate for the CCCT Board.

This nominee is a member of the State Center ☐ 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 BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2018, along with the nominating form and statement of candidacy. Faxed and/or electronically mailed material will not be accepted.

### PERSONAL

NAME: Eric Payne	DATE: 2-15-18
ADDRESS: 2457 S. Lily	CITY & ZIP CODE: Fresno 93706
PHONE: 559-666-7644	EMAIL: eric.paynecmc@gmail.com

### EDUCATION

CERTIFICATES/DEGREES: B.S. and M.S. in biology (microbiology)
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### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Managing Partner, Toure Environmental Engineering
OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: State Center Community College District
YEARS OF SERVICE ON LOCAL BOARD: Five years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:  Board Secretary Legislative Committee

**STATE ACTIVITIES**

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

CCLC Advisory Committee on Educational Services  
CCLC African American Caucus President  
Excellence in Trusteeship Program Graduate (CCLC)  
ACCJC Accreditation Basics On-line Certificate

**NATIONAL ACTIVITIES**

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

ACCT Nominations Committee  
ACCT Public Policy Committee  
Presenter "Millennials Leading the Charge for Change" (ACCT in 2015)

**CIVIC AND COMMUNITY ACTIVITIES**

Fresno Rotary  
Fresno County Trustee Association  
Fresno Chamber of Commerce Education and Business Committee  
Central Valley Cultural Arts Coalition

**OTHER**

Founder, The Central Valley Urban Institute



## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Eric Payne

DATE:

2-15-18

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 major issues that I believe need to be addressed include:

On-line community college education  
Capital improvement and bond funding  
Student equity and student success  
College affordability (College Promise)

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 was elected to the State Center Community College District Board in 2012 and 2016. Serving our students continues to be a great honor. As elected trustees, we must focus on expanding opportunity and access for students. Strengthening our business education partnerships will create a better prepared 21st century workforce.



CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

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

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy: **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Gregory A. Pensa Date: February 8, 2018  
Address: 69 Ironwood Way  
City: Solvang, CA Zip: 93463  
Phone: 805-455-1751 (home) (office)  
E-Mail: gpensa@hancockcollege.edu

**EDUCATION**

Certificates/Degrees: A.A. Allan Hancock College, B.A. San Diego State University  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired  
\_\_\_\_\_  
Other: Petroleum Marketing and Asset Development Director.  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Allan Hancock College  
Years of Service on Local Board: 8  
Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
Two years Board Vice President and three years Board President.  
\_\_\_\_\_  
\_\_\_\_\_  
State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): Attended last three ACCT conferences as voting board member.

Help lead seminar with other colleges on the "Six Student Success Factors".

**CIVIC AND COMMUNITY ACTIVITIES**

Education related;

Excellence in Trusteeship

Solvang School Board Trustee 10 years, passed Mello Roos bond, built 6 classrooms & gym.

Santa Ynez High School, coached JV baseball.

Allan Hancock College Foundation board 9 years, helped pass \$180 million dollar bond.

Santa Barbara County School Boards Association, president elect 2017-18

Education Volunteer of the Year" 2004

**OTHER**

President-Election 2019, Santa Ynez Valley Rotary

"Man of the Year" The Valley Foundation 2013

Indigenous Development Coordinators-Founding Board member & Treasurer NGO in Philippines.

Valley Haven-Senior Day Care Center-Founding Board member.

Friendship House-Alzheimer's & Dementia Care-current President

Rotarian since 1980, Past President and multiple Paul Harris Award recipient.

Thru Rotary, delivered medical supplies to El Salvador & Philippines.

Buellton Business Men's Association, Past President

Pony League baseball, past president and coach.

## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Greg Pensa DATE: February 8, 2018

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.)**

Affordability and access. Access and affordability through Promise programs will lead to  
ensuring students can attend college. Access means getting students not only to an AA,  
but also to a bachelor's degree. Expanding the community college baccalaureate should  
be a key part of building an educated workforce in California.

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.)**

My time as an elected trustee and school board member showed me how we, as policy  
makers, are able to impact our communities. I have earned the Excellence in Trusteeship  
designation, a process that has exposed me to the policy initiatives that will expand  
access and affordability.



CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

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

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

  
\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD  
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: <b>Greg Bonaccorsi</b>	DATE: <b>February 9, 2018</b>
ADDRESS: <b>P.O. Box 489</b>	CITY & ZIP CODE: <b>Fremont, 94537</b>
PHONE: <b>(510) 813-4161</b>	EMAIL: <b>greg4ohlone@yahoo.com</b>

**EDUCATION**

CERTIFICATES/DEGREES: BA in Biology with a Minor in Mathematics (1986) - Humboldt State University

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: **7th/8th Grade Science Teacher - Fremont Unified School District**

OTHER: California Teachers Association Board of Directors, National Education Association Board of Directors, IISME Fellow

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: **Ohlone Community College District**

YEARS OF SERVICE ON LOCAL BOARD: **10 years (2008 - Present)**

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

Chair, Ohlone CCD Board of Trustees (2014-2015, 2018 - Present)  
Vice-Chair, Ohlone CCD Board of Trustees (2013-2014, 2016-2017)  
Member, Ohlone CCD Foundation Board (2013-2015, 2016-Present)  
Past Member, Ohlone CCD Audit Committee  
Past Member, Ohlone CCD Policy Sub-Committee  
Board Representative, Alameda County School Boards Association (2008-Present)

#### STATE ACTIVITIES

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

Elected Director, California Teachers Association (CTA) Board of Directors  
CTA Governance Documents Committee  
CTA Policy and Organizational De  
Legislative Contact to State Senator Weichowski

#### NATIONAL ACTIVITIES

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

Elected Past Director, National Education Association (NEA) Board of Directors  
Legislative Contact to Rep. Eric Swalwell

#### CIVIC AND COMMUNITY ACTIVITIES

Past Member, Fremont Unified School District Financial Advisory Committee  
Past Member, Fremont Youth Symphony Board of Directors  
Member, League of Women Voters for Fremont, Newark, and Union City  
Member (On Leave), Ohlone Wind Orchestra  
Member, Tri-Cities Democratic Forum  
Member, Alameda County Central Labor Council

#### OTHER

Who's Who Among America's Teachers (1995)  
Member, The Honor Society of Phi Delta Kappa  
Member, The Honor Society of Phi Kappa Phi



## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME:

Greg Bonaccorsi

DATE:

February 9, 2018

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.)**

It is my position that the League must continue to be a strong advocate for and coordinate its actions with other allied agencies for publicly funded California Community Colleges so that these institutions of higher education can continue to meet the demands of our ever-increasing and diverse student population.

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.)**

My background as a public school teacher and a life-long public education advocate have prepared me well by providing the context and the connections needed to focus on meeting student needs through the goals of the CCCT Board of the League. Now is the time for action.

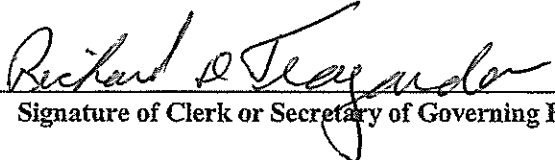
## CCCT BOARD NOMINATION FORM 2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Yuba \_\_\_\_\_ Community  
College District nominates Brent Haste \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the Yuba \_\_\_\_\_ 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 BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

Name: Brent Hastey Date: \_\_\_\_\_  
Address: 3024 Plumas-Arboga Road  
City: Olivehurst Zip: 95961  
Phone: 530-741-3223 530-400-1992  
(home) (office)  
E-Mail: bhastey@gmail.com

### EDUCATION

Certificates/Degrees: AA Yuba College  
BS Golden Gate University

### PROFESSIONAL EXPERIENCE

Present Occupation: Owner of Plumas Lake Self Storage  
President, Association of California Water Agencies; Chairman of the Board of the Yuba County Water Agency.  
Other: Adjunct Instructor for Central Texas College  
\_\_\_\_\_  
\_\_\_\_\_

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Yuba Community College District  
Years of Service on Local Board: 10 years  
Offices and Committee Memberships Held on Local Board: Board President 2012 & 2013; Board Vice President, 2011;  
Clerk of the Board 2010; Governing Board's Policy and Finance Committee 2013 & 2014;  
Board's Audit Committee 2015; Board's Facilities Committee 2016, & 2017  
  
*State Activities (CCCT and other organizations boards, committees, workshop presenter;*  
*Chancellor's Committees, etc* Workshop Presenter with YCCD Chancellor Douglas Houston at: (1) 2013 CCLC Trustee  
Conference Presentation: New Trustee Orientation; (2) 2013 Rural Community College Alliance Presentation: A Rural  
Community College Collaborate; (3) 2014 CCLC Annual Convention Presenter: Trustee Roles in the Accreditation Process;  
(4) 2014 ACCJC Cerritos College Accreditation Team; (5) Board Training Sessions for Pasadena City College and El Camino CCD;  
Member of IEPI Advisory Committee; Current Board Member of CCCT

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

(1) Director of Yuba County Water Agency; (2) Bank of Feather River Director

(3) Public Member of the Yuba County Local Agency Formation Commission (LAFCO)

(4) Yuba Feather Rivers Rotary Club, Past President; (5) Yuba County Board of Supervisors 1993-2001

(6) Sacramento Area Council of Governments, Past Chairperson; (7) Rotary District Governor Designee 2020-2021

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**OTHER**

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## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey DATE: 1/30/2018

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.)**

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve student success rates and to improve access, affordability and services for all. I will also work towards a fuller integration of technology to better serve student needs.

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 bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU, and the private sector to create clear and open pathways for improved student success.




CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Sonoma County \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ Donald S. Edgar \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Sonoma 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

**CCCT BOARD  
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Donald S. Edgar Date: January 11, 2018  
Address: 408 College Avenue  
City: Santa Rosa Zip: 95401  
Phone: (707) 799-4090  
(home)(office)  
E-Mail: don@classattorneys.com

**EDUCATION**

Certificates/Degrees: University of California School of Law, Los Angeles, CA Juris Doctor, May 1988  
University of California, San Diego, CA, Bachelor of Science, Management Science, May 1981  
Santa Rosa Junior College, Santa Rosa, CA, Associate of Arts, May 1979

**PROFESSIONAL EXPERIENCE**

Present Occupation: Attorney at Law, Edgar Law Firm  
  
Other: Member, State Bar of California. Member, Bar of The District of Columbia.  
Member, American Bar Association. Member, United States Supreme Court Bar Association  
Member, Sonoma County Bar Association. Member Association of Trial Lawyers of America (AAJ).  
Member, California Trial Lawyers Association (COAC). Member, Sonoma County Trial  
Lawyers Association. Member Consumer Attorneys Association of Los Angeles

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Santa Rosa Junior College  
Years of Service on Local Board: Nine  
Offices and Committee Memberships Held on Local Board: Board President 2015. Board Clerk 2011-2013  
SRJC Foundation Board 2009/10-2014/15 terms. Board Vice President 2013-2015  
Bear Cub Athletic Trust Board 2009/10-2014/15 Terms. Board Facilities Committee 2014-2017  
  
*State Activities (CCCT and other organizations boards, committees, workshop presenter;  
Chancellor's Committees, etc.)*  
CCCT Board 2015-2018

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

Board Member, Board of Community Services, City of Santa Rosa, 1994-98. Member, Active 20/30 International #50 1989-98

President, Sonoma County Taxpayers' Association 1993. Board Member, Santa Rosa Thursday Night Market Association 1993

Vice President, Santa Rosa Downtown Association, 1993. Board Member, Sonoma County Legal Services Foundation

Board Member, Petaluma Fair Board (appointed by Gov. Pete Wilson) 1998-02. Board Member, Sonoma County Teen Court

Soccer Coach, Annadel Youth Soccer League, 1999, 2003, 2004. Judge Pro Tem, Sonoma County Superior Court

Adjunct Professor, Sonoma State University (Business Law) 1989-91. Board of Directors, Neptune Swimming

Diocesan Pastoral Council, Diocese of Santa Rosa 2011-13. Board Member, Sonoma County Bar Association

Board of Trustees, Cardinal Newman Highschool 2011/12-2014/15 Terms. Board Finance Committee, Cardinal Newman Highschool 2011/15-2014/15 Terms. Buildings and Grounds Committee, Cardinal Newman Highschool 2011/12-2014/15 Terms

**OTHER**

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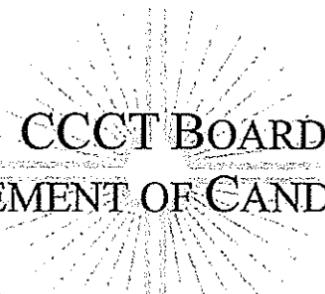
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CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2018 along with the nomination form and biographic sketch form. Faxed and/or electronically mailed material will not be accepted.

CANDIDATE'S NAME: Donald S. Edgar DATE: 1-11-18

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 success of our colleges can be measured by actual positive outcomes  
by students in job placement and successful transitions to four year  
universities. Focusing on necessary outcomes of certificate completion  
and graduation and improving access for all by reducing and  
eliminating barriers are important for CCCT and the League

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 can contribute to further develop a culture of sharing and collegiality among  
the districts and California Universities, especially as to recognizing  
sharing and exchanging best practices toward strengthening transfer  
opportunities, certificate training, and enhancing and broader utilization  
of technology to improve access, contain costs, and increase student  
success



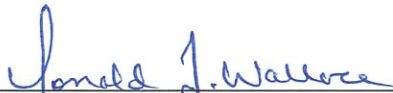
CCCT BOARD  
NOMINATION FORM  
2018

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Palo Verde Community  
College District nominates Suzanne P. Woods to be a  
candidate for the CCCT Board.

This nominee is a member of the Palo Verde 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  
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2018**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

Name: Suzanne P. Woods Date: 01/31/2018  
Address: 180 N. Hickory Road  
City: Blythe Zip: 92225  
Phone: 760-408-4199  
(home) (office)  
E-Mail: Suzzq1969@aol.com

**EDUCATION**

Certificates/Degrees: Master's Degree in Leadership, Bachelor's Degree in Business Administration, Associate Degree in General Studies

**PROFESSIONAL EXPERIENCE**

Present Occupation: Supervisor of Admissions and Records, Southwestern Community College  
Other: Director of Financial Aid and Scholarships, Palo Verde College  
Admissions and Records Specialist, Palo Verde College  
Admissions and Records Technician I & II, Palo Verde College

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Palo Verde Community College  
Years of Service on Local Board: 3 years  
Offices and Committee Memberships Held on Local Board: Vice President--2017, President--2018

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc) \_\_\_\_\_

I have never had the opportunity to serve on CCCT or other organizations, etc. \_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): I have never had  
the opportunity to serve on ACCT board, committees, etc.

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**CIVIC AND COMMUNITY ACTIVITIES**

CSEA Chapter 180 Vice President

CSEA Chapter 180 Treasurer

CSEA Chapter 180 Professional Growth

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**OTHER**

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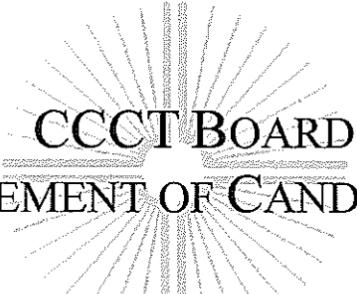
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CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2018** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Suzanne P. Woods DATE: 01/31/18

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.)**

Guided pathways/implementation and success

Student achievement/completion

Online college/campus/new funding formula

Economic insecurity and financial aid, gaining trust from the community

Transfer concerns/offering a baccalaureate degree at CC

Allocation of scarce resources; Data continuity and integrity

Education attainment/achievement gap

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.)**

Training and awareness of the new initiatives and changes that occur throughout  
the State would be helpful for new and old board members. In my experience  
board members may not know what faculty, staff, and administrators face  
when a new change occurs on the State level and how it affects the college.

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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### **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 20, 2018. The award, if any, will be presented on Wednesday, May 16, 2018 during the OCSBA Annual Dinner meeting at the Orange County Hilton Hotel in Costa Mesa.

### **RECOMMENDATION**

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

Item Submitted By: *Thomas M. Fallo, Interim Chancellor*



# Orange County School Boards Association

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

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March 9, 2018

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

FROM: Rosemary Saylor, Chair, Maureen DiMarco Award Committee

SUBJECT: **2018 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 20, 2018**. The award, if any, will be presented on Wednesday, May 16, 2018, during the OCSBA Annual Dinner meeting at the Orange County Hilton Hotel in Costa Mesa.

Please submit all award nominations to [ocsba@ocde.us](mailto:ocsba@ocde.us). If you have any questions, please contact Rosalee Hormuth at (714)708-4980 or Thea Savas at (714)966-4336.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents and Chancellors



## Orange County School Boards Association

### 2018 Maureen DiMarco Award Nomination Form



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 California School Boards Association, and President of Orange County School Boards Association.

Criteria includes:

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

**Submit the completed nomination form and attachments by Friday, April 20, 2018 to:**

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

Name of Nominee \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

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.**

The award, if any, shall be presented during the OCSBA Annual dinner meeting on May 16, 2018 at the Orange County Hilton in Costa Mesa. Confidentiality of the selection shall be maintained by the committee until presentation of the award.



## **Maureen DiMarco Award Past Recipients**

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

*\*Deceased*

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adjourn April 23, 2018 Regular Meeting of the Board of Trustees to April 30, 2018

**ACTION:** Approval

---

### **BACKGROUND**

In accordance with Government Code Section 54955 and pursuant to the revised Timeline for the Chancellor's Search 2017-2018, the final interviews with the Board of Trustees have been rescheduled to Monday, April 9 and Tuesday, April 10, 2018.

Consequently, the Regular Board Meeting has been tentatively adjourned to April 30, 2018 in order to discuss, in closed session, the chancellor search finalists and to decide whether to conduct site visits. The board will also decide whether to hold further interviews with the desired candidate and/or if an offer will be made. The Board will authorize board president, Vice Chancellor of Human Resources and/or Interim Chancellor to negotiate and finalize employment agreement.

### **STATUS**

The Board of Trustees is being requested to revisit the date set for the Regular Meeting scheduled on April 23, 2018 and vote to adjourn the Regular Meeting to April 30, 2018, in order to comply with the chancellor's search timeline.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adjourn the date for the April 2018 Regular Meeting in compliance with the Chancellor's Search Timeline 2017-2018 in accordance with Government Code Section 54955.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-5618 Credit by Examination - Specific Course Credit, BP-5402 Associated Students' Finance, BP-5640 Service Animals, BP-3401 Animals or Pets on Campus, BP-4003 Nepotism

**ACTION:** Review and Study

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### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on March 15, 2018 for review and recommendation to the Interim Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

5618

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## CREDIT BY EXAMINATION - SPECIFIC COURSE CREDIT

A student may qualify for credit by examination for courses in a current South Orange County Community College District catalog for which he/she appears to be reasonably qualified by training or experience.

A student may qualify for credit through articulation in Career Technical Education courses as prescribed by Administrative Regulations 5618 and 6110.

### *Reference:*

*Title 5, Calif. Code of Regulations, Section 55050, 55051*

Adopted: 05-15-89  
Technical Update: 04-26-99  
Revised: 01-20-11  
Revised: 05-16-16

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~5402~~5420

STUDENTS

## ASSOCIATED STUDENTS' FINANCE

Associated Students' funds shall be deposited and disbursed under the supervision and approval of college official(s) designated by the College President and approved by the Chancellor.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students; an annual budget approved by the SOCCCD Board of Trustees; and subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The College President or designee;
- The employee who is the designated advisor of the particular student body organization; and
- A student representative of the student body organization.

The funds of the Associated Students' organizations shall be subject to an annual audit.

### *Reference:*

*Education Code Sections 76063-76065*

Adopted: 1-12-70

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 6-28-10

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

56403440

STUDENTS BUSINESS

## SERVICE ANIMALS

It is the policy of the South Orange County Community College District to permit qualified individuals with disabilities to use service animals in campus facilities and on campuses. The purpose of this policy is to ensure that qualified individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability. This policy is established pursuant to the Americans with Disabilities Act of 1990 (ADA). The definition of service animal is to include only dogs and miniature horses.

### *Reference:*

*Americans Disabilities Act, Title I, II & III*

*Rehabilitation Act, Section 504*

*California Civil Code, Section 54 et seq.*

*28 Code of Federal Regulations, Part 35, 36*

*29 Code of Federal Regulations, 1630.2*

# BOARD POLICY

# 3401

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## ANIMALS OR PETS ON CAMPUS

Domestic animals or pets of any kind are not allowed ~~upon~~ **on** the campus of any college except as described herein. This restriction also applies to animals or pets confined in any vehicle parked within a college boundary. In connection with special class assignments or events, a ~~College-college President-president~~ or an appointed designee may grant approval to an student individual to bring an animal or pet on campus. When such approval is granted, the ~~student individual~~ shall control and supervise the animals or pet at all times while on campus. This policy does not apply to the use of a service animal, specifically trained to perform ~~a specific work or a series of~~ tasks related to the disability of an individual or the instructional use of animals or animals indigenous to the college grounds as promulgated in BP-3440 Service Animals and AR-3440 Service Animals.

### *Reference:*

*California Education Code, Section 70902*

Adopted: 3-28-77  
Revised: 5-23-88  
Revised: 4-26-99  
Revised: 9-29-03  
Revised: 2-28-11

# BOARD POLICY

# 4003

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## NEPOTISM

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code) in the same department, or division/school, with the exception that they shall not be assigned to a regular position within the same department, division/school, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner as defined by Family Code).

Immediate family means spouse, domestic partner as defined by Family Code, parents, grandparents, siblings, children, step-children, grandchildren, and in-laws, or any other individual living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family members in the same department, division/school, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

### *Reference:*

*Government Code, Section 12920 et seq., 1090 et seq.*

*Family Code, Section 297 et. seq.*

Adopted:	02-26-68	Revised:	04-26-99	Revised:	04-25-16
Revised:	02-24-75	Revised:	11-19-02	Revised:	05-15-17
Revised:	04-10-89	Revised:	11-14-05		
Revised:	02-28-94	Reviewed:	06-06-11		

**TO:** Board of Trustees

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

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

**ACTION:** Discussion and Approval

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### **BACKGROUND**

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

### **STATUS**

Six board policies are presented to the Board of Trustees for discussion and approval. The new language to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on February 15, 2018 for review and recommendation to the Interim Chancellor. Board policies BP-3002 Audits and BP-3206 Security for District Property reflect changes made from the February 26, 2018 board meeting.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the board policies as shown in EXHIBITS A through F.

# BOARD POLICY

# 3002

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## AUDITS

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

### *Reference:*

*Education Code Section 84040(b)*

*Title 5, Sections 59102, 59106*

*ACCJC Accreditation Standard III.D.7*

# BOARD POLICY

# 3206

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## SECURITY FOR DISTRICT PROPERTY

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

*Reference:*

*Education Code Section 81600 et seq.*

# BOARD POLICY

# 4081

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PAYROLL DEDUCTIONS

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

Adopted: 3-10-69

Revised: 4-10-89

Revised: 4-26-99

Revised: 5-24-04

Revised: 1-31-05

Revised: 8-29-11

# BOARD POLICY

# 5150

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

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

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

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

### *References:*

*Education Code Section 69640-69656*

*Title 5 Sections 56200 et seq.*

# BOARD POLICY

5240

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ASSOCIATED STUDENTS' ORGANIZATION

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

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

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

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

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

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

### *Reference:*

*Education Code Section 76060*

# BOARD POLICY

# 5401

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STANDARDS OF STUDENT CONDUCT

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

### *Reference:*

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

Adopted: 3-21-88

Revised: 5-15-89

Technical Update: 4-26-99

Revised: 3-28-11

**TO:** Board of Trustees

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

**RE:** SOCCCD: Retiree OPEB Trust Actuarial Report and Recommended Funding

**ACTION:** Approval

---

### **BACKGROUND**

GASB requires an actuarial valuation for retiree benefits to be performed every 2 years, however SOCCCD has chosen to complete them annually. In January, 2017, the District consultant, Nyhart Company, completed the 2017 actuarial study for retiree benefits. The Actuarial Accrued Liability (AAL) was \$102.7 million and the plan assets were valued at \$103.0 million. This resulted in a net actuarial accrued asset of \$0.3 million.

### **STATUS**

In January 2018, Nyhart Company completed the 2018 actuarial report for retiree benefits. The AAL is \$110.2 million and the value of the plan assets is \$116.2 million resulting in a net actuarial accrued asset of \$6.0 million.

The normal cost to fund the current year accrual for active employees is calculated at \$4.9 million. This amount will be allocated from Basic Aid funds for FY 2018-2019 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 Interim Chancellor recommends that the Board of Trustees accept Nyhart Company's 2018 actuarial report and allocate \$4.9 million to fund the normal cost for FY 2018-2019.



nyhart

# **South Orange County Community College District**

**OPEB Actuarial Valuation  
Retiree Health Program  
As of January 1, 2018**

**South Orange County Community College District**  
**OPEB Actuarial Valuation**  
**Retiree Health Program**  
**As of January 1, 2018**

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## ***SECTION I. EXECUTIVE SUMMARY***

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### Background

The South Orange County Community College District (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). 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 may also serve as the basis for complying with GASB 75 applicable for the fiscal year ending June 30, 2018.

SOCCCD currently provides a contribution towards health benefits to approximately 340 retired employees. In addition, there are approximately 947 active employees earning service credit for eligibility for future retiree health benefits. 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 IV of the report details the plan provisions that were included in the valuation and the current premium costs for coverage.

### Results of the Retiree Health Valuation

We have determined that the amount of the present value of the projected SOCCCD contributions (actuarial liability) for OPEB benefits, as of January 1, 2018, the valuation date, is \$152,402,208. This amount is based on a discount rate of 6.0%. 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 6.0% 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.

If the amount of the actuarial liability is apportioned into past service, current service and future service components; the past service component (actuarial accrued liability now referred to as Total OPEB Liability) is \$110,209,323, the current service component (normal cost or current year accrual) is \$4,615,125 and the future service component (not yet accrued liability) is \$37,577,760.

### Actuarially Determined Contribution (ADC)

The actuarially determined contribution (ADC) assuming SOCCCD's funding policy is to fund the normal cost (current accrual for benefits being earned) plus an amortization of the unfunded accrued liability or net OPEB liability over 10 years (on a level dollar basis) is equal to \$4,751,562 for the fiscal year ending June 30, 2018.

### Funding

SOCCCD has established a GASB eligible trust to pre-fund for its retiree health benefits. The market value of assets in the trust is equal to \$116,227,289 as of December 31, 2017. The actuarial value of assets is equal to the market value of assets. The net (unfunded accrued) OPEB liability/(surplus) at January 1, 2018 is (\$6,017,966). The funded ratio of the plan is 105%.

The SOCCCD investment policy and current asset allocation supports a 6% long term rate of return on plan assets after expenses so the results of the valuation were based on a 6% discount rate.

### Changes from Prior Valuation

The valuation reflects updated plan, census and rate information. In addition, in 2017 SOCCCD implemented an early retirement incentive program. The valuation reflects the impact of employees retiring under the program. A reconciliation of the change in the actuarial liability (AL) from the prior valuation is provided in the following table:

<b>January 1, 2017 Valuation @6%</b>	<b>\$142.3 Million</b>
Estimated increase due to passage of time (interest on the 1/1/2017 AL less estimated benefit payments paid from 1/1/2017 to 12/31/2017)	4.0 Million
Decrease due to healthcare cost less than assumed (approximately 2% less than assumed on average)	( 3.2 Million)
Increase due to new entrants (not included in prior valuation)	4.2 Million
Increase due to demographic experience different than assumed (includes retirement, termination and mortality)	3.4 Million
Increase due to the impact of the early retirement incentive program	<u>1.7 Million</u>
<b>January 1, 2018 Valuation @6%</b>	<b>\$152.4 Million</b>

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

<b>January 1, 2017 Valuation @6%</b>	<b>\$102.7 Million</b>
Estimated increase due to passage of time (interest on the 1/1/2017 AAL less estimated benefit payments paid from 1/1/2017 to 12/31/2017 plus normal cost accrual for 1/1/2017 to 12/31/2017)	6.2 Million
Decrease due to healthcare cost less than assumed (approximately 2% less than assumed on average)	( 2.5 Million)
Increase due to new entrants (not included in prior valuation)	0.0 Million
Increase due to demographic experience different than assumed (includes retirement, termination and mortality)	1.6 Million
Increase due to the impact of the early retirement incentive program	<u>2.2 Million</u>
<b>January 1, 2018 Valuation @6%</b>	<b>\$110.2 Million</b>

### Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VI of the report. To the extent that 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. Another key assumption used in the valuation is the discount (interest) rate which is based on the expected rate of return of plan assets. Sensitivity for a 1% increase and decrease in the healthcare trend rates and for a 1% increase and decrease in the discount rate is provided in Section II-G.

GASB requires that implicit rate subsidies be considered in the valuation of medical costs. An implicit rate subsidy occurs when the rates for retirees are the same as for active employees. Since pre-Medicare retirees are typically much older than active employees, their actual medical costs are almost always higher than for active employees. The valuation results were determined using an estimate of the expected costs associated with retired employees.

Scheduled to take effect in 2020, the "Cadillac Tax" is a 40% non-deductible excise tax on employer-sponsored health coverage that provides high-cost benefits. For insured plans, the insurance company is responsible for payment of the excise tax. For self-funded plans, the employer is responsible for payment of the excise tax. The valuation does not include any additional liability for the Cadillac Tax. Any impact is currently determined to be de minimis.

The valuation is based on the census 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.

## SECTION II. FINANCIAL RESULTS

### 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.

	Admin With Board Mbrs	Faculty	Classified	Classified Leadership	POA	Total
1. Actuarial Liability (Present Value of Benefits)						
Actives	\$ 6,782,899	\$ 65,830,850	\$12,695,110	\$11,041,922	\$325,148	\$ 96,675,929
Retirees	<u>4,266,009</u>	<u>36,014,386</u>	<u>1,710,923</u>	<u>13,690,965</u>	<u>43,996</u>	<u>55,726,279</u>
Total	\$11,048,908	\$101,845,236	\$14,406,033	\$24,732,887	\$369,144	\$152,402,208
<i>Post 65 Coverage</i>						<i>\$113,504,005</i>
2. Total OPEB Liability (TOL)						
Actives	\$ 3,583,638	\$ 37,515,453	\$ 7,588,622	\$ 5,620,205	\$175,126	\$ 54,483,044
Retirees	<u>4,266,009</u>	<u>36,014,386</u>	<u>1,710,923</u>	<u>13,690,965</u>	<u>43,996</u>	<u>55,726,279</u>
Total	\$ 7,849,647	\$ 73,529,839	\$ 9,299,545	\$19,311,170	\$219,122	\$110,209,323
<i>Post 65 Coverage</i>						<i>\$ 86,574,133</i>
3. Normal Cost	\$ 376,005	\$ 2,976,744	\$ 612,529	\$ 631,458	\$ 18,389	\$ 4,615,125
<i>Post 65 Coverage</i>						<i>\$ 2,999,201</i>
No. of Actives*	42	389	409	98	9	947
Average Age	52.8	50.0	47.0	52.9	50.1	49.1
Average Past Service	7.5	10.8	10.1	8.7	5.5	10.1
No. of Retirees	26	237	20	56	1	340
Average Age	75.2	73.7	62.6	71.3	N/A	72.7
Average Retirement Age	64.2	63.1	61.1	60.3	N/A	62.6

\* Counts exclude 7 active Board Members and 4 retired Board Members who may continue benefits at retirement.

### B. Reconciliation of Market Value of Plan Assets

The reconciliation of Plan Assets held in trust is presented below:

	12/30/2017
1. Beginning Market Value of Assets	\$ 96,106,489
2. Contribution	6,876,878
3. Fund Earnings (gross)	13,599,966
4. Benefit Payments	( 0)
5. Expenses	<u>( 356,044)</u>
6. Ending Market Value of Assets	\$116,227,289
7. Estimated Rate of Return*	13.3%

\* Assumes mid-year transaction

C. Development of Actuarial Value of Assets

The actuarial value of assets is based on the market value of assets. The actuarial value of assets at December 31, 2017 is \$116,227,289.

D. Development of Net OPEB Liability (NOL)

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 Total OPEB Liability over the actuarial value of plan assets. A surplus exists when the actuarial value of plan assets exceed the Total (Accrued) OPEB Liability.

	<u>Total</u>
1. Total (Accrued) OPEB Liability/(Surplus)	\$110,209,323
2. Actuarial Value of Assets	<u>(116,227,289)</u>
3. Net OPEB Liability/(Surplus)	(\$ 6,017,966)

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 constant in future years. SOCCCD is not recognizing the surplus in the ADC but allowing it to be used to offset any loss in future years.

1. NOL/(Surplus)	(\$ 6,017,966)
2. Amortization Factor	N/A
3. Amortization of NOL/(Surplus)	\$ 0

F. Actuarially Determined Contribution

The table below presents the development of the actuarially determined contribution (ADC) for the fiscal year ending June 30, 2018 and for the fiscal year ending June 30, 2019.

*FY2017/2018*

1. Normal Cost at End of Fiscal Year	\$ 4,751,562
2. Amortization of NOL	<u>0</u>
3. Actuarially Determined Contribution (ADC)	\$ 4,751,562
4. Estimated Payroll	\$ 91,216,000
5. Contribution as % of Estimated Payroll	5.2%

*FY2018/2019*

1. Normal Cost at End of Fiscal Year	\$ 4,894,109
2. Amortization of NOL	<u>0</u>
3. Actuarially Determined Contribution (ADC)	\$ 4,894,109
4. Estimated Payroll	\$ 93,952,000
5. Contribution as % of Estimated Payroll	5.2%

G. Sensitivity Analysis:

The impact of a 1% decrease or increase in the discount (interest) rate and the impact of a 1% increase or decrease in future healthcare trend rates on SOCCCD's actuarial liability, Total (Accrued) OPEB Liability, Net OPEB Liability/(Surplus) and actuarially determined contribution (ADC) is provided below:

	Dollar (\$ ) Increase/ <u>(Decrease)</u>	Percentage (%) Increase/ <u>(Decrease)</u>
<i>1% Decrease in Discount Rate</i>		
- Actuarial Liability	\$27,628,568	18%
- Total OPEB Liability	\$13,411,584	12%
- Net OPEB Liability/(Surplus)	\$13,411,584	NA
- ADC	\$ 2,017,316	42%
<i>1% Increase in Discount Rate</i>		
- Actuarial Liability	(\$21,480,645)	(14%)
- Total OPEB Liability	(\$11,257,586)	(10%)
- Net OPEB Liability/(Surplus)	(\$11,257,586)	NA
- ADC	(\$ 853,207)	(18%)
<i>1% Increase in Future Healthcare Trend Rates</i>		
- Actuarial Liability	\$26,992,739	18%
- Total OPEB Liability	\$15,427,647	14%
- Net OPEB Liability/(Surplus)	\$15,427,647	NA
- ADC	\$ 2,371,350	50%
<i>1% Decrease in Future Healthcare Trend Rates</i>		
- Actuarial Liability	(\$21,346,573)	(14%)
- Total OPEB Liability	(\$12,648,667)	(11%)
- Net OPEB Liability/(Surplus)	(\$12,648,667)	NA
- ADC	(\$ 864,917)	(18%)

### ***SECTION III. PROJECTED CASH FLOWS***

---

The valuation process includes the projection of the expected benefits (including the explicit SOCCCD 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 age for eligibility to retire and receive 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:

Projected Employer Total Cash Flows – Representative Years

<u>Year Ending</u>	<u>Future Retirees</u>	<u>Retired Employees</u>	<u>District Total</u>
2018	\$ 445,763	\$ 5,021,550	\$ 5,467,313
2019	\$ 955,204	\$ 4,986,010	\$ 5,941,214
2020	\$ 1,467,006	\$ 4,913,712	\$ 6,380,718
2021	\$ 2,025,803	\$ 4,748,891	\$ 6,774,694
2022	\$ 2,542,360	\$ 4,534,225	\$ 7,076,585
2023	\$ 3,091,250	\$ 4,402,431	\$ 7,493,681
2024	\$ 3,507,110	\$ 4,366,938	\$ 7,874,048
2025	\$ 3,835,469	\$ 4,331,472	\$ 8,166,941
2026	\$ 4,263,010	\$ 4,251,601	\$ 8,514,611
2027	\$ 5,009,912	\$ 4,206,776	\$ 9,216,688
2028	\$ 5,238,162	\$ 4,098,046	\$ 9,336,208
2029	\$ 5,545,352	\$ 4,031,410	\$ 9,576,762
2030	\$ 6,011,702	\$ 3,948,932	\$ 9,960,634
2031	\$ 6,592,580	\$ 3,849,987	\$ 10,442,567
2032	\$ 6,985,526	\$ 3,686,507	\$ 10,672,033
2033	\$ 7,440,192	\$ 3,553,953	\$ 10,994,145
2034	\$ 7,798,483	\$ 3,406,401	\$ 11,204,884
2035	\$ 8,278,768	\$ 3,244,772	\$ 11,523,540
2036	\$ 8,680,892	\$ 3,070,053	\$ 11,750,945
2037	\$ 9,154,019	\$ 2,884,828	\$ 12,038,847
2038	\$ 9,447,960	\$ 2,691,458	\$ 12,139,418
2039	\$ 10,093,587	\$ 2,492,089	\$ 12,585,676
2040	\$ 10,553,682	\$ 2,289,927	\$ 12,843,609
2041	\$ 10,975,227	\$ 2,088,390	\$ 13,063,617
2042	\$ 11,281,734	\$ 1,890,987	\$ 13,172,721
2043	\$ 11,696,202	\$ 1,700,336	\$ 13,396,538
2044	\$ 12,161,613	\$ 1,517,901	\$ 13,679,514
2045	\$ 12,097,128	\$ 1,346,027	\$ 13,443,155
2050	\$ 11,542,355	\$ 676,602	\$ 12,218,957
2055	\$ 10,252,228	\$ 288,426	\$ 10,540,654
2060	\$ 8,719,080	\$ 87,546	\$ 8,806,626
2065	\$ 6,822,833	\$ 13,065	\$ 6,835,898
2070	\$ 4,647,193	\$ 598	\$ 4,647,791
2075	\$ 2,633,365	\$ -	\$ 2,633,365
2080	\$ 1,215,061	\$ -	\$ 1,215,061
2085	\$ 476,168	\$ -	\$ 476,168
2090	\$ 144,412	\$ -	\$ 144,412
2095	\$ 23,610	\$ -	\$ 23,610
2100	\$ -	\$ -	\$ -
All Years	\$444,141,152	\$105,253,728	\$549,394,880

## ***SECTION IV. BENEFIT PLAN PROVISIONS***

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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 Measurement 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 for the retirees and eligible dependents 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 for the retirees and eligible dependents 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 for the retirees and eligible dependents 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 the 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 for the retirees and eligible dependents 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 60 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage for the retirees and eligible dependents 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 the SOCCCD's contribution ends.

### Board Members

Members of the 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 2017/2018 premiums for the retiree health plans available through SISC. All premiums are monthly and are effective for the period from October 1, 2017 to September 30, 2018.

	<b>Blue Shield HMO</b>	<b>Blue Shield PPO</b>	<b>Kaiser</b>
Retiree Only	\$1,576	\$1,884	\$1,559
Retiree Plus Spouse	\$1,576	\$1,884	\$1,559
Retiree Plus Family	\$1,576	\$1,884	\$1,559

	<b>Blue Shield COB/PPO Medicare</b>	<b>Blue Shield COB/PPO w/o Medicare A&amp;B</b>	<b>Blue Shield Companion Care</b>	<b>Blue Shield Medicare Advantage</b>	<b>Kaiser Senior Advantage</b>
Retiree Only	\$ 939	\$1,050	\$437	\$268	\$ 205
Retiree Plus Spouse	\$1,884	NA	NA	\$536	\$ 410

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:

	<b>Delta Dental PPO</b>	<b>VSP Vision</b>
Composite	\$155.55	\$46.32

## SECTION V. VALUATION DATA

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

	Admin	Faculty	Classified	Classified Leadership	POA Members	Board Members	All Retirees
<55	0	0	0	0	0	0	0
55-59	1	1	0	4	0	0	6
60-64	1	14	20	6	1	0	42
65-69	5	62	0	16	0	1	84
70-74	6	68	0	13	0	0	87
75-79	3	46	0	8	0	2	59
80-84	7	25	0	4	0	0	36
85+	<u>3</u>	<u>21</u>	<u>0</u>	<u>5</u>	<u>0</u>	<u>1</u>	<u>30</u>
Total:	26	237	20	56	1	4	344
Average Age:	75.2	73.7	62.6	71.3	NA	75.5	72.7
Average Retirement Age*:	64.2	63.1	61.1	60.3	NA	57.7	62.6

\* Based on those with reported retirement dates

### Age/Service Distribution of All Active Benefit Eligible Employees\*

Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	2									2
25-29	31	1								32
30-34	48	12	3							63
35-39	75	30	11	1						117
40-44	61	42	21	16						140
45-49	47	37	25	15	5					129
50-54	45	45	23	26	8	8	1			156
55-59	27	30	26	21	15	18	11	1		149
60-64	11	25	13	18	16	16	4	3		106
65-69	2	6	5	8	2	6	1	3	1	34
70+	<u>1</u>	<u>5</u>	<u>3</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>19</u>
Total:	350	233	130	106	47	50	17	10	4	947
Average Age:			49.1							
Average Service:			10.1							
Average Hire Age:			39.0							
Annual Payroll:			\$91,216,000							

\* Count excludes 7 Board Members included in the valuation who may continue benefits at retirement.

Age/Service Distribution of All Eligible Administration Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	0									0
30-34	1									1
35-39	1	1								2
40-44	4	3	1							8
45-49	1	3	1							5
50-54	3	3	0	1						7
55-59	1	4	3	0	1					9
60-64	3	3	0	0	0					6
65-69	0	1	0	1	0	1				3
70+	<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>0</u>	<u>1</u>
Total:	14	19	5	2	1	1	0	0	0	42
Average Age: 52.8										
Average Service: 7.5										
Average Hire Age: 45.3										
Annual Payroll: \$8,140,000										

Age/Service Distribution of Eligible Faculty Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	2									2
30-34	21	3								24
35-39	32	20	1							53
40-44	30	28	4	6						68
45-49	13	22	10	6						51
50-54	12	17	11	16	3	1				60
55-59	4	15	8	13	5	6	2			53
60-64	3	8	5	7	9	6	2			40
65-69	2	4	2	6	2	5	1	3	1	26
70+	<u>0</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>12</u>
Total:	119	119	42	54	20	20	5	6	4	389
Average Age: 50.0										
Average Service: 10.8										
Average Hire Age: 39.2										
Annual Payroll: \$40,628,000										

Age/Service Distribution of Eligible Classified Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	2									2
25-29	28	1								29
30-34	22	9	2							33
35-39	36	7	9	1						53
40-44	22	11	14	10						57
45-49	19	11	10	7	5					52
50-54	21	23	10	5	5	5	1			70
55-59	12	11	12	8	9	9	8	1		70
60-64	0	10	7	8	7	7	1	3	0	43
65-69	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0
Total:	162	83	64	39	26	21	10	4	0	409
Average Age: 47.0										
Average Service: 10.1										
Average Hire Age: 36.9										
Annual Payroll: \$29,025,000										

Age/Service Distribution of Eligible Classified Leadership Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	0									0
30-34	4		1							5
35-39	6	2	1							9
40-44	5	0	2							7
45-49	13	1	2	2						18
50-54	9	2	1	4	0	2				18
55-59	6	0	3	0	0	3	1			13
60-64	5	4	1	3	0	3	1	0		17
65-69	0	1	3	1	0	0	0	0	0	5
70+	1	2	2	1	0	0	0	0	0	6
Total:	49	12	16	11	0	8	2	0	0	98
Average Age: 52.9										
Average Service: 8.7										
Average Hire Age: 44.2										
Annual Payroll: \$12,766,000										

Age/Service Distribution of Eligible POA Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	1									1
30-34	0									0
35-39	0	0								0
40-44	0	0								0
45-49	1	0	2							3
50-54	0	0	1							1
55-59	4	0	0	0						4
60-64	0	0	0	0	0					0
65-69	0	0	0	0	0	0	0			0
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total:	6	0	3	0	0	0	0	0	0	9
Average Age: 50.1										
Average Service: 5.5										
Average Hire Age: 44.6										
Annual Payroll: \$657,000										

## ***SECTION VI. ACTUARIAL ASSUMPTIONS AND METHODS***

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

Fiscal Year:	July 1 <sup>st</sup> to June 30 <sup>th</sup>
Valuation Date:	January 1, 2018
Funding Periods Covered:	FY2017/18 and FY2018/19
Funding Practice:	SOCCCD's funding practice 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.  Sensitivity analysis showing a 1% increase or decrease in the discount rate is also provided.
Inflation:	2.75% per annum
Salary Increase:	3% per annum, in aggregate
Pre-retirement Turnover:	Termination rates for Classified, Management and other employees in PERS are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Service	Entry Age			
	20	30	40	50
0	17.30%	15.25%	13.19%	11.14%
5	10.94%	8.70%	6.46%	1.07%
10	8.01%	5.72%	0.74%	0.25%
15	6.52%	4.18%	0.32%	0.02%
20	4.93%	0.38%	0.02%	0.02%
25	3.28%	0.10%	0.02%	0.02%
30	0.15%	0.02%	0.02%	0.02%

Termination rates for employees in STRS are based on the most recent rates used by the California State Teachers Retirement System (STRS) pension valuation. Sample rates for male and females are as follows:

Service	Males	Females
0	16.0%	15.0%
5	3.9	3.9
10	1.8	1.8
15	0.9	0.9
20	0.5	0.5
25	0.3	0.3
30	0.2	0.2

Mortality Rates:

Mortality rates are based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations. Sample rates are as follows:

CalPERS	Actives		Retirees	
Age	Males	Females	Males	Females
25	0.040%	0.023%		
30	0.049%	0.025%		
35	0.057%	0.035%		
40	0.075%	0.050%		
45	0.106%	0.071%		
50	0.155%	0.100%		
55	0.228%	0.138%	0.599%	0.416%
60	0.308%	0.182%	0.710%	0.436%
65	0.400%	0.257%	0.829%	0.588%
70			1.305%	0.993%
75			2.205%	1.722%
80			3.899%	2.902%

STRS	Actives		Retirees*	
Age	Males	Females	Males	Females
25	0.023%	0.013%		
30	0.033%	0.014%		
35	0.034%	0.018%		
40	0.057%	0.034%		
45	0.076%	0.041%		
50	0.103%	0.063%		
55	0.143%	0.093%	0.164%	0.118%
60	0.238%	0.179%	0.300%	0.254%
65	0.435%	0.368%	0.596%	0.468%
70			1.095%	0.864%
75			1.886%	1.451%
80			3.772%	2.759%

\* Rates applicable to future retirees include a 2 year setback.

Retirement Rates:

Classified retirement rates are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	1.0%	1.5%	1.9%	2.3%
51	0.9%	1.4%	1.7%	2.1%
52	1.1%	1.7%	2.2%	2.6%
53	1.0%	1.5%	2.0%	2.2%
54	1.5%	2.3%	2.9%	3.4%
55	2.2%	3.5%	4.5%	5.4%
56	1.8%	2.8%	3.6%	4.4%
57	2.4%	3.8%	4.9%	5.8%
58	2.7%	4.3%	5.5%	6.7%
59	3.3%	5.4%	6.8%	8.3%
60	5.6%	9.2%	11.7%	14.2%
61	7.1%	11.8%	14.9%	18.2%
62	11.7%	19.8%	25.0%	30.7%
63	12.2%	20.7%	26.1%	32.1%
64	11.4%	19.3%	24.4%	29.8%
65	15.0%	25.5%	32.1%	39.3%
66	11.4%	19.2%	24.3%	29.7%
67	14.1%	23.8%	30.1%	36.9%
68	10.3%	17.4%	21.9%	26.8%
69	10.9%	18.5%	23.4%	28.6%
70	11.7%	19.7%	24.8%	30.4%
71	9.8%	16.5%	20.9%	25.6%
72	10.8%	18.2%	22.9%	28.1%
73	8.2%	13.8%	17.5%	21.4%
74	9.3%	15.6%	19.7%	24.1%
75	100.0%	100.0%	100.0%	100.0%

Faculty retirement rates are based on the most recent rates used by STRS for the pension valuation. Sample rates are as follows:

Age	Under 30 Years		30 or More Years	
	Male	Female	Male	Female
55	2.7%	4.5%	8.0%	9.0%
56	1.8%	3.2%	8.0%	9.0%
57	1.8%	3.2%	10.0%	11.0%
58	2.7%	4.1%	14.0%	16.0%
59	4.5%	5.4%	18.0%	19.0%
60	6.3%	9.0%	27.0%	31.0%
61	6.3%	9.0%	43.0%	40.0%
62	10.8%	10.8%	38.0%	37.0%
63	11.7%	16.2%	30.0%	35.0%
64	10.8%	13.5%	30.0%	32.0%
65	13.5%	14.4%	30.0%	32.0%
66-69	10.8%	13.5%	30.0%	32.0%
70	100.0%	100.0%	100.0%	100.0%

Sworn police retirement rates are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	0.5%	1.3%	1.6%	2.2%
51	0.5%	1.4%	1.9%	2.5%
52	0.6%	1.7%	2.2%	2.9%
53	0.7%	1.9%	2.6%	3.3%
54	1.2%	3.3%	4.4%	5.7%
55	2.4%	6.7%	8.8%	11.6%
56	2.0%	5.5%	7.2%	9.5%
57	2.1%	5.9%	7.8%	10.2%
58	2.5%	7.0%	9.2%	12.1%
59	2.9%	8.0%	10.5%	13.8%
60	3.7%	10.2%	13.4%	17.6%
61	4.6%	12.6%	16.6%	21.8%
62	7.6%	21.2%	27.8%	36.6%
63	6.9%	19.1%	25.1%	33.0%
64	6.7%	18.5%	24.4%	32.0%
65	9.1%	25.1%	33.1%	43.5%
66	7.2%	20.0%	26.4%	34.7%
67	6.7%	18.5%	24.3%	31.9%
68	6.0%	16.5%	21.7%	28.6%
69	6.7%	18.7%	24.6%	32.3%
70	6.6%	18.3%	24.1%	31.6%
71	5.1%	14.3%	18.8%	24.6%
72	4.5%	12.6%	16.6%	21.8%
73	4.4%	12.2%	16.1%	21.2%
74	5.5%	15.3%	20.1%	26.4%
75	5.5%	15.1%	19.9%	26.2%
76	4.4%	12.1%	15.9%	20.9%
77	5.0%	13.7%	18.1%	23.8%
78	5.0%	14.0%	18.4%	24.2%
79	9.3%	25.8%	34.0%	44.7%
80	100.0%	100.0%	100.0%	100.0%

\* 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.

PEPRA participants are assumed to retire under the CalPERS 2% @62 retirement rates. A portion of employees hired after 12/31/2012 are assumed to be under PEPRA.

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.

Age	Expected Per Capita Cost
45 to 50	\$ 8,912
50 to 55	\$10,681
55 to 60	\$12,681
60 to 65	\$15,297
65+	\$11,451

Future costs will be trended based on the trend rates stated below.

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

Year	Trend
2017/18	Actual
2018/19	6.0%
2019/20	5.5%
2020/21	5.0%
2021/22	4.5%
2022/23+	4.0%

**Dental & Vision Trend Rates:**

Year	Trend
2018/19+	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. For plans unrelated to pay, the normal cost is calculated to remain level in dollars; for pay-related plans the normal cost is calculated to remain level as a percentage of pay. SOCCCD has selected to use the level percentage of pay method for determining the normal cost. 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 measurement date in accordance with the provisions of the Plan listed in the data provided 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: Any unfunded actuarial accrued or net OPEB liability (NOL) will be amortized over 10 years using a level dollar method. SOCCCD is not recognizing the surplus in the ADC but allowing it to be used to offset any loss in future years.

## ***SECTION VII. ACTUARIAL CERTIFICATION***

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This report summarizes the actuarial valuation for the South Orange County Community College District (SOCCCD) as of January 1, 2018. The purpose of the valuation is to measure SOCCCD's liability for OPEB benefits and to determine an actuarially determined contribution (ADC). 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, 2018.

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.

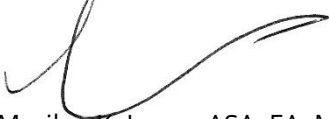
While some sensitivity analysis was provided in the report, we did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.

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:



Marilyn K. Jones, ASA, EA, MAAA, FCA  
Consulting Actuary

Date: February 23, 2018

## ***SECTION VIII. DEFINITIONS***

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The definitions of the terms used in the actuarial valuations are noted below.

**Actuarial Assumptions** – Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, turnover, 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.

**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.

**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.

**Annual OPEB Cost** – An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan.

**Actuarial Present Value (also referred to as Actuarial Liability)** – 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 health coverage, 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.

**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)

**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.

**Funded Ratio** – The actuarial value of assets expressed as a percentage of the actuarial accrued liability.

**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.

**Implicit Rate 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.

**Normal Cost** – The portion of the Actuarial Present Value of plan benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method.

**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.

**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.

**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.

**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.

**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.

**Real Rate of Return** – the rate of return on an investment after adjustment to eliminate inflation.

**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 healthcare trend rate 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 healthcare trend rate of 6.5% for year 20W0, 6.0% for 20W1, 5.5% for 20W2, then 5.0% for 20W3 and thereafter, then 6.5%, 6% and 5.5% are select rates, and 5% is the ultimate rate.

**Service Cost (also referred to as Normal Cost)** – The portion of the Actuarial Present Value of projected benefit payments that are attributed to a valuation year by the Actuarial Cost Method.

**Substantive Plan** – The terms of an OPEB plan as understood by the employer(s) and plan participant.

**Total OPEB Liability (also referred to as Actuarial Accrued 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).

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Budget Calendar FY 2018-2019  
**ACTION:** Approval

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**BACKGROUND**

Each spring the District begins developing the budget for the next fiscal year. The budget calendar provides a timeline for the activities through the completion of the adopted budget.

**STATUS**

District Fiscal Services has developed the budget calendar for the FY 2018-2019 budget (EXHIBIT A) through the adoption of the budget on August 27, 2018.

**RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the budget calendar for FY 2018-2019.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
FY 2018-2019**

**Fiscal Year 2017-2018**

I. January 2018:

- A. Governor's Initial (January) Budget Proposal is released on January 10.
- B. Board approves nonresident tuition rate (January 22).

II. February 2018:

- A. First Principal Apportionment (P1) Report is released by the State Chancellor's Office.

III. March 2018:

- A. Submit Budget Development Calendar for approval (March 26):
- B. Develop and release detailed budget development timeline, including year-end closing instructions, to college business office staff and others as appropriate.
- C. March - May: District-wide budget committees meet relative to budget development.

IV. May 2018:

- A. Governor's "May Revise" Budget Proposal is released.
- B. Update Board of Trustees on implications of the May Revise; present recommended FY 2018-2019 Basic Aid allocations to the Board (May 21).

V. June 2018:

- A. State Budget is enacted.
- B. The Second Principal Apportionment (P2) Report is released by the State Chancellor's Office.
- C. Tentative FY 2018-2019 Budget Proposal is presented to the Board of Trustees (June 25).

**Fiscal Year 2018-2019**

VI. July 2018:

- A. Year-end closing.
- B. State Budget Workshop is held, and the Advance Apportionment is released by the State Chancellor's Office.
- C. Gann Limit calculation per Government Code Section 7910 is presented to the Board of Trustees (July 23).

VII. August 2018:

- A. The Adopted Budget presented to the Board of Trustees (August 27).

**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Employees and Classified Administrators  
Personnel Actions – Regular Items

**ACTION:** Ratification

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**BACKGROUND**

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

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

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

**RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

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

- a. BUYSSE, JAMES, Employee ID# 023199 is to be employed as Interim Vice President, College Administrative Services, Pos. # P0004523, Office of the President, Saddleback College. He will remain at current compensation - Administrators/Classified Managers Salary Range 27, Step 7, effective March 12, 2018 and ending on December 31, 2018 or sooner. This is a temporary replacement until the permanent position is filled.

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

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Sawitz, Michael	Equivalency	Business/IVC	1	01/25/18

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Gray Mattoon, M.	UC Personal Statement Volunteer 1	\$246.96	08/14/17-12/20/17
Masud, Melanie	Co-Facilitator, Model United Ntns. 3	\$1,024.50	01/09/18-05/24/18
Monte, Brent	Coordinator, BSI Projects	\$3,981.00	05/30/17-08/12/17
<sup>1</sup> Monte, Brent	Guided Pathways Co-Coordinator 2	\$2,732.00	01/09/18-05/24/18
Ramon, Miguel	ECP Facilitation 10	\$100.00	01/09/18-05/24/18
Sim, Alec	Co-Chair, Physical Sciences 2b	\$3,360.36	02/01/18-05/24/18
<b>Total for Month: General Fund/IVC</b>		<b>\$11,444.82</b>	
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$384,111.64</b>	

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Abbas, Sam	Directed Learning Activities- Chem.	\$4,100.00	01/16/18-05/23/18
Alexander, Ariel	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Bank, Rachel	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Beckham, Jack	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Billingsley, Bill	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Braatz, Timothy	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17

<sup>1</sup> Stipend has been revised- Board approved on 11/13/17 for \$4,098.00, based on 3 LHE. Revised to a total of \$6,830.00, based on 5 LHE.

**ADDITIONAL COMPENSATION: GENERAL FUND continued**

Brunner, Janelle	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Burokas, Nina	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Carrillo, Jennifer	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Casil, Amy	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Cesareo, Claire	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Chapman, Tamy	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
D'Aquino, Veronica	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Evans-Wallin, P.	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Fisher, Suki	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Garcia, Renee	Coordinator, Great Teachers Seminar	\$658.56	01/10/18-01/12/18
Gonzalez, Sara	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Goodman, Rich	Drug Court Liaison	\$1,358.28	01/16/18-05/24/18
Goss, Debbie	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Green, Tracy	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Gridley, Suzan	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Gullotta, Elizabeth	OER Online Course- Exploration	\$100.00	02/01/18-02/28/18
Jenkins, Tina	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Kaiser, Kai	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Kelsey, David	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
King, Emily	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Kistler, Stefani	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Kuang, Shilong	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Kuhn, Brianna	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Luque, Jonathan	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Maniaci, Vera	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Mariahazy, Laszlo	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
McCarthy, Barry	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Millovich, June	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Morris, Kalon	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Moussatche, Sierra	OER Online Course- Exploration	\$100.00	02/01/18-02/28/18
Murray, Peter	OER Online Course- Exploration	\$100.00	02/01/18-02/28/18
Myhren, Brett	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Pakula, Jennifer	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Pakula, Jennifer	Online Educator Program	\$833.20	02/01/18-02/25/18
Pakula, Jennifer	Online Educator Program	\$833.20	02/26/18-03/16/18
Pile, Randal	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Pires, Marcelo	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Pratt, Allison	Canvas Conversion, Hybrid	\$2,500.00	01/16/18-05/24/18
Pryor, Cathleen	Canvas Conversion, Hybrid	\$2,500.00	01/16/18-05/24/18
Schermerhorn, B.	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Sellers, Joey	Canvas Conversion, Hybrid	\$2,500.00	01/16/18-05/24/18
Sirulnik, Abby	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Smith, Christina	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Smith, Douglas	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Stephens, Blake	Coordinator, Great Teachers Seminar	\$370.44	01/10/18-01/12/18
Strobel, Jacqueline	Canvas Conversion, Hybrid	\$2,500.00	01/16/18-05/24/18
Tamialis, Barbara	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Vogel, Erica	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Wadley, Jonathan	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18

**ADDITIONAL COMPENSATION: GENERAL FUND continued**

Welc, Martin	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Weston, Norman	Canvas Conversion, Online	\$5,000.00	08/21/17-12/20/17
Westphal, Karla	OER Online Course- Exploration	\$100.00	02/01/18-02/28/18
Wheelahan, Melissa	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Wilson, Stephen	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Winslow, Scott	Canvas Conversion, Web Enhanced	\$1,000.00	01/16/18-05/24/18
Zemanek, Erika	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17

**Total for Month: General Fund/Saddleback College** **\$190,553.68**  
**2017-2018 SC FISCAL YEAR TOTAL TO DATE** **\$760,994.09**

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

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Akhavan, Susan	AESL Part-Time Coordinator, SP 18	\$500.00	01/16/18-01/31/18
Alvarez, Lisa	Writing Sample Reader (SSSP)	\$10.50	08/21/17-12/20/17
Carnie, Henry	Support ELEVATE AAPI@IVC	\$2,000.00	01/09/18-05/24/18
Kaminsky, Rebecca	Writing Sample Reader (SSSP)	\$10.50	08/21/17-12/20/17
Knoll, Melissa	Support ELEVATE AAPI@IVC	\$2,000.00	01/09/18-05/24/18
Long, Lewis	Writing Sample Reader (SSSP)	\$17.50	08/21/17-12/20/17
Nguyen, Pierre	Support ELEVATE AAPI@IVC	\$500.00	01/09/18-05/24/18
Serpas, Summer	Writing Sample Reader (SSSP)	\$24.50	08/21/17-12/20/17
Tanriverdi, Fawn	EOPS-CARE Faculty Coordinator	\$3,442.00	01/16/18-05/24/18
<b>Total for Month: Non-General Fund/Irvine Valley College</b>		<b>\$8,505.00</b>	
<b>2017-2018 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$261,488.98</b>	

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Allah, Nancy	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Antoun, Rachel	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Barr, Douglas	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Bird, Chrissy	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Black, Janine	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Bogusiewicz, Kelley	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Boukova, Roumyana	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Bravo, Adam	Jazz Faculty in Concert	\$150.00	01/29/18-01/29/18
Brunner, Janelle	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Bumbesti, Mircea	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Burokas, Nina	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Busick, Elizabeth	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Cervantes, Rebecca	AESL Professional Development	\$500.00	01/16/18-05/23/18
Cox, Barbara	LVLUP- Peer Academy Facilitator	\$123.48	01/19/18-01/19/18
DeSaracho, Mariana	LVLUP-AHE Counselor Training	\$205.80	02/01/18-05/23/18

**ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND continued**

Donaldson, Lindsay	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Donaldson, Lindsay	LVLUP-AVID High School Outrch.	\$432.18	02/23/18-02/23/18
Engels, Michael	LVLUP-AHE Counseling	\$1,029.00	02/01/18-05/23/18
Engels, Michael	LVLUP-Embed/Counsel Workgrp.	\$617.40	02/01/18-05/23/18
Faulk, John	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Fredrickson, Scott	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Futami, Kimberly	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Gates, Alana	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Gleason, Linda	Program Coord. Reg. Strong Wrkfr.	\$3,292.80	02/01/18-03/31/18
Gonzalez, Sara	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Gonzalez, Sara	LVLUP-AVID High School Outrch.	\$555.66	01/31/18-02/14/18
Gordon, Sara	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Goulding, Carrie	LVULP-ENG 390 Tutoring Support	\$832.20	02/01/18-05/23/18
Gronnerud, Kathleen	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Gronnerud, Kathleen	LVLUP-AVID High School Outrch.	\$432.18	02/23/18-03/09/18
Heinzen, Rebecca	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Hinman, Gretchen	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Hodjera, Eva	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Hoggatt, Mandy	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Homma, Mary	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Hong, Song	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Hughes, Luther	Jazz Faculty in Concert	\$150.00	01/29/18-01/29/18
Inman-Olinger, Alex	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Jenkins, Tina	AHE Peer Academy Facilitator	\$377.44	01/19/18-01/19/18
Jennison, Elizabeth	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Jimenez, Laura	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Johnson, Paul	Jazz Faculty in Concert	\$150.00	01/29/18-01/29/18
Johnson, Paul	Private Music Lessons	\$2,250.00	01/16/18-05/23/18
Kholousi, Mitra	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Kihyet, Connie	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Lively, Brian	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Lu, Jianhua	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Luke, Gary	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Mackie, Linda	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
McClure, Dawne	Coaching/Judging Speech Duties	\$500.00	02/01/18-05/23/18
McDermott, Kim	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Medling, Jane	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Moinfar, Donna	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Morain, Janice	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Moussatche, Sierra	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Murray, Peter	AHE Peer Academy Facilitator	\$295.12	01/19/18-01/19/18
Nin, Orlantha	LVLUP-Embed/Counsel Workgrp.	\$416.00	02/01/18-05/23/18
Orliczky, Kimberly	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Pfeiler, Donna	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Pinter, Gerald	Jazz Faculty in Concert	\$150.00	01/29/18-01/29/18
Quinlan, Emily	LVLUP- Peer Academy Facilitator	\$123.48	01/19/18-01/19/18
Reeves, Megan	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Rosenn, Tristen	Private Music Lessons	\$750.00	01/16/18-05/23/18
Sauter, Mike	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18

**ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND continued**

Sebai, Eman	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Shaw, Kat	LVLUP-AHE Peer Academy	\$82.32	01/19/18-01/19/18
Signo-Jackson, Janet	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Smith, Kathryn	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Sommerville, Nancy	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Stout, Ron	Jazz Faculty in Concert	\$200.00	01/29/18-01/29/18
Sundaram, Renuka	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Toscano, Laura	LVLUP-Embed/Counsel Workgrp.	\$416.00	02/01/18-05/23/18
Vellanoweth, D.	Adult Education CTE Curriculum	\$2,675.40	01/16/18-05/23/18
Voisard, Norbert	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Wetlesen, Sandra	AESL Faculty Professional Dev.	\$500.00	01/16/18-05/23/18
Zaino, Rebecca	AEWD Faculty Professional Dev.	\$500.00	01/16/18-05/23/18

**Total for Month: Non-General Fund/Saddleback College \$ 35,523.58**  
**2017-2018 SADDLEBACK FISCAL YEAR TOTAL TO DATE \$ 327,825.10**

**D. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. DOUGHTY, CORINE, ID# 020202, Dean of Economic and Workforce Development and Integrated Design, Engineering & Automation, Office of Instruction, Irvine Valley College, Position #P0004870, resignation effective April 1, 2018. Payment is authorized for any compensated time off. (Start date: July 28, 2014).
2. STORTI, RICHARD, ID# 023566, Vice President, College Administrative Services, Office of the President, Saddleback College, Position #P0004523, resignation effective March 5, 2018. Payment is authorized for any compensated time off. (Start date: February 27, 2018).

**E. APPROVAL OF UPDATED CONTRACT AND NEW JOB DESCRIPTION – ASSISTANT DEAN OF HEALTH, WELLNESS AND VETERANS SERVICES**

NANCY MONTGOMERY, ID #019913, promoted to Assistant Dean of Health, Wellness and Veterans Services (Please see new Job Description - Exhibit A, Pages 6-14) effective March 1, 2018. Extension of Contract for previous position as Director of Health, Wellness and Veterans Services which was approved by Interim Chancellor and ratified by Board of Trustees at the Dec. 11, 2017 Board Meeting is hereby Set Aside. **Please see new contract (Exhibit B, Pages 1-5).**

**F. CHANGE OF STATUS**

TABIBZADEH, KIANA, ID #006858, Chemistry Instructor, Pos #P0002261, Academic Faculty Salary Range V, Step 19, Division of Math, Science & Engineering, Irvine Valley College has requested a voluntary lateral transfer to Chemistry Instructor, Division of Math, Science & Engineering, Saddleback College, Academic Faculty Salary Range V, Step 19, effective August 14, 2018, per the Academic Master Agreement 2015-2018, Article XIX, section II.

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

- 1. SCHOOL OF INTEGRATED DESIGN, ENGINEERING & AUTOMATION (IDEA)**  
will now report to the Dean of Economic & Workforce Development and Integrated Design, Engineering & Automation.

South Orange County Community College District

**ASSISTANT DEAN OF HEALTH, WELLNESS  
AND VETERANS SERVICES**

**Irvine Valley College**

(Academic Administration - Range 20 of the Integrated Management Salary Schedule)

**DEFINITION**

To provide leadership to plan, develop, organize, schedule, implement, direct, improve and evaluate the Health, Wellness, Veterans Services and any other assigned student support programs, services, operations and activities at a community college; prepare and administer annual program budgets; ensure compliance with District policies and applicable State and federal regulations related to Health, Wellness, Veterans Services and any other assigned student Support services; train, supervise and evaluate assigned staff; and ensure the timely, accurate and legal maintenance, storage, retrieval and release of all records associated with assignment.

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

**DISTINGUISHING CHARACTERISTICS:**

There is one position assigned to direct health, wellness and veterans operations, services and activities at each of SOCCCD's two colleges. The responsibilities differ at each college. The position at Irvine Valley College is classified as a single-position academic administrative classification entitled

Assistant Dean of Health, Wellness and Veterans Services.

The incumbent may supervise other student support services if and when assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Vice President for Student Services or presidential designee.

Exercises functional and technical supervision over managerial, professional, technical and clerical personnel.

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

Provide leadership in the administration of health, wellness, veteran services and other assigned student support services of the college, including personnel management, in

accordance with laws, regulations, District policy and collective bargaining agreements as well as the College's mission, goals and objectives.

Create a positive campus climate that fosters innovation in the development of programs and services in health, wellness and veteran's services and other assigned areas of student support; assist the Vice President for Student Services in providing direction for the development of new programs and assist in coordinating program approvals as appropriate.

Plan, develop, organize, coordinate, implement, administer, direct and evaluate programs, operations, activities and staff of the health, wellness and veterans services centers, programs (including veterans outreach) and any other assigned student support programs and services; develop and implement organizational structures, work processes and appropriate methods and procedures that facilitate attainment of established program(s) goals and objectives.

Write and review protocol, policy and procedures for health and wellness center and other assigned programs and services to optimize efficient and effective delivery of services and facilitate attainment of established program goals and objectives;

Assess, treat, and/or triage ill or injured students, staff and visitors; refer ill or injured students, employees or visitors to appropriate internal and/or external healthcare providers as necessary; consult with laboratory, pharmaceutical, medical supply, and medical services representatives as needed.

Initiate, coordinate and supervise the process for the delivery of campus-based, State and federal health, wellness and veterans services programs; confer with Information Technology regarding the identification, development, implementation and enhancement of data processing systems and software applications for assigned programs.

Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop, implement, coordinate and evaluate policies and procedures for the administration of assigned programs; and assure that programs comply with federal, State and local requirements.

Analyze, interpret and monitor the student success rates of assigned programs and student preparedness and recommend changes as needed.

Direct, oversee, review, monitor and evaluate assigned grants, ensuring that implementation and management are according to grant guidelines and that grant budgets are developed and maintained according to legal requirements and District procedures; develop and coordinate related grant funding and partnership opportunities to enhance and expand health, wellness and veterans services and other assigned student support programs.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment; formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and philosophy; assure consistency of plans with other IVC and District plans; and prepare long-range plans and statements of goals and objectives.

Ensure completion of annual and scheduled program review processes for each assigned program and/or services.

Complete annual program and/or service resource request forms and present through appropriate processes that lead to resource allocation.

Communicate with IVC, District, State, and federal personnel to coordinate student support service needs, programs, services, operations and activities; attend to, investigate and resolve departmental complaints and conflicts and issues; develop new and effective programs and services to meet student needs; and write and review quality assurance programs and program reviews;

Develop, prepare, submit, administer, monitor and review annual budgets for assigned programs, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure that expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for health, wellness and veterans services and other assigned student support programs and services; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; and coordinate timelines and protocol for grants.

Work cooperatively with others to plan, develop, implement and evaluate a comprehensive community outreach program regarding veterans and other student support programs, services and activities directed at the recruitment of new students and the retention and completion for current students.

Train, supervise and evaluate the performance of assigned staff in keeping with the policies of the Board of Trustees and administrative procedures; visit work sites to observe and evaluate work performance, methods and effectiveness; participate in the selection of new and temporary staff in accordance with District policies and legal requirements.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for assigned staff; orient new assigned staff and provide training in the implementation of department procedures.

Provide leadership and advocacy to enhance innovation and participation in issues related to health, wellness and veterans services and other student support services to ensure student success; and communicate the changing expectations, trends and needs of educational preparation effectively to assigned personnel.

Organize, attend or chair a variety of administrative and staff meetings related to areas of assignment, strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, participatory governance and appropriate advisory committee meetings and provide in-service and workshops for employees,

Direct the acquisition, maintenance, and use of technology and other equipment related to assigned programs; and maintain an equipment and technology replacement plan.

Identify facility needs and help direct planning for the movement, creation or elimination of facilities for program(s); manage assigned facilities and approve all assigned facilities usage.

Promote assigned programs and ensure the timely and accurate development and distribution of brochures, flyers and other promotional materials and college publications to publicize health, wellness and veteran's services and other opportunities for students.

Assist the Vice President for Student Services in the resolution of student and faculty concerns related to assigned programs.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader of and advocate for the College within the business community.

Attend workshops, professional conferences, and trade shows for program planning and development; represent the Health, Wellness and Veterans Services Office, other assigned student support services programs and the District at a variety of administrative and professional meetings, as required, including participation in local, State and national professional associations.

Guide, organize, coordinate and, when assigned, make oral presentations to students, parents, counselors and professional colleagues at various gatherings and/or conduct workshops to provide specialized information regarding health, wellness, veterans services and other assigned student services.

Interface with the community and external agencies in all matters of community relations associated with area of assignment; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Coordinate program activities with other student services functions and instructional programs; serve on campus and District committees, task forces and other work groups; provide technical expertise concerning assigned programs.

Communicate with other student services program personnel, District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs, services, operations and activities.

Monitor and analyze trends in on-campus healthcare needs; maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for healthcare and veterans programs, including computer hardware and software enhancements.

Monitor, review and maintain current knowledge of recent legislation, codes, regulations and other State and federal guidelines to determine impact on assigned programs and services.

Interpret, apply and explain State and federal regulations and legislation; ensure compliance with District policies as well as State and federal laws related to assigned program(s); review and certify the accuracy of data concerning program participation

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Develop and administer the departmental budget for health, wellness and veterans services; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.

Participate in the selection of academic and classified IVC staff as assigned or as needed and make recommendations for employment of new assigned staff in accordance with District policies and procedures.

Train, supervise and evaluate the performance of assigned professional, technical and clerical support personnel; delegate and review assignments and projects; adjust workload and assignments; evaluate work products and results; establish and monitor timelines and prioritize work.

Compile and analyze data related to program participation and evaluation; prepare and submit a variety of State and federal reports; prepare budget, statistical, narrative, recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and program reviews; participate in internal, State and federal audits as needed; respond to findings and initiate actions as required.

Perform related duties as assigned.

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE GUIDELINES

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

#### Education:

A master's degree from an accredited college or university in nursing.

#### Experience:

At least five years of experience as a registered nurse, including three years of increasingly responsible experience as a nursing manager in a health care facility, including at least three years of experience supervising and evaluating registered nurses, faculty and classified staff or the equivalent of such in a non-academic setting.

And experience in:

The use of computer technology for: student advising, information, tracking systems, communications networks, MIS state and federal reporting, and budget management.

And evidence of:

- a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically-challenged, and ethnic backgrounds of community college students.
- The ability to work effectively as a leader and Student Services Team member.

Licenses or Other Requirements:

License as a California Registered Nurse.  
Current CPR, first aid and automatic external defibrillation certification issued by an authorized agency.  
Documentation of three hepatitis immunizations or immune titer.  
Documentation of TB skin test within previous year.  
Rubella titer or documentation of immunization.  
Valid California driver's license.

Knowledge of:

A community college system.  
All divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.  
Applicable District policies and local, State and federal laws, codes and regulations, Including Title V and California Education Code.  
Application of conflict resolution and team building.  
Basic data collection and analysis related to student learning outcomes, retention, and success.  
Blackboard and/or other course management systems, and other instructional and student services software.  
Budget development, administration and control.  
California Community Colleges basic skills initiative.  
Clinical records maintenance.  
Collective bargaining, contract negotiation and administration.  
Community college organization, operations and objectives.  
Community relations and external resource development.  
Computer systems and software applications related to area of assignment.  
Correct English composition, grammar, spelling and vocabulary.  
Current healthcare issues and public health concerns.  
District and College policies, organization, operations and objectives.  
District safety policies and procedures.  
Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.  
Evidence of understanding and experience with the principles of collegial consultation.  
Federal, State and District programs, policies, procedures, rules and regulations of student financial assistance programs.  
Financial record-keeping skills.  
Health issues, including, but not limited to, nutrition, stress management, reproductive health, mental health, substance abuse and recovery, and communicable diseases.  
Health, wellness and veterans services programs and services.  
Interpersonal skills, including tact, patience, diplomacy and courtesy.  
Local, State and federal laws and regulations related to and veterans services at a community college.  
Management techniques that encourage creativity improve efficiency and increase productivity.  
Medi-Cal Administrative Activities program.  
Modern office practices, procedures, methods, and equipment.  
Modern principles, practices, methods and techniques of administrative leadership, management and supervision.  
Needs, interests and concerns of various groups of community college students.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Organizational and management practices as applied to area of assignment.

Participatory governance process and venue fostering open communication among divisions, programs and services.

Planning and organizational skills.

Principles and practices of training and supervision.

Principles and procedures of automated financial record-keeping.

Principles of program evaluation, student assessment and services.

Principles, practices, methods and procedures of professional nursing.

Program analysis, cost estimating and evaluation.

Program development.

Public relations and public speaking techniques.

Purpose, mission and goals of a community college district.

Research methods and report writing techniques.

Role and purpose of technological systems in providing student support services.

Scholarship award programs and services, including State-of-the-art information technology systems, hardware and software applications used in a community college district.

Team-oriented leadership style.

Technical aspects of field of specialty.

Veterans programs and services.

Web page design,

Ability to:

Allocate financial and human resources in accordance with sound management principles.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Apply for annual health, wellness and veterans services funding and prepare required reports.

Assess, manage, implement, use and apply technology in the management and delivery of the health, wellness and veterans services and other student support services programs.

Assist in forecasting current and future needs and costs affecting assigned programs.

Collect, compile and analyze data.

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

Coordinate program activities and services with other District, College and community programs.

Demonstrate commitment to innovative and effective user-centered services;

Demonstrate flexibility and adaptability.

Demonstrate sensitivity to ethnically and culturally changing student populations.

Develop and administer policies and procedures for areas of assignment.

Develop budgets and administer annual funding for health, wellness and veterans services programs.

Develop promotional strategies for programs and services that will promote enrollment growth, retention and student success.

Develop, implement and evaluate the delivery of healthcare services to students.

Embrace and work effectively within a system of participatory governance.

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

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Establish and maintain good community relationships.

Exercise initiative and work independently with minimum administrative direction.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty and administrators.

Interpret, analyze, apply and explain complex and technical local, State and federal laws, codes and regulations related to health, wellness and veterans services and scholarship programs.

Interpret, apply and explain applicable District policies and procedures.

Learn District and College organization, operations and objectives quickly.

Maintain current knowledge of health, wellness and veterans services programs and strategies.

Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.

Maintain records and prepare reports.

Maintain the security of confidential information and materials.

Meet schedules and timelines.

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

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Perform work with tact, patience and sensitivity.

Plan, develop, organize, coordinate, implement, direct and evaluate comprehensive health, wellness and veterans services programs and services and their effective delivery to students.

Plan, prioritize, schedule, organize, coordinate, assign, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Prepare and deliver high quality, technology-facilitated presentations.

Prepare clear and concise oral and written reports and recommendations.

Prepare complex and comprehensive narrative and statistical records, reports, projections, summaries, statements, analyses, proposals and recommendations.

Prepare oral and written reports and recommendations.

Prepare, maintain and retain records, reports and files of area(s) of assignment according to federal, State and District requirements.

Provide emergency and crisis care intervention to students, employees and visitors and administer treatment as needed.

Provide leadership for the continual improvement of area of assignment based on established goals and objectives.

Provide leadership for the effective and efficient operation of area of assignment.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

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

Represent the college at the community, State and national levels, regarding areas of assignment, or as assigned.

Resolve conflicts and solve problems.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.  
Serve as an effective management team member.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.  
Work collaboratively with administration, classified management, faculty, staff and students.  
Work cooperatively in an environment of shared governance.  
Work cooperatively with other District and College administrators to develop sound information and reporting systems and procedures.  
Work effectively in a fast paced environment with numerous interruptions.  
Work effectively with others to achieve common goals including student recruitment and retention.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

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

##### Working Environment

Duties are performed primarily in a community college student health center office environment while sitting at a desk or computer workstation. The Incumbent is subject to constant contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines. An incumbent must walk or drive to respond to campus emergencies as needed; subject to exposure to body fluids and communicable diseases while treating patients; frequently must travel to other campus locations to attend meetings or conduct other work; occasionally must travel to other locations in the County such as the Health Department or other community agencies.

##### Physical Demands

The Incumbent regularly sits or stands for long periods, walks short distances on a regular basis, travels to various locations to attend meetings and conduct work, uses hands and fingers to examine or test patients and handle medical equipment, keyboard or other objects; reach with hands and arms. Must speak clearly and distinctly to ask questions and provide information; hear and understand voices over the telephone and in person; and respond quickly and effectively to campus emergencies. Must see and hear adequately to perform accurate physical assessments of patients. Occasionally must lift injured, ill or disabled students.

BA 3-26-2018



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
ASSISTANT DEAN OF HEALTH, WELLNESS AND  
VETERANS SERVICES AT  
IRVINE VALLEY COLLEGE**

**BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
NANCY MONTGOMERY**

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THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 26<sup>th</sup> day of March, 2018, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board, as appropriate) and Ms. Nancy Montgomery (hereinafter "Ms. Montgomery").

IT IS HEREBY AGREED AS FOLLOWS:

1. Assistant Dean of Health, Wellness and Veterans Services. Ms. Montgomery is hereby employed for a period of time commencing on March 1, 2018, and ending on June 30, 2020, as the Assistant Dean of Health, Wellness and Veterans Services at the District's Irvine Valley College campus. Assistant Dean of Health, Wellness and Veterans Services is an academic employee as defined in Education Code Section 87001(a), and an educational administrator or Human services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Ms. Montgomery shall perform all of the powers and duties of the position of Assistant Dean of Health, Wellness and Veterans Services at Irvine Valley College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Ms. Montgomery may be transferred or assigned to any duties or positions for which she possesses the minimum qualifications required by law. However, reassignment pursuant to this Section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation during the term of this Agreement.

4. Salary. Salary paid to the Assistant Dean of Health, Wellness and Veterans Services shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 20, Step 8, \$184,296 per annum, with future increases according to the salary schedule. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Assistant Dean of Health, Wellness and Veterans Services' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Ms. Montgomery shall be required to render 12 months of full and regular service (approximately 243 days, depending on the calendar year) to the District during each annual period covered by this Agreement, or any successor. Ms. Montgomery shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Ms. Montgomery shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Ms. Montgomery may accrue vacation days up to a maximum of forty-eight (48) days. Once Ms. Montgomery reaches this maximum amount she will cease to accrue additional vacation benefits until her balance falls below the maximum amount. Upon termination or expiration of this Agreement, Ms. Montgomery shall be entitled to compensation for unused and accrued vacation days at her then current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Vice President for Student Services.

6. Performance Evaluations.

6.1 The Vice President for Student Services will provide Ms. Montgomery with periodic opportunities to discuss the Vice President/Assistant Dean relationship.

6.2 The Vice President for Student Services will set Ms. Montgomery's goals for each 12-month period by June 20. Ms. Montgomery's performance in achieving those goals and carrying out her other duties will be evaluated by the Vice President for Student Services by June 20 of that college year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Ms. Montgomery as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Ms. Montgomery in the performance of the duties of Assistant Dean of Health, Wellness and Veterans Services.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Ms. Montgomery for travel expenses outside the District in accordance with District policies and procedures. The District shall provide Ms. Montgomery with a monthly stipend of \$125 to cover use of a personal automobile within Orange County.

8. Fringe Benefits The District shall provide to Ms. Montgomery, her spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, and vision insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Ms. Montgomery, her spouse, and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.

9. Amendment, Termination, or Non-renewal.

9.1 This Agreement may be amended by mutual written agreement between the parties.

9.2 Non-renewal of this Agreement shall be in accordance with Education Code section 72411. However, no later than December 31, 2019, or no later than December 31<sup>st</sup> of any final year of any extension of this contract, the Board shall advise Ms. Montgomery in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Ms. Montgomery, this Agreement will terminate effective at the close of business on June 30, 2020. If Ms. Montgomery has retreat rights to a faculty position as defined by Education Code Section 87458 and District Policy, then the Assistant Dean of Health, Wellness and Veterans Services may have the right to return to a faculty position upon the expiration of this Agreement, provided this Agreement has not been terminated for any of the causes enumerated in Education Code Section 87732. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for three additional years under the same terms and conditions as are set forth herein.

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

Since Ms. Montgomery has not previously acquired tenure in the District as a faculty member, she shall be so assigned upon the termination of this Agreement, and the terms and conditions of her employment will be the same as any other similarly situated faculty member. Termination of Ms. Montgomery from her employment with the District, as opposed to the termination of this Agreement, shall be pursuant to the provisions of California Education Code Section 87732 et. seq., and 87660 et. seq. Effective the date of this agreement, she will be placed on Range 2, Step 4 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Assistant Dean of Health, Wellness and Veterans Services with a written notice of termination. If the Board elects to

terminate this Agreement pursuant to this section, the Assistant Dean of Health, Wellness and Veterans Services shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Ms. Montgomery's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

10. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

11. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

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

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

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

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Nancy Montgomery  
Assistant Dean of Health, Wellness and Veterans Services  
Irvine Valley College

Dated \_\_\_\_\_

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

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**BACKGROUND**

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

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

**RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

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

- a. <sup>1</sup>CALDWELL, JESSICA is to be employed as Outreach Assistant, Pos. #P0004907, Outreach and Community Relations, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 117, Step 1, 40 hours per week, 12 months per year, effective March 1, 2018. This is a replacement for Matthew Pasqualetto.
- b. BARRON, CINDY is to be employed as ADA Compliance and Leave Administration Manager, Pos. #P0012737, Human Resources, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, Step 2, 40 hours per week, 12 months per year, effective April 2, 2018. This position was approved by the Acting Chancellor on November 28, 2017.
- c. <sup>2</sup>DUBOIS, ELLE is to be employed as Senior Administrative Assistant, Pos. #P0003349, Office of Safety and Security, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, effective February 15, 2018, in accordance with Article 13.6.2 of the C.S.E.A. contract. This is a replacement for Jean Maria Lukas.
- d. GARCIA, DEBRA is to be employed as Executive Assistant to the Office of the Vice Chancellor, Pos. #P0004568, Human Resources, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 10, Step 5, 40 hours per week, 12 months per year, effective March 13, 2018. This is a replacement for Beverly Johnson.
- e. <sup>3</sup>NEGRETE, VICTOR is to be employed as Executive Director of Public Private Partnership Development, Pos. #P0010943, Business Services, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, Step 2, 40 hours per week, 12 months per year, effective August 28, 2017. This position was approved by the Board of Trustees on December 12, 2016.
- f. PHAM, VIET THANH is to be employed as Network Systems Technician I, Pos. #P0004083, Technology Services, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 132, Step 1, 29 hours per week, 12 months per year, effective February 12, 2018. This is a replacement for Quentin Bohn.

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<sup>1</sup> Related to Jeanne Harris-Caldwell, Director of Student Health Center, Saddleback College.

<sup>2</sup> Related to Cole Mulder, Recreation Aide, Saddleback College.

<sup>3</sup> Correction: The Supervisory Organization is being corrected from the Office of the Chancellor on the September 25, 2017 Board Agenda to Business Services; the position approval date is being corrected from December 12, 2017 on the September 25, 2017 Board Agenda to December 12, 2016.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

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

- g. RAMOS, DIANA LOREN is to be employed as Program Assistant, Categorical, Pos. #P0005001, Nursing, Health Science, Division of Health Science and Human Services, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 118, Step 4, 40 hours per week, 12 months per year, effective March 5, 2018, in accordance with Article 17 of the C.S.E.A. contract. Employment in this categorical funded position is contingent upon funding by the Enrollment Growth for ADN grant. This is a replacement for Stacy Brook Anderson.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/ Step</u>	<u>Start Date</u>
Andres, Dexter	Graphic Designer/Product.Tech/IVC	26.57	02/05/18-06/30/18
Arce, Amelia	Graphic Designer/Product.Tech/IVC	26.57	02/05/18-06/30/18
Burgess, Rebecca	Media Production Specialist/SC	34.00	02/14/18-06/30/18
Calabrese, Daniel	Media Production Specialist/SC	34.00	02/15/18-06/30/18
Carralejo, Caitlyn	Outreach Specialist/IVC	30.05	02/01/18-06/30/18
Cornaire, Natalie	Senior Administrative Assistant/SC	27.23	02/27/18-06/30/18
Dao, Ngan	Senior Administrative Assistant/SC	27.23	02/05/18-06/30/18
Devine, Marina	Human Resources Assistant/DS	23.48	01/08/18-06/30/18
Fowler, Bradley	Police Officer/SC	30.02	02/13/18-06/30/18
Hefter, Lori	Health Sci. and Human Serv. Proj. Spec./SC	24.67	01/09/18-06/30/18
Hernandez, Michelle	Custodian/IVC	19.27	02/01/18-06/30/18
Kukulski, Lindsey	Administrative Assistant/SC	23.48	02/15/18-06/30/18
Matos, Arsenio	Computer/Audiovisual Technician/SC	26.57	02/13/18-06/30/18
Pilioglos, Daniel	Administrative Assistant/SC	23.48	02/13/18-06/30/18
Rue, Steven	Electrician/SC	27.91	02/28/18-06/30/18
Sauritch, Patricia	Health Center Nurse/IVC	34.00	02/13/18-06/30/18
<sup>4</sup> Shackleford, Rochelle	Accounting Assistant/SC	21.80	03/15/18-06/30/18
Tyson, Chelsey	Program Assistant (Cat. Fund)/SC	21.80	02/06/18-06/30/18

<sup>4</sup> Related to Keith Shackleford, Dean of Health Sciences, Kinesiology and Athletics, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2017/2018 academic year**, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Hourly Rate \$)</u>	<u>Start/End Date</u>
Apodac, Sanja	Project Specialist/SC	21.00	02/26/18-06/30/18
Bryant, Danica	Coaching Aide/SC	25.00	02/15/18-06/30/18
Calabrese, Daniel	Project Specialist/SC	20.00	02/05/18-06/30/18
Carlson, Amber	Clerk/SC	16.00	02/05/18-06/30/18
Diaz, Roberto	Coaching Aide/SC	25.00	02/15/18-06/30/18
Duenas, Rosalia	Project Specialist/SC	20.00	02/01/18-06/30/18
Fresenius, Lael	Coaching Aide/SC	25.00	02/15/18-06/30/18
Gil, Chantelle	Project Specialist/SC	25.00	02/12/18-06/30/18
Gore, Lisa	TMD Aide/IVC	20.00	01/23/18-06/30/18
Hillawi, Hamsa	Project Specialist/SC	11.50	01/30/18-06/30/18
Juan, Allan	Project Specialist/IVC	12.00	01/02/18-06/30/18
Lewis, Diane	TMD Aide/IVC	20.00	01/23/18-06/30/18
Lyles Reed, LaMaiyah	Project Specialist/IVC	21.00	01/31/18-06/30/18
Maguire, Jared	Outreach Aide/SC	13.50	02/14/18-06/30/18
<sup>5</sup> O'Hearn, Sean	Project Specialist/SC	12.00	02/08/18-06/30/18
Page, Ana	Project Specialist/SC	14.00	02/15/18-06/30/18
Pekich, Kobi	Coaching Aide/IVC	25.00	02/15/18-06/30/18
Pellegrino, Alexandria	Coaching Aide/IVC	25.00	02/01/18-06/30/18
Powell, Christine	Project Specialist/SC	11.50	02/22/18-06/30/18
Rojas, Sonia	Project Specialist/SC	12.00	02/15/18-06/30/18
Salloum, Sonia	Project Specialist/SC	20.00	02/06/18-06/30/18
Silva, Clark	Clerk/SC	16.00	02/01/18-06/30/18
Varela, Marcus	Adapted Kinesiology Aide/SC	14.00	01/16/18-02/14/18
Varela, Marcus	Project Specialist/SC	14.00	02/05/18-06/30/18
Wells, Bryson	Project Specialist/SC	30.00	02/13/18-06/30/18

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2017/2018 academic year**.

<u>Name</u>	<u>Start/End Date</u>
Pinzon, Sandra	01/19/18-06/30/18
Torres, Brenda	04/15/18-06/30/18

<sup>5</sup> Related to Birgit O'Hearn, Human Resources Specialist, District Services.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

5. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2017/2018** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Position</u>	<u>Not to Exceed (\$)</u>	<u>Start/End Date</u>
Al Shammari, Murooj	Tutor/IVC	12.00	01/26/18-06/30/18
Amirkhalili, Mohammad	Tutor/IVC	11.50	02/01/18-06/30/18
Baker, Yhonatan	Model/SC	25.00	02/15/18-06/30/18
Carter, Amber	Model/SC	25.00	01/29/18-06/30/18
Charara, Fatima	Tutor/IVC	11.50	01/30/18-06/30/18
Diniyarian, Farzaneh	Tutor/IVC	11.50	02/08/18-06/30/18
Ellis, Tyler	Tutor/IVC	14.00	02/12/18-06/30/18
Etekal, Sasha	Tutor/IVC	12.00	02/07/18-06/30/18
Janey, Andrew	Tutor/IVC	11.50	02/01/18-06/30/18
Jung, Sarah	Tutor/IVC	11.50	02/26/18-06/30/18
<sup>6</sup> Lazar, Jereme	Clinical Skills Specialist/SC	20.00	02/28/18-06/30/18
Leard, Kenneth	Clinical Skills Specialist/SC	15.00	02/15/18-06/30/18
Mahon, Nicholas	Tutor/IVC	13.00	01/02/18-06/30/18
Morgan, Taylor	Tutor/SC	15.00	01/15/18-06/30/18
Patel, Chandni	Tutor/IVC	11.50	02/05/18-06/30/18
Ray, Kerry	Model/SC	25.00	01/29/18-06/30/18
Razaghi Rafsenjani, Seyedeh Tannaz	Tutor/IVC	11.50	02/01/18-06/30/18
Stefanov, Ognyan	Tutor/IVC	11.50	02/12/18-06/30/18
Steindler, Savyonne	Tutor/IVC	16.00	02/12/18-06/30/18
Wang, Chloe	Tutor/IVC	11.50	02/01/18-06/30/18
Weatherholt, Branden	Clinical Skills Specialist/SC	15.00	02/05/18-06/30/18
Wells, Joshua	Tutor/IVC	11.50	02/26/18-06/30/18
Woo, Kendall	Tutor/SC	12.00	01/15/18-06/30/18
Zimmerman, Curtis	Tutor/IVC	12.00	01/15/18-06/30/18
Zohoori, Khashayar	Tutor/SC	12.00	02/01/18-06/30/18

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

1. <sup>7</sup>MANAGER OF COLLEGE FISCAL SERVICES, a classified manager, Pos. #P0005648, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 10, College Administrative Services, Irvine Valley College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective March 7, 2018. (Position approved: August 25, 2014, with employment contingent upon funding by the District specially funded program)

<sup>6</sup> Related to Garrick Lazar, Clinical Skills Specialist, Saddleback College.

<sup>7</sup> This position was temporary, not to exceed two years.

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

1. DIRECTOR OF FACILITIES PLANNING, a classified manager, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, Facilities Planning, District Services seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 26, 2018. This position was approved by the Interim Chancellor on March 12, 2018.
2. LABORATORY ASSISTANT, CATEGORICAL, Pos. #P0013223, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 116, Division of Health Science and Human Services, Saddleback College, seeks authorization to establish and announce this part-time, 25 hours per week, 12 months per year position to its staff complement, effective March 7, 2018. This position was approved by the Interim Chancellor on March 7, 2018. This position is categorical funded with employment contingent upon funding by the Strong Workforce Local MLT.
3. LABORATORY TECHNICIAN, LIFE AND PHYSICAL SCIENCES, CATEGORICAL, Pos. #P0013224, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Academic Programs and Economic and Workforce Development, Irvine Valley College, seeks authorization to establish and announce this part-time, 25 hours per week, 12 months per year position to its staff complement, effective March 7, 2018. This position was approved by the Interim Chancellor on March 7, 2018. This position is categorical funded with employment contingent upon funding by the Strong Workforce Local Allocation.
4. MANAGER OF COLLEGE FISCAL SERVICES, a classified manager, Pos. #P0013212, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 10, College Administrative Services, Irvine Valley College Services seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 2, 2018. This position was approved by the Interim Chancellor on March 2, 2018.
5. <sup>8</sup>PROGRAM ASSISTANT, CATEGORICAL, Pos. #P0005001, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 118, Division of Health Science and Human Services, Saddleback College, seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 1, 2014. This position was approved by the Board of Trustees on May 19, 2014. This position is categorical funded with employment contingent upon funding by the Enrollment Growth for ADN grant.
6. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #P0013165, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 122, Transfer Center, Saddleback College, seeks authorization to establish and announce this part-time, 24 hours per week, 12 months per year position to its staff complement, effective February 21, 2018. This position was approved by the Interim Chancellor on February 21, 2018. This position is categorical funded with employment contingent upon funding by the Student Equity Program (SEP).

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<sup>8</sup> Correction: The effective date is being corrected from effective, July 1, 2014 to June 30, 2015 on the May 19, 2014 Board Agenda to effective, July 1, 2014.

**D. REORGANIZATION**

1. IRVINE VALLEY COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified position, within their organization as defined by Title 5 Education Code, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** DIRECTOR OF OUTREACH AND RECRUITMENT, CATEGORICAL a classified manager, Pos. #P0005119, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, full-time, 40 hours per week, 12 months per year. This position was categorical funded with employment contingent upon funding by the Student Equity Program (SEP);  
**TO** DIRECTOR OF OUTREACH, RECRUITMENT AND STUDENT SUPPORT SERVICES, CATEGORICAL a classified manager, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, full-time, 40 hours per week, 12 months per year position, effective March 26, 2018. This position is categorical funded with employment contingent upon funding by the Student Equity Program (SEP).
2. DISTRICT SERVICES seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Section (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** PURCHASING MANAGER, a classified manager, Pos. #P0004596, Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, full-time, 40 hours per week, 12 months per year;  
**TO** PURCHASING AND CONTRACTS MANAGER, a classified manager, Business Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, full-time, 40 hours per week, 12 months per year position, effective March 26, 2018.
  - b. **RECLASSIFY** DIRECTOR OF SITE DEVELOPMENT, SPECIALLY FUNDED, a classified manager, Pos. #P0005076, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, full-time, 40 hours per week, 12 months per year. This position was specially funded through Capital Outlay Projects on a limited term basis, to be considered for renewal annually. Employment in this specially funded position was contingent upon these funds;  
**TO** CONSTRUCTION MANAGER, CATEGORICAL, a classified manager, Facilities Planning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year position, effective March 26, 2018. This is a categorical funded position with employment contingent upon funding by Major Capital Improvement Projects-project specific.

**E. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE VACANT DURING RECRUITMENT FOR PERMANENT APPOINTMENTS (LIMITED TO 960 HOURS PER FISCAL YEAR)**

1. SADDLEBACK COLLEGE **placed** the following permanent Classified employee/s in temporary, out of class and/or interim assignments.

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Dang, Hoang-quyen Phan	P0002790, Financial Aid Specialist	P0013084, Senior Financial Aid Specialist	129/5	40	01/03/2018
Hanson, Christian	P0004294, Senior HVAC Technician	P0013136, Plant Engineer	134/5	40	03/01/2018

**F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>
Loenker, Priscilla Marie	Accounting Assistant/SC	03/09/2018	N/A
Sauter, Brooke	Program Outreach Specialist/SC	01/01/2018	N/A

**G. VOLUNTEERS**

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

<u>Office of Online and Extended Education, Irvine Valley College</u>		
<sup>9</sup> Stuart, David		
<u>Environmental Studies, Advanced Technology &amp; Applied Sciences, Saddleback College</u>		
Alay, Angel	Albert, Melanie	Alvarez, Jose
Anderson, Noah	Armstrong, Andrew	Arroyo, Maritza
Avila, Karla	Azar, Neggin	Azimi, Mina
Babrov, Milan	Banda, Ricky	Banister, Jason
Barkovitz, William	Beugogullan, Sackil	Blazer, Myles
Bogoeski, Nick	Bossier, Ryan	Boutros, Adrianna
Bowman-Bostock, Baylee	Breeze, Brandon	Brown, Amanda
Brown, Tyler	Bruni, Alessia	Bueno, Angelique
Certain, Dirk	Cherland, Logan	Choan, Christopher
Choi, Ye Eun	Clark, Brendon	Collins, Conrad
Cortes, Alex	Cortes, Yoseline	Coury, Jenni
Demchik, Lucas	Dickenson, Tyler	DiGrazia, Daniel

<sup>9</sup> Related to Idamae Stuart, Academic Program and Economic and Workforce Development Associate Faculty, Irvine Valley College.

**G. VOLUNTEERS - Continued**

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

<u>Environmental Studies, Advanced Technology &amp; Applied Sciences, Saddleback College</u>		
Donahoe, Ivana	Dotson, Claire	Emery, Jack
Escobar, Courtney	Fant, Shayla	Fisher, Will
George, Kamryn	<sup>10</sup> Ghazalian, Albert	Gifford, Ashlee
Godinez, Erica	Goldtrap, Lelemarie	Golley, Graham
Gonzales, German	Gonzalez, Michael	Gonzalez, Sheccid
Graham, Natalie	Gushulak, Login	Hardash, Katherine
Hawthorne, Hunter	Healy, Matthew	Holden, Sara
Hooper, Miles	Howard, Daniel	Hubner, Franz
Hughes, Devyn	Huntley, Kristen	Jacob, Ryan
Johnston, Trevor	Kakar, Auista	Kalinak, Trent
Karim, Natalie	Kazempour, Priscilla	Keisker, Noelle
Kim, Nga	Klemm, Paige	Kwak, Eunzie
Larragoiti, Natalie	Lathouwers, Andrew	Lawson, Charles
Lazerson, Samuel	Lee, Hannah	Longcob, Jakob
Lorenson, Matthew	Lu, Mengtong	Lund, Victoria
Lyon, Jamie	Macias, Leonard	Martensen, Nicholas
Marx, Haelynn	Matin, Reza	McCarthy, Shannon
McGill, Adison	McKenna, Emily	Mehrpouyan, Ariel
Moll, Ellyn	Moore, Olen	Montes, Brendon
Mudge, Parker	Nagel, Delaney	Nguyen, Julie
Nieblas, Edward	Obial, April Rose	Oke, Chloma
O'Leary, Haley	Ortega, Daisy	Ortiz, Yesenia
Ostrander, Rachel	Pimentel, Andrew	Pugh, Jimmie
Pugliese, Luke	Quang, Tralina	Rehbein, Sean
Renteria, Ashley	Rojas, Amanda	Rojas, Roxana
Salinas, Jackie	Salunga, Miles	Savage, Kelly
Scalisi, Sarah	Schroeder, Brandon	Shaughnessy, Quinn
Shay, Jacob	Sim, Sally	Simpson, Rick
Stanley, Tristan	Stone, Brian	Summers, Jordan
Sylvester, Adrian	Terry, Christina	Thais, Sarah
Thierjung, Cooper	Trinh, Brandon	Vas, Justin
Voytovich, Chase	Wallace, Nicholas	Wesselman, Brad
Whitney, Sarah	Williams, Austin	Wood, Toni
Woodburn, Maxwell	Yagi, Travis	Yeganegi, Ryan
Zagorski, Pete		

<sup>10</sup> Related to Mirna Ghazalian, Federal Work Study, Saddleback College.

**G. VOLUNTEERS - Continued**

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

<u>School of Guidance and Counseling, Irvine Valley College</u>		
Arredondo, Jorge	<sup>11</sup> Chavez, Vanessa	Fadnavis, Deepti
Llerenas, Liset	Mendoza, Fatima	
<u>Student Equity and Special Programs, Saddleback College</u>		
Cooper, Caroline	Englert, Philip	Evans, Kyle
Garcia, Ashley	Knight, Aurora	Torres, Cesar
Winkler, Thomas		
<u>International Students Center, Irvine Valley College</u>		
Apgar, Don	Bradford, Rick	Clark, Marilyn
Gallentine, Diane	Inshaw, Claudia	Kellerman, Kathy
Swift, Paul	Tseng, Joan	
<u>School of Kinesiology, Health, and Athletics, Irvine Valley College</u>		
Baird, Tyler	Ibarra, Michael	
<u>Division of Kinesiology and Athletics, Saddleback College</u>		
Heumann, Alex	Llerenas, Sarah	Morgan, Nadine
<u>School of Languages &amp; Learning Resources, Irvine Valley College</u>		
<sup>12</sup> Mardfard, Tayebbeh	Wu, Kejun	
<u>School of Life Sciences &amp; Technologies, Irvine Valley College</u>		
Guerrero, Cortnie		
<u>School of Math, Computer Science &amp; Engineering, Irvine Valley College</u>		
Miu, Steven	Park, John	Ward, Larry
<u>Division of Social and Behavioral Sciences, Saddleback College</u>		
Kuhlmann, Mathias		
<u>Music, School of the Arts, Irvine Valley College</u>		
Erdahl, Charles		

<sup>11</sup> Related to Christian Chavez, Transfer Center Specialist, Irvine Valley College; Marcela Maria Maldonado, Counselor – PTF, Irvine Valley College.

<sup>12</sup> Related to Mohammad Hossein Gholamrezaei, Federal Work Study, Irvine Valley College.

**TO:** Board of Trustees

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

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

**ACTION:** Public Hearing

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### **BACKGROUND**

On February 26, 2018, the Board of Trustees received and accepted the initial proposal from the SOCCCD California School Employees Association for review and study.

### **STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD California School Employees Association's opening proposal to the District, shown in Exhibit A.

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

**January 2018**

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

**Article 1: Recognition**

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

**Article 3: CSEA Rights**

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

**Article 5: Evaluations**

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

**Article 7: Hours and Overtime**

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

**Article 8: Pay and Allowances**

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

**Article 9: Health and Welfare Benefits**

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

**Article 11: Vacations**

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

### Article 12: Leaves

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

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

### Article 16: Safety

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

### Article 18: Employee expenses

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

### Article 21: Negotiations

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

### Article 22: Duration

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

### Article 23: Definitions

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

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

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

Sincerely,

CSEA, Chapter 586

Scott Ferguson Greene, President - 2018

**TO:** Board of Trustees

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

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

**ACTION:** Public Hearing

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**BACKGROUND**

On February 26, 2018, the Board of Trustees received and accepted the initial proposal from the SOCCCD District for review and study.

**STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD District's opening proposal to the California School Employees Association, shown in Exhibit A.

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

**February 26, 2018**

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

**ARTICLE 3  
CSEA RIGHTS**

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

**ARTICLE 5  
EVALUATIONS**

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

**ARTICLE 6  
PERSONNEL FILE**

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

**ARTICLE 7  
HOURS AND OVERTIME**

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

**ARTICLE 8  
PAY AND ALLOWANCES**

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

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

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

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

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

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

## **ARTICLE 12 LEAVES**

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

## **ARTICLE 13 TRANSFERS**

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

## **ARTICLE 15 DISCIPLINARY ACTIONS**

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

## **ARTICLE 22 DURATION**

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Recess to Public Hearing – SOCCCD Police Officers Association (POA) Initial Proposal to District

**ACTION:** Public Hearing

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### **BACKGROUND**

On February 26, 2018, the Board of Trustees received and accepted the initial proposal from the SOCCCD Police Officers Association for review and study.

### **STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD Police Officers Association's opening proposal to the District, shown in Exhibit A.

## **SUNSHINE PROPOSAL**

**JANUARY 23, 2018**

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

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

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

**TO:** Board of Trustees

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

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

**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

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

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
2/20/2018 3:15 PM – 4:45 PM	MVHS 519	Brent Pillsbury	BUS 1	Dan McCormick	Starting & Running a Business
2/27/2018 5:00 PM – 6:00 PM	SCI 211	Sam Abbas	Pre-Med Society	Alicia Hoover	Volunteer Opportunities at Mission Hospital
3/1/2018 10:30 AM – 12:00 PM	VIL 3	Thanitra Pichedvanichok	FN152 Event	Guy Wesenberg	Health Trends in Hospitality / Culinary Industry
3/5/2018 7:00 PM	VIL 31-B	Brad Lotterman	Internal Communications	Robin Gurien	Internal Communications
3/6/2018 3:15 PM – 4:45 PM	MVHS 519	Brent Pillsbury	BUS 1	Don Bowker	Starting & Running a Business
3/7/2018	FA 103	Joey Sellers	MUS 47 Rehearsal	Shep Shepheard	Swing Thing
3/12/2018 1:30 PM – 2:30 PM	SCI 223	Sam Abbas	Pre-Med Society	Bridget Wulff (teacher on special assignment)	How to Become a Certified Nursing Assistant
4/11/2018 9:00 AM – 10:30 AM	BGS 144	Lori Hoolihan	Fundamentals of Nutrition (FN 50)	George Decker, FDA Communications Specialist	Dietary Supplements
4/23/2018 10:30 AM – 12:00 PM	BGS 144	Lori Hoolihan	Fundamentals of Nutrition (FN 50)	Steven Sharp, Program Manager / Food and Pool Safety; Environmental Health Division, OC Health Care Agency	Foodborne Illness
3/26/2018 12:30 PM	BGS 232	Alana Gates	Business 1	Denis Lee	Advertising
4/4/2018 7:00 PM – 8:30 PM	HS 145	Orange County Health Care Agency, Alcohol Drug Education & Prevention	CNSA Program	Della Lisi Kerr	Prescription Abuse Prevention

		Team			
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### IRVINE VALLEY COLLEGE

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
2/26/18 4:00pm	BSTIC 118	Bennet Tchaikovsky	Accounting Society Club	Nahal Shafagh	Preparing for the CPA Exam
2/27/18 4:00pm	BSTIC 101	John Russo	Business Leader Society Club	Jordan Kay Ian Kay	Winning an Interview and Using LinkedIn
3/5/18 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies and Ethics	Sheri Dando	Career as a Paralegal
3/5/18 2:15pm	BSTIC 116	Kathryn Urell	COUN 4 Stress Management	Bing Luh	Tai Chi
3/12/18 4:00pm	BSTIC 118	Bennet Tchaikovsky	Accounting Society Club	Diane Harkey	State Board of Equalization
3/13/18 4:00pm	BSTIC 101	John Russo	Business Leader Society Club	Steve Sawitz	Entrepreneurial Success
3/26/18 4:00pm	BSTIC 118	Bennet Tchaikovsky	Accounting Society Club	Heather Kwon	Positioning Yourself for Recruiting After Public Accounting
3/27/18 4:00pm	BSTIC 101	John Russo	Business Leader Society Club	Brent Sojhi	The World of Marketing
3/28/18 2:15pm	BSTIC 116	Kathryn Urell	COUN 4 Stress Management	Lauren Dahl	Yoga
3/28/18 9:30am	SSC 230	Amanda Romero	Career Chat	Brian Tademy Don Voss	Business Pathway/Career
4/9/18 2:00pm	BSTIC 119	Melanie Titterud	COUN 10 Study Skills	Shannon Workman	Money Management
4/9/18 4:00pm	BSTIC 118	Bennet Tchaikovsky	Accounting Society Club	Derek Peterson	Running a Publicity Traded Cannabis Company

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
4/11/18 2:15pm	BSTIC 116	Kathryn Urell	COUN 4 Stress Management	Sky Tetsuka	Money Management
4/16/18 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies and Ethics	Rosanne Brewitz	Career as a Paralegal
4/23/18 4:00pm	BSTIC 118	Bennet Tchaikovsky	Accounting Society Club	Vina Vuong	Accounting Association of University of California, Irvine
4/23/18 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies and Ethics	Dennis Nakata	Career as a Paralegal
5/7/18 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies and Ethics	Maureen Barlow	Career as a Paralegal
5/15/18 2:15pm	Performing Arts Center	Bob Urell	GAP4+1 Program	Eric Siegel	Predictive Analytics: The Power to Predict Who Will Click, Buy, Lie or Die

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

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

**ACTION:** None

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**BACKGROUND**

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

**STATUS**

A public comment response from staff was not requested during last month's board meeting.

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

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### **BACKGROUND**

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

### **STATUS**

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

FACILITIES PLAN STATUS REPORT  
March 26, 2018

**CAPITAL IMPROVEMENT PLANNING**

The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was complete December 2011. The 2011 EFMP report is available at the district website: [http://www.socccd.edu/about/about\\_planning.html](http://www.socccd.edu/about/about_planning.html). The next EFMP process is scheduled for FY 2018-2019.

**SADDLEBACK COLLEGE**

**1. STADIUM AND SITE IMPROVEMENT**

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and nine lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	<b>March 2014</b>	Award D/B Contract	<b>Aug 2016</b>
Start Working Drawings	<b>Sept 2016</b>	Complete Construction	March 2019
Complete Working Drawings	Nov 2017	Advertise for FF&E	N/A
DSA Final Approval	Feb 2018	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 3/24/08, 6/23/14, 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015 the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of RDA and Promenade income of \$22,705,000.

	Original	Revision	Total
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$0	\$22,705,000	\$22,705,000

Status: *Construction: Demolition*

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

Recently Completed: *Ground breaking ceremony and design-build entity mobilization.*

Focus: Work through both schedule and cost impact related to the geotechnical report discovery. *Approval of DSA Increment 2 (structure) package.*

## 2. ATAS BUILDING PROJECT

Project Description: The Project includes a new 45,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts will replace the existing six and will be located north of the Village. The existing TAS Building will be demolished and a new parking lot is proposed.

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

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, 6/23/2014, and 8/22/2016. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing at \$14,733,000. On February 28, 2011, the Board approved \$6,799,055. On August 27, 2012, the Board approved \$5,977,945. On October 25, 2013, the Board approved reassignment of funds of \$8,523,000 for the Saddleback College Sciences Building. On June 23, 2014 the Board restored funding of \$8,523,000 and an additional \$2,702,000. On August 22, 2016, the Board approved an additional \$3,110,000 for budget revisions to the North and South wing renovations. Scope Change to new construction resulted in a projected budget of \$47,175,000 with clarification of estimate after programming phase. *A recent analysis of options resulted in a college recommendation to expand the building so that the Advanced Manufacturing program can be fully accommodated within the building. The estimated additional cost are for the program revision at \$8,700,000 and costs to address tennis courts, raising the building pad, changing temporary parking lot to permanent and team rooms at \$8,225,000, and for a total additional cost of \$16,925,000.* Outstanding funding will be requested during the 2018-2019 budget planning cycle.

	Original	Revision	Total
Project Budget:	\$8,755,055	\$47,119,945	\$64,100,000
District Funding Commitment:	\$8,755,055	\$11,789,945	\$20,545,000
Anticipated State Match:			
Basic Aid Allocation:	\$1,956,000	\$18,589,000	\$20,545,000
<i>Renovation Expenditures:</i>			<u><i>\$-1,308,622</i></u>
<i>Revised Basic Aid Allocation:</i>			<i>\$19,236,378</i>

Unallocated Amount	\$44,863,622
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Status: On Hold. RFP & Programing Phase.

In Progress: Maintenance & Operations Department technical specifications review sessions. Assess existing, associated campus utilities. Finalize contract documents and prepare RFP.

Recently Completed: Analysis by college resulting in Advanced Manufacturing programming change.

Focus Issue: Finalize program and release RFP for Design/ Build Entity selection.

### 3. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This building, located west of the existing Health/Sciences building, will co-locate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	2019-2020	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014 and 8/22/2016. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017 the Board approved \$16,832,003 with basic aid match of \$10,145,180 outstanding. State match adjusts annually and is identified below. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase project competitiveness for state funding. *Project budget includes additional funds identified to address escalation not accounted for in state funding.*

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$7,626,000	\$50,493,000
District Funding Commitment:	\$12,814,000	\$ 10,374,000	\$29,804,000
Anticipated State Match:	\$30,053,000	\$(9,364,000)	\$20,689,000
Basic Aid Allocation:	\$ 1,545,115	\$18,113,705	\$19,658,820
Unallocated District Contribution:			\$10,145,180

Status: Pursuing State Funding Match: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. SOCCCD projects, the Saddleback

College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently *being recommended for the 2019-2020 fiscal year funding cycle*.

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. *This project was among those the State Chancellor's Office held in a "recommended for funding" status during the 2018-2019 funding cycle. They have since evaluated all projects for 2019-202 and are recommend this project for funding.*

Recently Completed: State Chancellor's office *has developed a project list for the 2019-2020 fiscal year Department of Finance submittal*. District staff *continues to work with a planning consultant to maximize district project prospects for the future funding considerations*.

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

## IRVINE VALLEY COLLEGE

### 1. LIFE SCIENCES PROJECT

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

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

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

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

Basic Aid Allocation:	\$ 1,113,000	\$ 1,377,000	\$ 2,490,000
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Status: Final *project closeout*

In Progress: Final *project closeout*

Recently Completed: *Completion of first year discovery project.*

Focus: Final closeout.

## 2. BARRANCA ENTRANCE (LASER WAY)

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	<b>Feb 2010</b>	Award Construction Contract	<b>May 2016</b>
Start Working Drawings	<b>March 2011</b>	Complete Construction	<b>Apr 2017</b>
Complete Working Drawings	<b>March 2011</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Dec 2012</b>	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The basic aid assignment of \$2,850,000 was sufficient to meet project costs.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: Close out Phase: *Southern California Edison and the City of Irvine.*

In Progress: Project close-out. Finalize landscaping easement with Southern California Edison.

Recently Completed: *Real Estate appraisal underway for Southern California easement.*

Focus: Close landscaping easement with Southern California Edison.

## 3. FINE ARTS PROJECT

Project Description: The proposed project will construct a new complex of three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand space for the Fine Arts department. Art, Art History, Music and Dance instruction will be relocated from laboratories currently housed across a number of different buildings on campus. The Fine Arts building, located south west of the existing

Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Following occupancy space will be vacated within the B-100, B-300 and A-300 buildings setting the stage for future renovation.

Start Preliminary Plans	2019-2020	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/23/2014 and 8/22/2016. On June 23, 2014, the Board approved \$795,000. On August 22, 2016, the Board approved \$1,659,739. On June 26, 2017, the Board approved \$12,932,581 with basic aid match of \$8,974,680 outstanding. State match adjusts annually and is identified below. The district revised the funding commitment from 30 to 50 percent of State supportable costs to increase project competitiveness for state funding. On June 26, 2017, the Board approved \$12,932,581. *Project budget includes additional funds identified to address escalation not accounted for in state funding.*

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$ 7,157,000	\$42,860,000
District Funding Commitment:	\$10,562,000	\$13,726,000	\$24,362,000
Anticipated State Match:	\$25,141,000	\$(6,569,000 )	\$18,498,000
Basic Aid Allocation:	\$795,000	\$14,592,320	\$15,387,320
Unallocated <i>District Contribution:</i>			\$ 8,974,680

Status: *Pursuing State Funding Match:* Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in 2016. SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently *being recommended for the 2019-2020 fiscal year funding cycle.*

In Progress: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. *This project was among those the State Chancellor's Office held in a "recommended for funding" status during the 2018-2019 funding cycle. They have since evaluated all projects for the 2019-2020 and are recommending this project for funding.*

Recently Completed: State Chancellor's office *has developed a project list for the 2019-2020 fiscal year Department of Finance submittal.* District staff *continues to work with a planning consultant to maximize district project prospects for future funding considerations.*

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

#### **4. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT**

**Project Description:** This project includes development of a 135,000 square feet of lighted parking lot creating 400 additional parking spaces. The project proposes to include photovoltaic panels supported on parking canopies designed to generate up to one megawatt of solar power. The Photovoltaic System is to be integrated with the campus electrical system and interconnected with the local utility grid.

Start Preliminary Plans	<b>Sep 2017</b>	Award Construction Contract	Jul 2018
Start Working Drawings	<b>Dec 2017</b>	Complete Construction	Jan 2019
Complete Working Drawings	Mar 2018	Advertise for FF&E	Oct 2018
DSA Final Approval	May 2018	DSA Close Out	May 2019

**Budget Narrative:** Budget reflects Board action on 6/23/2014, 6/22/2015 and 8/22/2016. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and connection with the new perimeter road. On June 26, 2017 the Board approved \$733,000.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$4,478,000	\$7,488,000
District Funding Commitment:	\$3,010,000	\$4,478,000	\$7,488,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$ 4,478,000	\$7,488,000

**Status:** Design Phase. *Construction Documents phase.*

**In Progress:** *Finalizing EV charging station infrastructure design. Negotiating battery storage contract.*

**Recently Completed:** Received and evaluated technical proposals for battery energy storage from SCE approved energy service companies.

**Focus:** Complete parking lot construction documents *for DSA submittal. Submitted \$1,300,000 CIC recommendation for Phase II funding to include 153 additional parking spaces and a power feed consolidation.* Finalize solar scope and proceed with design-build procurement. *Negotiating battery energy storage system contract.* Coordinate Southern California Edison *construction project* to aggregate incoming electrical service.

## 5. HEALTH CENTER/CONCESSION PROJECT

**Project Description:** This project is a new one story building *with* an estimated 2,553 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building which will free space for renovation to meet the increased counseling requirements. The new Health Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices,

restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	<b>May 2017</b>	Award Construction Contract	Jun 2018
Start Working Drawings	<b>Jul 2017</b>	Complete Construction	Jul 2019
Complete Working Drawings	<b>Jan 2018</b>	Advertise for Equipment	Dec 2018
DSA Final Approval	Apr 2018	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016 and 6/26/2017. 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.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$ 940,000	\$6,140,000
District Funding Commitment:	\$5,200,000	\$ 940,000	\$6,140,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$5,740,000	\$6,140,000

Status: DSA design review phase.

In Progress: Construction Documents under review at DSA. *Developing plans for infield netting project.*

Recently Completed: Completion of Construction Documents.

Focus: Respond to DSA review comments when received. *Complete infield netting project. Submitted \$1,360,000 CIC recommendation for additional funding to cover furniture, fixture and equipment budget, installation of coaches' office and gender neutral restroom.*

## ATEP

### 1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station as required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional *phase* required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	<b>Jul 2013</b>	Award Construction Contract	<b>Nov 2014</b>
Start Working Drawings	<b>Jul 2013</b>	Complete Construction	<b>Jul 2015</b>
Complete Working Drawings	<b>Apr 2014</b>	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013. On April 22, 2004, the Board approved \$7,000,000. On June 17, 2013, the Board approved \$6,700,000 to fund additional demolition projects as a result of the land exchange.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.

Recently Completed: Land exchange between District and the County of Orange.

Focus: Adhere to various regulatory requirements specific to maintain the ATEP site.

## 2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 30,000 gross square feet (GSF) building dedicated to technical and applied sciences and economic development. The automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, alternative robotics classes, and the testing center will be located from the existing ATEP classrooms and from the IVC campus with some spaces representing expansion. The space vacated at the ATEP campus will terminate the temporary lease with the City of Tustin. The space vacated at the IVC campus at the A300 and B300 building will become available to meet additional curriculum needs. The new ATEP IVC First Building, located in the north east portion of the ATEP campus, will consist of primarily lab classrooms and support spaces, with some lecture classroom space, offices and student support services. The project includes 50kV of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	<b>Oct 2014</b>	Award Design-Build Contract	<b>June 2015</b>
Start Working Drawings	<b>July 2015</b>	Complete Construction	Mar 2018
Complete Working Drawings	<b>March 2016</b>	Advertise for FF&E	<b>Sept. 2017</b>
DSA Final Approval	<b>Sept 2016</b>	DSA Close Out	<i>Apr 2018</i>

Budget Narrative: 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 6/23/2014. 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 has elected to use Irvine Valley College RDA equaling \$1,250,000 for an expanded lobby improvement. On June 26, 2017, the Board approved \$1,100,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 5,950,000	\$28,650,000
District Funding Commitment:	\$23,000,000	\$ 5,950,000	\$28,650,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$0	\$ 1,250,000	\$ 1,250,000

Status: *Furniture, Fixture & Equipment Procurement, Project Closeout*

In Progress: *Final building system commissioning.*

Recently Completed: *Staff and faculty move into building.*

Focus: Photovoltaic interconnect agreement with utility agency. *Resolve* cost and time impacts arising from Public Utility Agencies delays.

### 3. ATEP – UTILITIES AND INFRASTRUCTURE

Project Description: This project is a utilities and infrastructure project required to support construction of the ATEP IVC First Building as well as support future development. Utility and infrastructure construction will be phased with phase 1 including the site utility infrastructure, utility laterals to offsite points of connection and development of vehicular, bicycle and pedestrian circulation. This phase 1 utility and infrastructure project will address improvements at the north east and a small central portion of the ATEP campus.

Start Preliminary Plans	<b>Oct 2015</b>	Award Construction Contract	<b>Oct 2016</b>
Start Working Drawings	<b>Nov 2015</b>	Complete Construction	<b>Feb 2018</b>
Complete Working Drawings	<b>Mar 2016</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Jun 2016</b>	DSA Close Out	<i>Apr 2018</i>

Budget Narrative: Budget reflects Board action on 6/22/2015 and 8/22/2017. On June 22, 2015 the Board approved \$7,000,000. On August 22, 2016, the Board of Trustees approved \$2,475,000.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$2,475,000	\$9,475,000
District Funding Commitment:	\$7,000,000	\$2,475,000	\$9,475,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$2,475,000	\$9,475,000

Status: *Project Closeout*

In Progress: *Project Closeout*

Recently Completed: *Parking lot and roads.*

Focus: Resolve cost and time impacts arising from public utility agencies delays.

## DISTRICT WIDE

### 1. SUSTAINABILITY/ ENERGY PLAN

Project Description: This project develops a Sustainability/Energy Plan to support the colleges' plans for future sustainability/energy projects and to assist with the development of the ATEP site. Additionally, the plan will advise the campuses on best practices, help take advantage of programs such as, Savings by Design, and recommend procurement methods for various sustainability projects. The project is broken into two phases, the first to focus on development of building design and construction guidelines and the second to focus on campus organizational policies and procedures. The Plan will inform the upcoming Education and Facilities Master Plan process.

Kick Off	<b>Jan 2017</b>	Start Plan Development	<b>Feb 2017</b>
Start Research/Analysis	<b>Jan 2017</b>	Complete Plan	<b>May 2017</b>
Complete Research/Analysis	<b>Feb 2017</b>	Final Plan	<b>Nov 2017</b>

Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016 and 6/22/2017. On June 22, 2015, the Board approved \$200,000. On August 22, 2016, the Board approved \$40,000 to fund phase II of the Sustainability Efforts. On June 26, 2017, the Board approved \$200,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$240,000	\$440,000
District Funding Commitment:	\$200,000	\$240,000	\$440,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$240,000	\$440,000

Status: Plan Development: Complete.

In Progress: Presentation to Board of Trustees

Recently Completed: Print final plans.

Focus: Develop consultant scope of work for second phase. Coordinate presentation and review by District-Wide Planning Council.

### 2. ADA TRANSITION PLAN

**Project Description:** This project includes site accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in developing Americans with Disabilities Act (ADA) Transition Plans. The project includes assessment of barriers to access, summary of costs for remediation, implementation schedules with prioritization and standard drawings for remediation methods. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	<b>Mar 2016</b>	Start Report Development	<b>May 2016</b>
Start Research/Analysis	<b>Mar 2016</b>	Complete Report Development	<b>Sep 2016</b>
Complete Research/Analysis	<b>Jul 2016</b>	Final Report	<b>Oct 2016</b>

**Budget Narrative:** Budget reflects Board action on 6/22/2015, 6/27/2106 and 6/26/2017. On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved \$400,000. Additional funding will allow for Phase II efforts.

	Original	Revision	Total
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

**Status:** Phase I work complete. Initiating Phase II work.

**In Progress:** RFQ&P for self-evaluation of services, policies and practices.

**Recently Completed:** Received responses to RFQ&P.

**Focus:** Recommend consultant for Board approval.

### 3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

**Project Description:** This project develops district-wide technology and building access standards for capital construction projects. The standards will assist current and future design teams in developing construction documents and will establish design guidelines for telecommunications / network infrastructure and associated equipment.

Kick Off	<b>July 2017</b>	Start Report Development	<b>Oct 2017</b>
Start Research/Analysis	<b>July 2017</b>	Complete Report	Mar 2018
Complete Research/Analysis	<b>Sept 2017</b>	Final Report	Apr 2018

**Budget Narrative:** Budget reflects Board action on 8/22/2016 and 6/26/2017. On August 22, 2017, the Board approved \$460,000. On June 26, 2017, the Board approved \$100,000.

	Original	Revision	Total
Project Budget:	\$460,000	\$100,000	\$560,000
District Funding Commitment:	\$460,000	\$100,000	\$560,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$460,000	\$100,000	\$560,000

Status: Recommendations phase.

In Progress: Complete campus standards and procurement processes for cable infrastructure, audio visual, access control and wireless.

Recently Completed: Committee review of draft electronic security standards.

Focus: *Finalizing campus standards.*

#### 4. MAPPING AND CONDITION ASSESSMENT

Project Description: This project accurately and comprehensively documents the horizontal and vertical positions of underground utilities, i.e. electrical, natural gas, storm drain, sanitary sewer, telecommunication, fiber optic, non-potable irrigation, and domestic/ fire water. The existing condition of each will be assessed. Accurate utility information assists design teams when developing construction documents preventing construction delays, claims, and major utilities conflicts.

Kick Off	July 2018	Start Report Development	Dec. 2018
Start Research/Analysis	July 2018	Final Report	Jan. 2019

Budget Narrative: Budget reflects Board action on 8/22/2016 and 6/26/2017. On August 22, 2016, the Board approved \$400,000 to develop project. On June 26, 2017, the Board approved \$500,000 as partial funding toward implementation.

	Original	Revision	Total
Project Budget:	\$400,000	\$500,000	\$900,000
District Funding Commitment:	\$400,000	\$500,000	\$900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$500,000	\$900,000

Status: *Survey and Bid:* Project on hold to request additional funding.

In Progress: Update project budget for the upcoming 2018-2019 funding cycle. *Submitted \$3,000,000 CIC recommendation to complete project.*

Recently Completed: Recommended firm agreed to hold proposal offer until funding cycle is complete.

Focus: Request additional funding. *Finalize agreement with the recommended firm in preparation of project kick-off July 2018.*

Project updates for active projects may be viewed at:

<http://www.socccd.edu/businessservices/ProjectUpdates2014.html>

Notes

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
  - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
  - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
  - The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**TO:** Board of Trustees  
**FROM:** Thomas Fallo, Interim Chancellor  
**RE:** SOCCCD: Monthly Financial Status Report  
**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected 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 28, 2018 (EXHIBIT A). A review of current revenues and expenditures for FY 2017-2018 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of February, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 65,655,901	65,655,901	65,655,901	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 3,321,902	3,322,182	920,516	27.71%
State Sources	8600-8699	57,606,503	60,686,768	40,318,039	66.44%
Local Sources	8800-8899	240,729,776	240,740,026	166,746,560	69.26%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		301,658,181	304,748,976	207,985,115	68.25%
FISCAL AGENT PASS THROUGH	8970-8979	4,350,212	4,710,212	2,900,141	61.57%
INCOMING TRANSFERS	8980-8989	3,143,842	3,143,842	1,864,443	59.30%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 374,808,136</b>	<b>378,258,931</b>	<b>278,405,600</b>	<b>73.60%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 90,295,240	94,955,306	56,952,305	59.98%
Other Staff Salaries	2000-2999	57,339,922	57,479,378	31,000,044	53.93%
Employee Benefits	3000-3999	57,255,869	58,074,745	33,743,908	58.10%
Supplies & Materials	4000-4999	8,101,817	8,438,593	2,266,179	26.85%
Services & Other Operating	5000-5999	35,297,872	34,803,231	13,871,286	39.86%
Capital Outlay	6000-6999	18,863,380	18,946,577	3,107,775	16.40%
Payments to Students	7500-7699	1,347,658	2,805,746	1,742,675	62.11%
Total Expenditures		\$ 268,501,758	275,503,576	142,684,172	51.79%
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	\$ 1,225,000	1,225,000	975,000	79.59%
Basic Aid Transfers Out	7300-7399	67,231,257	67,231,257	17,210,000	25.60%
Intra Fund Transfers Out	7400-7499	4,350,212	4,710,212	509,468	0.00%
Total Other Uses		72,806,469	73,166,469	18,694,468	25.55%
<b>TOTAL USES OF FUNDS</b>		<b>341,308,227</b>	<b>348,670,045</b>	<b>161,378,640</b>	<b>46.28%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 33,499,909</b>	<b>29,588,886</b>	<b>117,026,960</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 17,446,051	17,446,051		
Reserve for Economic Uncertainties		13,260,177	9,580,756		
College Reserves for Economic Uncertainties		2,793,681	2,562,079		
<b>TOTAL RESERVES</b>		<b>\$ 33,499,909</b>	<b>29,588,886</b>		

NOTE: As of February 28, 2017 actual revenues to date were **71.86%** and actual expenditures to date were **52.62%** of the revised budget to date.

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of February, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 19,766,282	19,766,282	19,766,282	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 99,419,252	99,419,252	66,202,133	66.59%
Restricted Budget Allocation		39,218,878	40,138,365	27,602,109	68.77%
Total Revenue		138,638,130	139,557,617	93,804,242	67.22%
INCOMING TRANSFERS	8980-8989	1,333,842	1,333,842	1,051,013	78.80%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 159,738,254</u>	<u>160,657,741</u>	<u>114,621,537</u>	71.35%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 56,488,724	57,531,375	34,889,046	60.64%
Other Staff Salaries	2000-2999	29,015,126	29,224,715	15,186,552	51.96%
Employee Benefits	3000-3999	32,308,544	32,333,082	18,873,016	58.37%
Supplies & Materials	4000-4999	6,042,772	6,336,580	1,439,223	22.71%
Services & Other Operating	5000-5999	18,661,369	17,422,907	5,938,656	34.09%
Capital Outlay	6000-6999	13,150,367	13,092,467	1,712,253	13.08%
Payments to Students	7500-7699	946,352	1,591,615	787,537	49.48%
Total Expenditures		\$ 156,613,254	157,532,741	78,826,283	50.04%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 625,000	625,000	625,000	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		625,000	625,000	625,000	100.00%
<b>TOTAL USES OF FUNDS</b>		<u>157,238,254</u>	<u>158,157,741</u>	<u>79,451,283</u>	50.24%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 2,500,000</u>	<u>2,500,000</u>	<u>35,170,254</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 2,500,000</u>	<u>2,500,000</u>		

NOTE: As of February 28, 2017 actual revenues to date were **71.27%** and actual expenditures to date were **53.51%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of February, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 4,337,276	4,337,276	4,337,276	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 62,394,259	62,394,259	42,827,517	68.64%
Restricted Budget Allocation		18,301,263	20,472,571	14,052,174	68.64%
Total Revenue		80,695,522	82,866,830	56,879,691	68.64%
INCOMING TRANSFERS	8980-8989	1,400,000	1,400,000	666,105	47.58%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 86,432,798</b>	<b>88,604,106</b>	<b>61,883,072</b>	<b>69.84%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 32,169,473	32,785,354	21,390,242	65.24%
Other Staff Salaries	2000-2999	18,233,934	18,107,806	10,191,375	56.28%
Employee Benefits	3000-3999	19,195,669	19,283,850	11,981,519	62.13%
Supplies & Materials	4000-4999	1,933,800	1,972,468	771,849	39.13%
Services & Other Operating	5000-5999	8,397,432	9,261,468	3,704,768	40.00%
Capital Outlay	6000-6999	5,557,503	5,666,950	1,293,110	22.82%
Payments to Students	7500-7699	401,306	1,214,131	955,138	78.67%
Total Expenditures		\$ 85,889,117	88,292,027	50,288,001	56.96%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 250,000	250,000	0	
Other Transfers	7400-7499	0	0	0	
Total Other Uses		250,000	250,000	0	
<b>TOTAL USES OF FUNDS</b>		<b>86,139,117</b>	<b>88,542,027</b>	<b>50,288,001</b>	<b>56.80%</b>
<b>LOCATION OPERATING BALANCE</b>		<b>\$ 293,681</b>	<b>62,079</b>	<b>11,595,071</b>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		\$ 293,681	62,079		

NOTE: As of February 28, 2017 actual revenues to date were **71.10%** and actual expenditures to date were **58.78%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Thomas M. Fallo, Interim Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008, the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

### **STATUS**

This report is for the period ending January 31, 2018 (EXHIBIT A).

For January, the portfolio was composed of 49.6% Fixed Funds (Bonds) and 50.4% Common Stocks (Domestic and International). The portfolio's performance increased 2.41%, ending with a fair market value of \$119,034,135 and an annualized return of 6.23%.

February 12, 2018

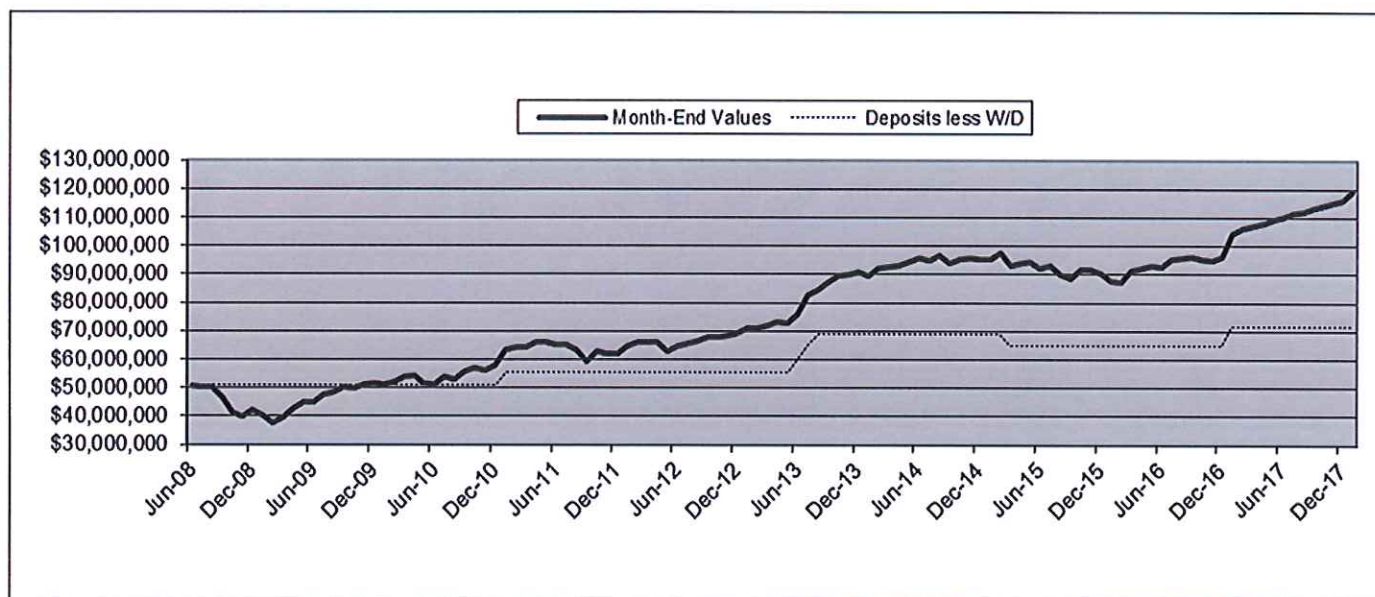
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

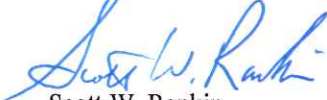
With a fair market value on January 31<sup>st</sup> of \$119,034,135.39 your portfolio's performance was up 2.41% for the month and up 6.23% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (50.4%) and fixed income funds (49.6%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013, and \$6,876,877.96 on January 20, 2017 for a total of \$75,676,601.70. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>January 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	2.41%	2.41%	6.23% annualized return
S&P 500	5.73%	5.73%	10.97% (Domestic Stocks)
MSCI EAFE	5.02%	5.02%	3.80% (International stocks)
Barclays Aggregate	-1.15%	-1.15%	3.94% (Domestic Bonds)
Barclays Global	1.19%	1.19%	2.97% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President

### Benefit Trust - Retiree (OPEB) Trust

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
June-14	\$ 8,389,913	\$ 68,799,724	\$ 95,689,395
June-15	\$ (4,000,000)	\$ 64,799,724	\$ 92,222,506
June-16	\$ -	\$ 64,799,724	\$ 92,851,363
July-16	\$ -	\$ 64,799,724	\$ 95,377,249
August-16	\$ -	\$ 64,799,724	\$ 95,929,958
September-16	\$ -	\$ 64,799,724	\$ 96,320,870
October-16	\$ -	\$ 64,799,724	\$ 95,230,338
November-16	\$ -	\$ 64,799,724	\$ 94,958,568
December-16	\$ -	\$ 64,799,724	\$ 96,106,489
January-17	\$ 6,876,878	\$ 71,676,602	\$ 104,516,816
February-17	\$ -	\$ 71,676,602	\$ 106,178,127
March-17	\$ -	\$ 71,676,602	\$ 106,889,989
April-17	\$ -	\$ 71,676,602	\$ 107,981,028
May-17	\$ -	\$ 71,676,602	\$ 109,311,569
June-17	\$ -	\$ 71,676,602	\$ 110,063,884
July-17	\$ -	\$ 71,676,602	\$ 111,728,835
August-17	\$ -	\$ 71,676,602	\$ 112,145,520
September-17	\$ -	\$ 71,676,602	\$ 113,277,751
October-17	\$ -	\$ 71,676,602	\$ 114,061,414
November-17	\$ -	\$ 71,676,602	\$ 115,163,531
December-17	\$ -	\$ 71,676,602	\$ 116,227,289
January-18	\$ -	\$ 71,676,602	\$ 119,034,135
	<b>\$ 71,676,602</b>		

**TO:** Board of Trustees

**FROM:** Thomas M. Fallo

**RE:** Reports from Administration and Governance Groups

**ACTION:** None

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Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet.

Chancellor and College Presidents written reports are included for information.

*Speakers are limited up to two minutes each.*

Saddleback College Academic Senate  
Faculty Association  
Irvine Valley College Academic Senate  
Vice Chancellor, Technology & Learning Services  
Vice Chancellor, Human Resources  
Vice Chancellor, Business Services  
Irvine Valley College Classified Senate  
California School Employees Association  
Saddleback College Classified Senate  
Police Officers' Association



TO: Members of the Board of Trustees  
FROM: Dr. Thomas Fallo, Interim Chancellor  
SUBJECT: District Services Report for March 26, 2018 Board of Trustees Meeting

### **Saddleback, Irvine Valley Colleges Awarded Grant to Expand Mental Health Services for Students**

The district was awarded a \$350,000 California Community Colleges Mental Health Services Program grant to improve student access to mental health services. The grant will enable practitioners of the comprehensive services offered at Saddleback College and Irvine Valley College to expand mental health assistance to a greater number of students.

### **Business Services**

The budget process has begun. We have decided to continue following the same methodology as in 2017-2018 and not change our allocation model at this time. We are awaiting the final state budget model before we begin discussions on any change to our model. We will provide 2.51 percent COLA to the DRAC Allocation Revenue model, as proposed in the state budget. However, even with this additional revenue provided to the model, the overall expenditure allocations are projected to be lower than they were in 2017-2018. All of the budget committees have convened and are continuing with the expectation that a recommendation from the Basic Aid Allocation Recommendation Committee will go to the Board of Trustees meeting in May.

### **Human Resources**

Welcome to our new members human resources team members! Debra Garcia, executive assistant to the vice chancellor of human resources, started in her position on March 13 and comes to us from the Coast Community College District. Kim Widdes, executive director of human resources, started on March 21 and comes to us from Grossmont-Cuyamaca Community College District. Finally, Cindy Barron will start on April 2 as our ADA compliance and leave administration manager, a new position in our district.

### **Public Affairs**

Working with Vice Chancellor Gabel, letters were sent to our representatives in Sacramento requesting their support to fund all 15 new community college capital outlay projects approved by the Board of Governors and recommended by the state chancellor's office. Our district has approved projects for the next funding cycle that are awaiting state funds from Proposition 51, which provides \$2 billion for community colleges. These projects are the Saddleback College Gateway Building and the Irvine Valley College Fine Arts project. The governor's budget proposed funding for only five of the 15 projects in 2018-2019.

The interim director of public relations and marketing attended the monthly meeting of the Orange County Legislative Task Force on Thursday, March 8, at North Orange County Community College District offices. Topics covered included the proposed funding formula for community colleges and 115<sup>th</sup> community college.



# IRVINE VALLEY COLLEGE

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**TO:** Thomas M. Fallo, Interim Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President

**DATE:** March 15, 2018

**SUBJECT: President's Report for the March 26, 2018 Board of Trustees Meeting**

## **President Roquemore Installed to OCBC Board of Directors**

On February 8, Irvine Valley College (IVC) President Glenn Roquemore was installed to the Orange County Business Council (OCBC) Board of Directors. This is the fourth consecutive year that President Roquemore has served on the OCBC board. More than 700 business executives, academic leaders and elected officials attended the annual dinner and installation of the 2018 board. The theme of the event was, "Game Changers: OC Leaders Transforming the World." In a video produced by OCBC, President Roquemore and his fellow board members were recognized as game changers.

## **Two IVC Students Named All-State Academic Team Scholars**

Phi-Theta Kappa (PTK) students Khalid Yasseen and Marissa Anderson were named to the All-State Academic Team scholars. Yasseen was named to the All-California First Academic Team and Anderson was named to the All-California Second Academic Team. The two were selected based on academic merit and scores in the national competition. Yasseen and Anderson represent the top 27 and top 55 community college students in California, respectively. They will be recognized for their achievements at a dinner in April. President Roquemore and Professor and PTK mentor Kurt Meyer will both attend the dinner to celebrate Yasseen and Anderson's successes.

## **Anissa Heard-Johnson Presents at Washington State University Event**

On March 3, Anissa Heard-Johnson, IVC director of student life and equity programs was the keynote speaker at Washington State University's Global Campus Student Rendezvous Event. The one-day, in-person event provided advisement, resource fair, and workshops for students studying online at the university. Heard-Johnson presented on the topic, "How online communities of practice can build student leader cultural competency and effectiveness in a more global workforce." Her presentation was well received by a group of 200 students, faculty, staff, and their families.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:  
Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitt, James R. Wright  
Thomas Fallo, EdD, Interim Chancellor • Glenn R. Roquemore, PhD, President, Irvine Valley College

*An Equal Opportunity Institution*

### **Career Edge Wins Prestigious Award**

In February, the Greater Irvine Chamber of Commerce was awarded the Western Association of Chamber Executives (WACE) Outstanding Program Award for Career Edge. Career Edge began as the brainchild of Linda DiMario, executive vice president of Greater Irvine Chamber, Economic Development and Tourism, and IVC President Glenn Roquemore. They sought to address the problem many businesses face regarding the lack of soft skills new employees have. The Career Edge program provides soft skills training to students, helping to maximize their success in the workplace. The program was developed by the Chamber and IVC's School of Business Sciences in 2015 to provide enrichment for students by preparing them to communicate and thrive in a business setting. The Career Edge program offers free half-day courses that teach students valuable skills to help them meet the expectations of employers in an ever-evolving workplace. More than 200 IVC students have participated in Career Edge during a two-year pilot phase. Because of the success, the Career Edge program will now be offered to students enrolled at any college or university in Irvine. The next Career Edge program workshop will take place on Saturday, April 7, and will focus on successful business etiquette and workplace behaviors.

### **ASG of IVC Hosts Successful First Homecoming Dance**

On February 9, over 200 students attended IVC's first-ever homecoming dance. The Associated Student Government (ASG) of IVC Activities Committee hosted the dance with the support of the Office of Student Life. Students dressed in semi-formal attire and engaged in "a night in Paris" at the Hart Gymnasium.

### **Summer Serpas Presents at Public Policy Institute of California**

On February 28, Summer Serpas, IVC English professor and assistant director of the California Acceleration Project, participated on a panel at the Public Policy Institute of California (PPIC) in Sacramento. The panel consisted of Serpas, Laura Hope, executive vice chancellor for educational services at the California Community Colleges Chancellor's Office, and Jacqui Irwin, member of the California State Assembly. Olga Rodriguez, research fellow for the PPIC Higher Education Center, moderated the panel discussion. The panel discussed reforms to developmental English pathways upon the release of PPIC's new publication, "Reforming English Pathways at California's Community Colleges." In their publication, PPIC evaluates the effectiveness of recent reforms in developmental English classes, including accelerated one-semester developmental courses. Serpas shared about IVC's English co-requisite that piloted in Fall 2017, in which students placed into WR 201 can take a fast track option by taking WR 302, WR 1, and WR 181 in one semester. She shared that the co-requisite program is showing higher completion rates for students who would have been placed in developmental English courses. IVC's success rates for the pilot are in line with other colleges such as Solano College, San Diego Mesa College, and Sacramento City College, who are seeing completion rates between 70 and 80 percent.

### **President Roquemore Attends CCLC CEO Symposium**

On March 2-4, President Roquemore attended the Community College League of California (CCLC) CEO Symposium in Monterey Bay. CCLC combined their Northern and Southern CEO Conferences into one statewide symposium. The CEO Symposium provided an ideal opportunity for CEOs to meet and discuss the critical issues that face California community colleges and learn from each other.

### **Six IVC Students Awarded APIASF AANAPISI Scholarship**

Six IVC students were honored with a 2017 Asian Pacific Islander Scholarship Fund (APIASF) AANAPISI scholarship. APIASF is the leading national organization chartered with raising funds to award scholarships to students of Asian Pacific Islander decent. Only students attending an institution recognized as an Asian American Native American Pacific Islander Serving Institution (AANAPISI) Scholarship program partner are eligible to apply for these scholarships. APIASF has partnerships with 24 colleges and universities nationwide (15 community colleges and nine four-year institutions). Each IVC student awarded this year received a \$2,500 scholarship. These students include: Jostine Edu, biology major; Danielle Huynh, business major; Guanqun Ma, electrical engineering major; Faith Mallawong, film studies major; Manpreet Saini, computer engineering major; and Lia Yoon, business major.

### **Irvine CyberPatriot Team Wins First Place in National Competition**

On February 27, a team of high school students from Irvine's El Toro Battalion of the Naval Sea Cadets won first place in the Gold Tier All Service Division of the CyberPatriot X competition. CyberPatriot is the Air Force Association's National Youth Cyber Defense Competition. IVC is part of a consortium of Orange County community colleges that have trained over 1,000 middle and high school students in cyber defense skills as preparation for this competition. IVC has been a host to over 100 students and 30 local teams, providing a location and monthly training sessions for students to compete in the national competition. Over 5,500 teams registered to compete in CyberPatriot X. The students from the El Toro Battalion, Naval Sea Cadets, led by coach and IVC CyberPatriot mentor Terry Ginsburg, excelled in the qualifying rounds. The team demonstrated teamwork, critical thinking skills, and technical knowledge key to a successful career in cybersecurity.

### **IVC Students Participate in Irvine Career Discovery Day**

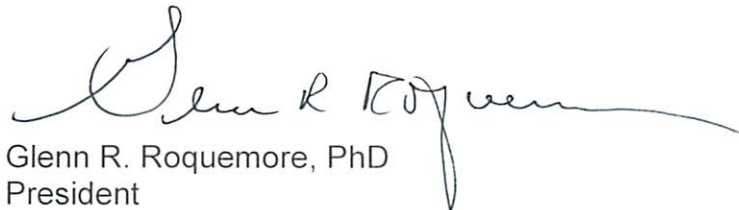
On March 1, fifty-one IVC students participated in Irvine Career Discovery Day, sponsored by Vital Link Orange County, the Greater Irvine Chamber of Commerce, Google, and IVC. Students had the opportunity to visit and tour local business locations including Blizzard Entertainment, Google, Johnson & Johnson, Parker, and Cox Automotive. Assistant Professor Patricia Beckmann-Wells, Career Placement Officer Kaye McDonald, and Instructor Youlin Shaw-Kingery chaperoned the students on the business visits.

### **President Roquemore Invited to Speak at Two Summer Conferences**

President Roquemore has been invited to speak at the CCLC CEO Leadership Academy held June 8-10 in Lake Tahoe. The CEO Leadership Academy was designed specifically to address the unique challenges and opportunities confronted by leaders of California community colleges while creating a professional cohort through building relationships with colleagues that will prove beneficial for years to come. President Roquemore will also speak at the American Association of Community Colleges (AACC) Presidents Academy Summer Institute (PASI) July 21-24 in Dana Point. This three-day institute focuses on issues of critical importance to success in the role of the community college president, providing a mix of content experts and interaction around related case studies that result in the development/acquisition of ready-to-use skill sets that participants can apply back at their respective campuses. The institute also provides opportunities for newer presidents to develop mentor-mentee relationships with more seasoned presidents, focusing on immediate challenges and opportunities that these presidents are facing on their campuses.

### **Vice President for Student Services Linda Fontanilla Leads CSSO Conference**

On March 7-8, Linda Fontanilla, vice president for student services and president of the Chief Student Services Officer (CSSO) Association, presided over the CSSO Spring 2018 Conference in Sacramento. The conference focused on "Leading Pathways to Success," and was attended by chief student services officers from across the state. Conference keynote speakers included Dr. Kay McClenney, senior advisor to the president/CEO and Pathways Project at AACC; Kristin D. Lindgren, attorney at Liebert, Cassidy, Whitmore; Pilar Morin, partner at Liebert, Cassidy, Whitmore; Eileen O'Hare Anderson, attorney at Liebert, Cassidy, Whitmore; Dr. Francisco Rodriguez, chancellor of the Los Angeles Community College District; and Dr. Regina Stanback-Stroud, president of Skyline College. The conference also included breakout sessions for attendees to delve deeper into topics surrounding student success. Vice President for Student Services staff members Angela Mahaney and Maria Nunez were instrumental to the success of the conference.



Glenn R. Roquemore, PhD  
President



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Interim Chancellor Fallo

FROM: Gregory Anderson, President

SUBJECT: Report for March 26, 2018 Board of Trustees Meeting

### **Stadium Groundbreaking**

More than 125 students, staff, faculty and administrators attended the highly anticipated groundbreaking of the Saddleback College stadium and sports complex on March 12. Board of Trustees President Tim Jemal welcomed the crowd. A moving rendition of the national anthem was sung by former student athlete Nolan Muchow. A sincere thanks to Trustee Jay, Trustee Lang, Trustee Prendergast, Trustee Whitt, Trustee Wright, and President Roquemore who attended the event. It was a wonderful celebration to recognize the heritage of the college.





### **Horticulture and Landscape Design Students Awarded \$10,000 Grant**

A group of six Saddleback College horticulture and landscape design students will use the \$10,000 award to explore the possibility of using dew and fog to irrigate urban farms and landscapes by installing and studying a dew and fog catchment system at a Laguna Beach park. The student team was one of seven teams from colleges throughout California that received a \$10,000 award. The World Water Forum grant program requires student teams to research, develop and communicate water-use efficiency or local supply technologies and strategies that can be employed cost-effectively in water-stressed regions, locally, regionally or internationally. Through the program, grant winners must design a project or prototype that will contribute to a more sustainable water future, including developing a business plan and providing evidence it could become fully sustainable.

### **Saddleback Students to Present at Honors Transfer Council of California and Bay Honors Symposium**

Thirty-four Honors Program students have been accepted to the Honors Transfer Council of California (HTCC) 18th Annual Research Conference. Over 300 students from 40 California community colleges will be presenting their research at UC, Irvine on Saturday, April 7, 2018.

The Bay Honors Symposium, hosted by UC Berkeley, invites community college Honors students to present their original research in a wide range of disciplines. Seven Saddleback Honors Program students will be presenting at the event on May 5, 2018. Four of the seven students are from the humanities core courses, one is a biology student, and the remaining are English composition students. Students will present on the following topics:

- *A Struggle for Themselves: Apartheid, Internationalism and Independence in Southern Africa*
- *Evolution of the Vehicles of Exploitation of the Frenchmen's "Orient"*
- *The Effects of Mao-Era Legislation on Later Feminism in China*
- *Three Days in August: The Overthrow of Mohammed Mossadegh and the Reshaping of Iranian Democracy*
- *The Empire's Sophistry: A Formal Analysis of British Arguments Concerning the Jallianwala Bagh Massacre of 1919*
- *Antibacterial activity of cinnamon oil and its synergy with vancomycin against Enterococcus faecalis*
- *Egypt for Egyptians: A 19th Century Transformation*

### **Student Athletes Make the Grade**

Fifty-four percent (167 of 308) student-athletes achieved Athletic Honor Roll status during the Fall 2017 semester, including 26 who earned a 4.00 GPA. Special recognition has been paid not only to the students but to our counselors and the staff in the PASS Program and the Learning Resource Center.

### **Multidisciplinary Collaboration**

The departments of biology, advanced manufacturing, art, and economic & workforce development are collaborating on a wall mural, a public art project commissioned by the City of Mission Viejo. The wall mural will showcase two prehistoric dolphins whose skulls were found in the city. The 13 million year-old fossils presented a challenge in the creation of the art project due to the need to handle the rare and delicate remains without causing irreparable damage to the fossils. The advanced manufacturing department collaborated with ceramics to provide a technological solution for the protection of the fossils: 3D scan and 3D print the prehistoric fossils.





### **Saddleback Leaders Contributing at State and National Levels**

California Community College Association of Occupational Educators (CCCAOE) has elected John Jaramillo, Dean of Saddleback's Economic & Workforce Development and Business Science Division, as President-Elect. CCCAOE is a state-wide organization made up of over 1,200 members who are California community college CTE/EWD administrators, faculty and staff. The mission of CCCAOE is to provide leadership for career technical education (CTE) and economic development professionals involved in workforce development and the enhancement of California's position within a global economy.

Renah Wolzinger, Ed.D., Dean of Career Pathways and Dual Enrollment at Saddleback College, was selected from 13,000 applicants to be a presenter at the 2018 American Education Research Association conference in New York in April. She will be presenting research on Equity in CTE Pathways for students in California Community Colleges. Renah will be presenting with her esteemed colleague Dr. Carol Lundberg from CSU Fullerton.

### **Arts Faculty and Students Expand Their Reach**

Faculty member Barbara Holmes joined a team of artists in Angkor, Siem Reap, Cambodia to create and build a large-scale installation for World Wood Day 2018. This international celebration is focused on demonstrating roles and importance of wood and non-timber forest products in supporting our daily living and connecting representatives of wood-related professionals from all around the world.

Laura Haight, faculty member and seven students attended the National Council on Education for the Ceramic Arts (NCECA) in Pittsburg. The NCECA is a dynamic organization that fosters global education and strives to expand awareness of and deepen appreciation for the vitality and vibrancy of ceramic art, teaching, and learning within our technologically influenced world.

**Saddleback Community Education Offers The Edge This Summer**

The EDGE, another collaborative effort between Saddleback Community Education and Capistrano Unified School District, features revised academic programs that closely align and support the math, reading, and writing Core Curriculum taught at middle and high schools. Teachers will utilize exciting activities, academic rigor, and creative lessons to equip students with the essential confidence and skills to achieve their full potential.

**Upcoming Events**

April 24<sup>th</sup>: One Book, One College culminates the spring college wide events with a visit from the author of "Undocumented," Dan-El Padilla Peralta.

May 12<sup>th</sup>: Saddleback College Foundation Gala

May 24<sup>th</sup>: Saddleback College Commencement

Each Friday through May 18<sup>th</sup>: The Emeritus Institute's Dorothy Marie Lowry Distinguished Guest Lecture Series, held at Laguna Woods Village

Respectfully Submitted,



Gregory Anderson  
President



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Thomas M. Fallo, Interim Chancellor and Members of the Board of Trustees  
**FROM:** Samantha Zan, President  
Associated Student Government of Irvine Valley College  
**DATE:** March 15, 2018

**SUBJECT: ASG of IVC Report for March 26, 2018 Board of Trustees Meeting**

## **ASG Awareness Day 2018-2019**

Associated Student Government (ASG) of Irvine Valley College (IVC) held their second annual ASG Awareness Rally. Over 500+ IVC Students had the opportunity to learn about each of the various ASG of IVC committee's goals, past events, and upcoming events. There was a dunk tank and a hamster ball wheel course to go along with the occasion.

## **ASG Elections Candidate Rally**

Spring candidates rallied on March 1 to speak about their candidacy. IVC Students had the opportunity to meet and hear from the candidates running for the various ASG of IVC positions for the 2018-2019 academic year.

## **IVC Alumni Transfer Panel**

ASG of IVC Student Advocacy Committee and IVC Transfer Center hosted an IVC Alumni Panel with students from University of California Irvine, University of California Santa Barbara, Chapman University, and many more. The event occurred on March 8 in the Performing Arts Center Lobby.

## **Annual Budget Allocation Hearings**

The ASG of IVC Budget and Finance Committee have begun the budget hearing process where clubs, co-curricular programs, and academic departments request funds from the ASG of IVC. Budget hearings occurred on February 2, 9, 23 and March 2, 9.

## **ASG of IVC Tour Video**

ASG of IVC Public Relations are in progress of creating an IVC Video Tour. This video will be published at the end of the month.

Samantha Zan, President  
ASG of IVC